

#### ST. XAVIER'S COLLEGE JAIPUR

Nevta–Mahapura Road, Jaipur 302029

Affiliated to University of Rajasthan. Approved under Section 2(f) and 12(B) of the UGC Act, 1956

A Christian Minority Jesuit Educational Institution

# 6.2.2 Implementation of e-governance in areas of operation

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St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



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# 1. Administration including complaint management

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#### **ADMINISTRATION**

Administration in the Institution through a Website and ERP plays an important role towards enhancing accessibility, streamlining administrative processes, improving communication, enriching the learning experience, adapting to technological advancements, and reducing cost.

By embracing these IT platforms, colleges serves the needs of their students, faculty, and staff in the digital age.

Janus L.

Principal

# Login IDs – MasterSoft ERP

USER	USERNAME	PASSWORD
FACULTY	Happy16357@jxea.com	Agrawal@123
STUDENT	3946273@JXEA.COM	ADMIN

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# Administration including complaint management

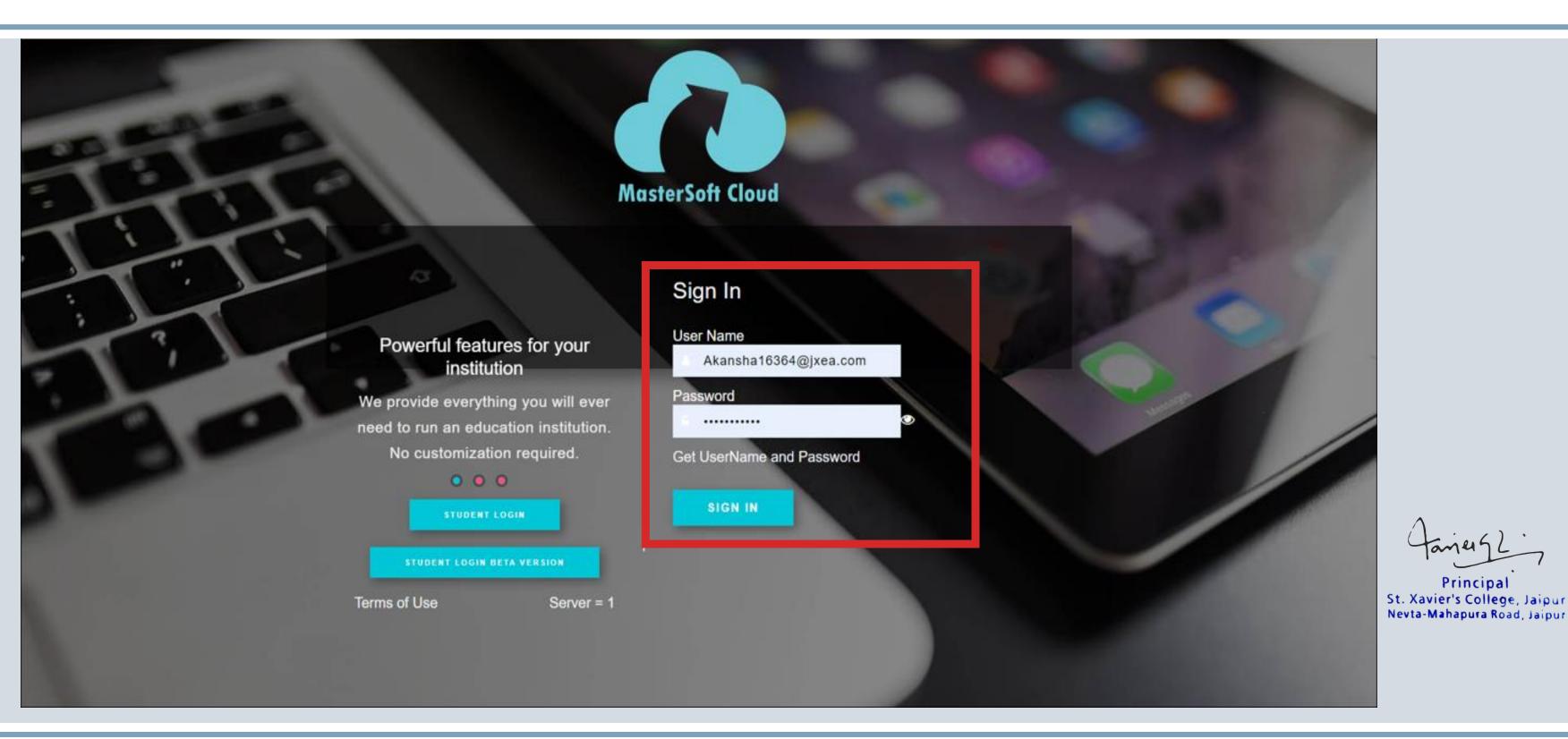
#### The Administration of MasterSoft ERP is bundled in the following sub modules namely-

