St. Mary's College (Autonomous)
Reaccredited with 'A+' Grade by NAAC (Cycle IV)
Thoothukudi

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.2 Strategy Development and Deployment. Year: 2018-2023

6.2.2 Institution implements e-governance in its operations. e-governance is implemented covering the following areas of operations

St. Mary's College (Autonomous), Thoothukudi.

Areas of e-governance	Year of Implementation	Name of the Vendor with Contact Details	Link to Relevant Website/ Document
Administration	2020	Inspire Innovant SolutionsNear Indian Bank, GuezouNagar, Athanavoor (PO), Yellagiri Hils 635 853 iacyellagiri@gmail.com	https://admission.stmaryscollege.edu.in/
Finance and Accounts	2020	Inspire Innovant SolutionsNear Indian Bank, GuezouNagar, Athanavoor (PO), Yellagiri Hils 635 853 iacyellagiri@gmail.com	https://erp.stmaryscollege.edu.in/
Student Admission and Support	2020	Inspire Innovant SolutionsNear Indian Bank, GuezouNagar, Athanavoor (PO), Yellagiri Hils 635 853 iacyellagiri@gmail.com	https://erp.stmaryscollege.edu.in/

Examination	2020	Inspire Innovant SolutionsNear Indian Bank, GuezouNagar, Athanavoor (PO), Yellagiri Hils 635 853 iacyellagiri@gmail.com	**https://erp.stmaryscollege.edu.in/**

The SMCERP (St. Mary's College Enterprise Resource Planning) system has been designed to streamline and optimize the academic, administrative, and financial operations at St. Mary's College, Thoothukudi. This integrated system aims to enhance the overall efficiency, transparency, and accessibility of college operations for students, faculty, and administrative staff.

SMCERP brings automation to a wide range of functions, enabling effective management of processes such as admissions, attendance, examination, fee payments, certificate generation, and more. Through four specialized portals (Administrator, Principal, Faculty, and Student), the system ensures a seamless experience for all users.

SMCERP facilitates the following:
- Online Admission Processing
- Online Hostel Admission
- Online Hostel Renewal for 2nd& 3rd year students
- Online Hostel Fee Payment
- Online Mess Fee Payment
- Online Fee Payment (Semester, Exam)
- Online SMC Calendar
- Online Course Pattern Entry
- Online Course Allotment
- Online Timetable Generation
- Online Attendance Management
- Online NME Course Registration
- Online Quiz
- Online Assignment
- Online CIA Processing

- Online Exam Registration
- Online Hall Ticket Generation
- Online External Seating Allotment
- Online External Mark Entry
- Online Result Publication
- Online External Assessment Report (Individual, Consolidated, Supplementary MarkSheets)
- Online Assessment Report to University
- Course Completed Report to University
- Online Transfer Certificate/ Conduct Certificate/Course Certificate Generation
- SMS Notification to Students and Parents
- Online Task Management
- Online Feedback Collection from Students, Parents and Staff

The Enterprise Resource Planning of St. Mary's College (Autonomous), Thoothukudi (SMCERP) comprises of four portals viz. Administrator, Principal, Faculty and Student.

1. Administrator's Portal Overview

The **Administrator's Portal** serves as a powerful management tool, accessible only by select administrative personnel, including the Principal, Secretary, Vice Principals, Deans, and Heads of Departments. This portal plays a crucial role in the overall governance and smooth operation of the college, offering a centralized platform for managing various academic and administrative functions.

Core Functions and Features:

➢ **User Management**: The Administrator's Portal provides comprehensive user access controls. Admins can create, modify, and manage individual accounts for faculty, staff, and students, each with unique login credentials.

➢ **Admission and Fee Management**:

○ **Online Admission Processing**: Admins can manage the entire admission process, from application submission to final approval.

○ **Hostel Admission & Renewal**: Facilitate the admission of new hostel students and the renewal process for 2nd and 3rd-year students.

○ **Fee Payment Management**: Handle fee payments for various categories including semester fees, exam fees, hostel fees, and mess fees.

➢ **Academic & Course Management**:

- **Course Pattern Entry and Allotment**: Admins can define and allocate course patterns for the academic year, ensuring that they align with institutional standards.

- **Timetable Generation**: The portal supports the creation and distribution of student and faculty timetables, ensuring optimal scheduling of classes.

- **Attendance Tracking**: Admins can monitor student attendance and generate reports for academic departments.

- **Examination Management**:

- **Online Exam Registration & Hall Ticket Generation**: Students can register for exams, and admins can generate hall tickets automatically.

- **Seating Allotment**: Automated seating arrangements for external exams, including special arrangements for international students.

- **Mark Entry & Result Publication**: External exam marks are entered, and results are published for students to access easily.

- **Certificate & Report Generation**:

- **Certificates**: Admins can generate various certificates such as Transfer Certificates (TC), Conduct Certificates, and Course Completion Certificates.

- **Assessment Reports**: Generate individual, consolidated, and supplementary mark sheets and send assessment reports to the university.

- **Event and Task Management**:

- **Event Calendar**: Manage and display important academic and extra-curricular events, conferences, workshops, and other college activities.

- **Task Management**: Admins can assign and track tasks, ensuring deadlines are met and objectives are achieved.

- **Communication and Notifications**:

- **SMS & Notification System**: Send automated SMS notifications to students and parents, including alerts for attendance, fee payments, exam schedules, and other important information.

- **Grievance Redressal**: Admins can address student grievances, ensuring prompt resolution of issues.

- **Feedback Collection**: Admins can manage feedback submissions from students, parents, and staff, ensuring continuous improvement and satisfaction.

Dashboard Overview:

The **Administrator's Dashboard** provides a real-time snapshot of the institution's academic and administrative operations. It features the following:

- **Event Calendar**: A monthly view of key academic events, important dates, and college activities, including special events like conferences, workshops, and cultural programs.

- **Student and Staff Statistics**: Displays the total number of students and staff currently enrolled in the college, offering quick insights into institutional size.

- **Feedback and Notifications**: Shows the number of feedback submissions from students and staff, as well as daily notifications, such as birthdays of faculty and students.

- **News & Alerts**: Important updates on upcoming events, academic schedules, and college announcements. Pop-up notifications highlight urgent or time-sensitive news, ensuring nothing is overlooked.

Online Course Pattern Entry & Course Allotment

The Administrator is responsible for defining and entering the **course patterns** for each program (UG, PG). The Admin also allocates specific **courses to staff members**, who are then responsible for tasks like **timetable creation**, conducting **Continuous Internal Assessments (CIA)**, and more.

Timetable Generation

Once courses are allotted to faculty members, the **Admin** enables the system for the staff to enter the **individual timetable** for each course. Additionally, the **Semester Exam timetable** is entered by the Admin to ensure that all schedules are coordinated and published.

NME

The Admin enters all **Non-Major Elective (NME)** offered in the ERP system. This allows students to **register online** for courses that they wish to take, ensuring a smooth registration process.

Quiz & Assignment Management

The Admin enables faculty members to set up **online quizzes** and **assignments** within the ERP. Faculty can schedule quizzes, manage their conduct, and generate **marks reports** for each quiz. Similarly, assignments can be uploaded, assessed, and graded through the platform.

CIA Processing

The Admin configures the **Continuous Internal Assessment (CIA)** system, where faculty can enter **marks for internal tests**, quizzes, assignments, and seminars. The system automatically calculates the overall CIA score based on these inputs, with attendance also contributing to the final grade.

Exam Registration

Students can register for **semester exams** through the Admin's portal. Once registered, the **exam fee payment** option is activated, allowing students to pay their exam fees online.