- Authorization Module (User Management and Access role Definitions) The authorization module defines a role-based access to the system's functionalities and data, facilitates the user management and compliance with data security regulations.
- Academic Module- The academic module encompasses a comprehensive suite of features designed to streamline and optimize various academic processes within the college environment.
- Attendance Module- This module aims to simplify and automate the attendance tracking process, improve accuracy and reliability of attendance data, and enhance communication and collaboration between faculty, students, and administrators.
- Establishment Module- The module automates the process of managing employee leave requests, approvals, and tracking of leave balances.
- ITLE Module- This module within an ERP system focuses on managing various aspects related to technology infrastructure, digital learning resources, and educational technology tools.
- **Feedback Module-** This plays a critical role in fostering transparency, accountability, and stakeholder engagement, driving continuous improvement and enhancing the overall quality of education and services provided by the institution.

Principal

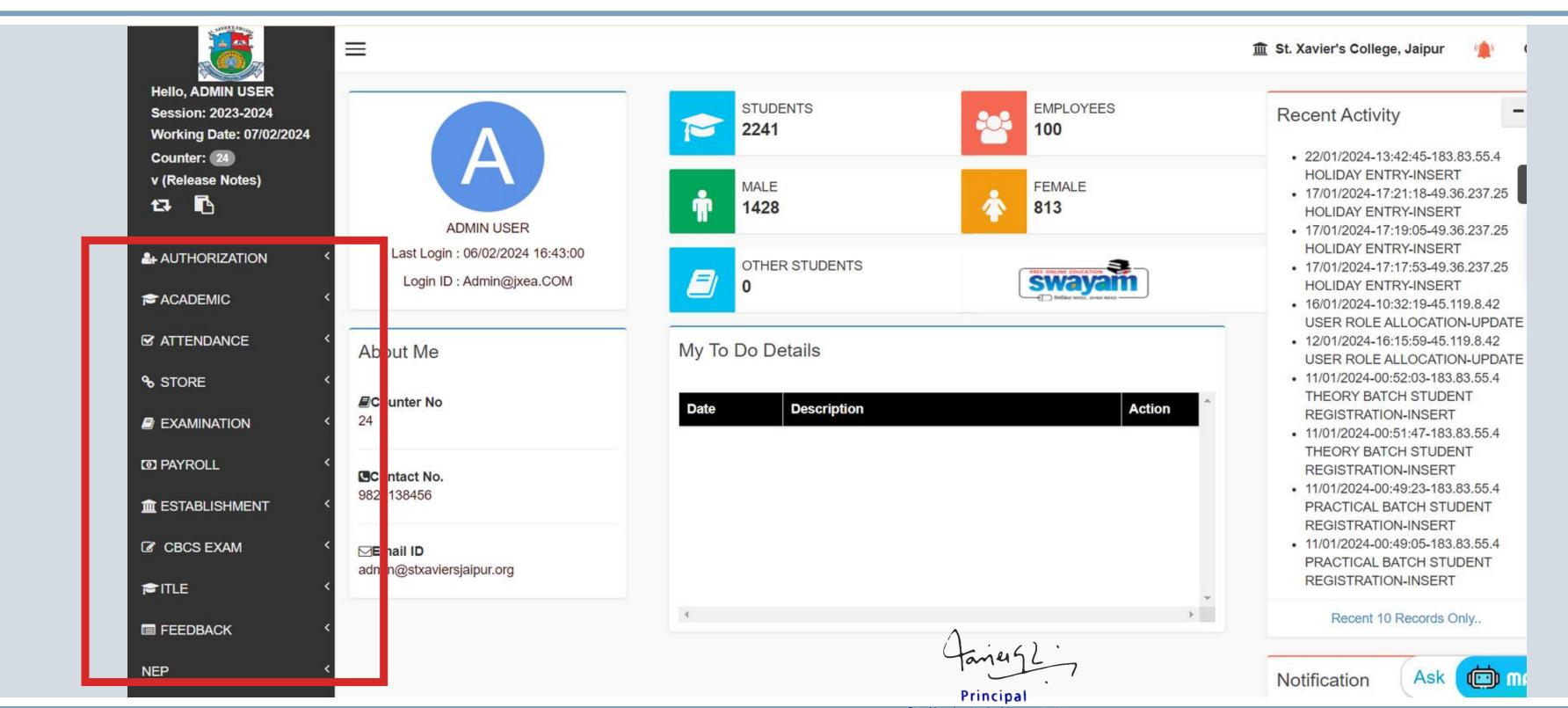
t. Xavier's College, Jaipur
exta-Mahapura Road, Jaipur