Hall Ticket Generation

After exam registration, the Admin ensures **automatic generation of hall tickets** for each student, which includes the exam schedule. The hall ticket reflects the **course timetable** as entered by the Admin and provides essential details for the exam.

External Seating Allotment

The Admin is responsible for allotting **seats for external exams**. Each student is assigned a unique **seat number**, which includes the block, room number, and seat location. This seat number is automatically reflected in the student's **hall ticket**.

External Mark Entry

The **Controller of Examinations** is given the authority to **enter external exam marks** for all students. The Admin ensures that marks are updated for each program and course, maintaining accurate academic records.

External Assessment Report (Individual, Consolidated, Supplementary Mark Sheets)

The **Controller of Examinations** is authorized to generate **individual**, **consolidated**, and **supplementary mark sheets** for students, which are available through the ERP system.

Result Publication

Once the **Controller of Examinations** approves the semester exam results, the Admin publishes the **results** in the ERP system. Results are also made available on the college website for student access.

Transfer Certificate/Conduct Certificate/Course Certificate Generation

The Admin facilitates the **online generation of certificates** like **Transfer Certificates (TC)**, **Conduct Certificates**, and **Course Completion Certificates** for students who have submitted a request through the ERP system.

SMS Notification to Students and Parents

The Admin has the capability to send **SMS notifications** to **students and parents**, particularly for important updates such as **attendance issues**, **exam schedules**, and **fee payment reminders**.

Feedback Collection (Students, Parents, and Staff)

The Admin enables the collection of **feedback** from students, parents, and staff about various aspects of the institution, including **curriculum**, **teaching quality**, **infrastructure**, and **student support services**. This feedback is crucial for ongoing institutional improvement.

2. Principal's Portal - Overview

The **Principal's Portal** within the **SMCERP** is a central hub for managing all academic, administrative, and operational tasks at the college. It is specifically designed to streamline processes for the Principal, allowing for easy access to critical data and tools related to student admissions, fee management, academic scheduling, exam results, and more. This portal ensures that the Principal can effectively oversee and manage various aspects of the college's functioning.

Key Features of the Principal's Portal:

Dashboard Overview:

The **Dashboard** serves as the main interface for the Principal, offering a snapshot of important information:

- **Event Calendar**: Displays key academic and college events, ensuring the Principal is always aware of upcoming activities.

- **Monthly Academic Calendar**: Shows day-wise and date-wise events, assignments, and holidays.

- **Staff & Student Statistics**: Provides live data on the total number of students and staff members in the institution.

- **Feedback & Notifications**: Displays the number of **feedbacks** collected and important **notifications** such as staff and student birthdays.

- **Pop-up Updates**: Key announcements like **conferences**, **workshops**, **lectures**, and **festivals** are displayed to keep the Principal informed.

Admissions Management (College & Hostel):

- **Admission Access & Permissions**: The Principal has control over user access for **HoDs** and **admission in-charges** who manage the college and hostel admissions.

- **Selection Process**: The Principal can select candidates for both **college and hostel admissions** using the SMCERP system, ensuring transparency and accuracy in the selection process.

- **Certificate Verification**: HoDs and admission in-charges are granted the rights to verify certificates online.

- **Fee Payment Activation**: After admission verification, the system enables students to make **online fee payments** for both semester and hostel fees.

  Reports on Admission:

  The Principal can generate and view a variety of admission-related reports:

- **Application Issued Report**: Provides a detailed list of issued applications.

- **Application Received Report**: Displays the number of applications received.

- **Selection List Report**: Categorized by **date**, **programme**, and **community**.

- **Fee Payment Report**: Summarizes fee payments by **date**, **programme**, and **community**.

- **Admission Cancellations Report**: Lists **cancelled admissions**, categorized by programme and community.

- **Student Information Report**: Includes a comprehensive report on each student's personal, academic, and extracurricular details.

  SMC Calendar Management:

- The Principal has the ability to **view and edit** the **SMC Calendar**, which contains daily events and activities. This calendar is accessible to all users of the system, ensuring alignment across staff and students on important events.

  Course Pattern & Course Allotment:

- The Principal can view the **course patterns** for all academic programmes, including **UG** and **PG**

- The portal displays which courses have been **allocated to faculty members**, helping ensure that each subject is covered and that teaching assignments are aligned with the academic schedule.

  Timetable Management:

- The Principal has the ability to **view timetables** for:

○ **Individual Faculty** members.

○ **Classes** (student groups).

○ **Staff** and **Departments**, ensuring all activities and lectures are scheduled appropriately.

  Quiz & Assignment Monitoring:

- The Principal can oversee the **conducting of quizzes** and **assignments**:

○ **Quiz Reports** can be generated by **programme** or **staff**.

o The Principal can also review the performance reports of students for various quizzes conducted in courses.

External Marks & Result Management:

- The Principal can access the **External Marks Report** for each student, either **course-wise** or **programme-wise**.

- The Principal has the authority to **approve and publish semester results** through the ERP system and the college website.

Communication via SMS Notifications:

- The Principal can send **SMS notifications** to:

o **Parents**: Updates on **attendance**, **exam schedules**, **fees**, and other key information.

o **Students**: Important updates about **exams**, **attendance**, and **academic deadlines**.

Student Information Report:

- The Principal has access to a comprehensive **Student Information Report**, which includes:

o **Personal details** of each student.

o **Academic performance** data.

o **Extracurricular activities** and other participation data.

Feedback Management (Students, Parents, and Staff):

- The Principal can view detailed **feedback reports** collected from:

o **Students** on courses, teaching methods, and campus facilities.

o **Parents** on student welfare, institutional support, and overall satisfaction.

o **Staff** (teaching and non-teaching) on institutional practices, infrastructure, and work environment.

3 . SMCERP Faculty Portal Overview

The **SMCERP Faculty Portal** is a robust platform designed to streamline various academic and administrative tasks for faculty members. Accessible through individual user IDs and passwords, the portal provides a range of features that support faculty in managing their profiles, assessments, student feedback, attendance, quizzes, and more.

Key Features of the Faculty Portal:

1. Faculty Login

- **Secure Access**: Faculty members can log in with unique credentials (user ID and password) to access their personal dashboard and other features.

2. Profile Management

- **View Profile**: Faculty can access personal details such as:

○ Full Name, Department

○ Contact Information (Mobile Number, Email)

○ Addresses (Present & Permanent)

- **Update Profile**: Faculty can modify or update their information, ensuring their profile is accurate and current.

3. Feedback Section

- **Academic Information**: Faculty can input data related to their academic background.

- **Self-Appraisal**: Staff can enter details about their professional achievements, such as:

○ Teaching Experience, Publications, Research Projects

○ Academic Awards, Memberships, Seminars/Conferences Attended

- **Performance Index**: A system to track and record faculty performance metrics.

- **Feedback Entry**: Faculty can provide feedback for themselves, their peers, Head of Department (HoD), Principal, and Deans.

- **Student Feedback Reports**: Faculty can view consolidated feedback from students on courses taught.

4. CIA (Continuous Internal Assessment)

- **Marks Entry**: Faculty can enter internal assessment marks, including marks for quizzes, assignments, seminars, and other course components.

- **RESCAPES Marks**: Faculty can record marks for RESCAPES (internal assessment system).

- **CIA Reports**: Detailed reports are generated based on the entered marks, including performance breakdowns for each course component.

5. Student Information

- **CIA Progress Report**: Faculty can generate progress reports for students based on their internal assessments.

- **Class-Wise Student List**: Access a list of students enrolled in the class or course.

- **Course Remarks**: Faculty can provide course-specific remarks for each student to monitor their performance and engagement.

6. Timetable Management

- **Personal Timetable Entry**: Faculty are required to enter their class schedules to facilitate accurate attendance tracking.

- **Course-Specific Timetables**: Ensures that faculty can manage and update their teaching hours for efficient attendance management.

7. Quiz Management

- **Quiz Creation**: Faculty can create quizzes for their courses by:

  - Setting question types and difficulty levels

  - Defining mark distribution for each question

  - Scheduling quiz dates and times

  - Shuffling the question order for each student

- **Quiz Results**: After students complete the quiz, the system automatically calculates and displays individual results.

- **Quiz Reports**: Faculty can access detailed reports on student quiz performance.

8. Dashboard and Notifications

- **Event Calendar**: The portal includes a dynamic calendar to track academic events such as conferences, workshops, seminars, and important exam schedules.

- **Pop-Up Notifications**: Faculty will receive timely alerts about upcoming events, conference deadlines, workshops, exam schedules, and other relevant news.

4. SMCERP Student Portal Overview

The **SMCERP Student Portal** provides students with easy access to a wide range of academic and administrative services through individual login credentials. The portal offers a centralized platform to manage personal information, academic records, attendance, fee payments, course registrations, and more. Students can also stay updated on important announcements, event calendars, and results.

Key Features of the Student Portal:

1. Student Login

- **Personalized Access**: Each student is provided with unique login credentials to securely access the portal.

2. Dashboard Overview

- The **Student Dashboard** includes an organized overview with quick links to:

○ **Profile**

○ **Academics**

○ **Certificates**

○ **Calendar (with Day Order)**

○ **Attendance Percentage**

○ **Course Registrations (NME & Certificate)**

○ **Timetable**

○ **Quiz & Assignments**

○ **Fees Payment** (Semester and Hostel, Exam)

○ **Registration Card & Exam Details** (Seating Allotments, Hall Ticket)

○ **Feedback & Grievance Section**

- Students can also view important **Notifications** and **News & Events** related to college activities, along with **Semester Exam Results**.

3. Profile Section

- The profile includes personal information such as:

○ Full Name, Date of Birth, Gender, Religion, Nationality

○ Father's Name, Blood Group, Community, Sub-caste

○ Contact Address for communication

4. Academics

- Students can view their **Course Registrations** for each semester, along with details about academic progress and performance in registered courses.

5. Feedback Section

- Students can submit feedback for various aspects of their academic experience, including:

- **Faculty Feedback**: Rate courses and faculty performance

- **College Feedback**: Provide input on campus facilities and infrastructure

- **Course Feedback**: Evaluate course content, delivery, and resources

- **Student Support Feedback**: Rate the quality of support services provided by the college

6. Examination Management

- **Course Registration for Exams**: Students can register for courses and exams each semester, with automatic generation of **Registration Cards**.

- **Hall Ticket Generation**: Students can access and download their **Hall Tickets** for upcoming semester exams, which include exam schedules, room assignments, and seat numbers.

- **Seating Allotment**: The portal provides seating arrangements for exams, ensuring students know their exam locations in advance.

7. NME

Students can register for **NME (Non-Major Elective)** online via the portal. Course allocations are handled based on the registration details submitted.

8. Fee Payment Section

- Students can pay various fees securely through the portal:

- **Semester Fees**

- **Exam Fees**

- **Hostel Fees**

- **Mess Fees**

- Online payment options ensure convenient and safe transactions from anywhere.

9. Quiz Participation

- Students can **attend quizzes** for each registered course through the portal using their login credentials.

- **Instant Results**: After completing the quiz, the portal automatically displays the student's score and performance metrics.

10. Event Calendar and Notifications

- The portal provides an up-to-date **Event Calendar**, listing important academic events, workshops, seminars, and more.

- Students receive **notifications** regarding upcoming events, deadlines, and college announcements.

11. Semester Exam Results

- Students can access and view their **semester exam results** as soon as they are published, with detailed score reports and performance breakdowns.

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