#### Login Page of MasterSoft ERP

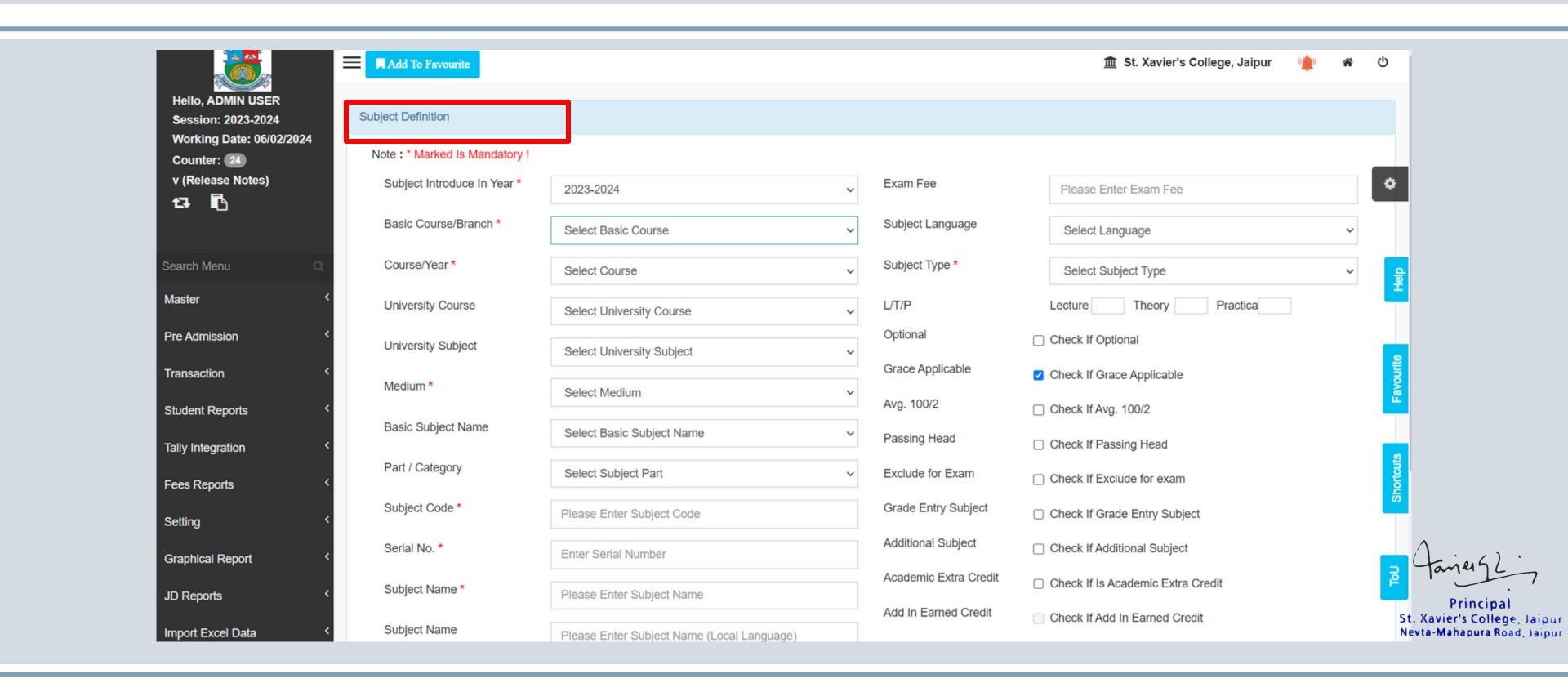


MasterSoft ERP is a cloud-based software that automates all major processes of our educational institution ensuring management of all academic & non-academic operations and ensuring transparency across all departments.

#### MasterSoft ERP Modules

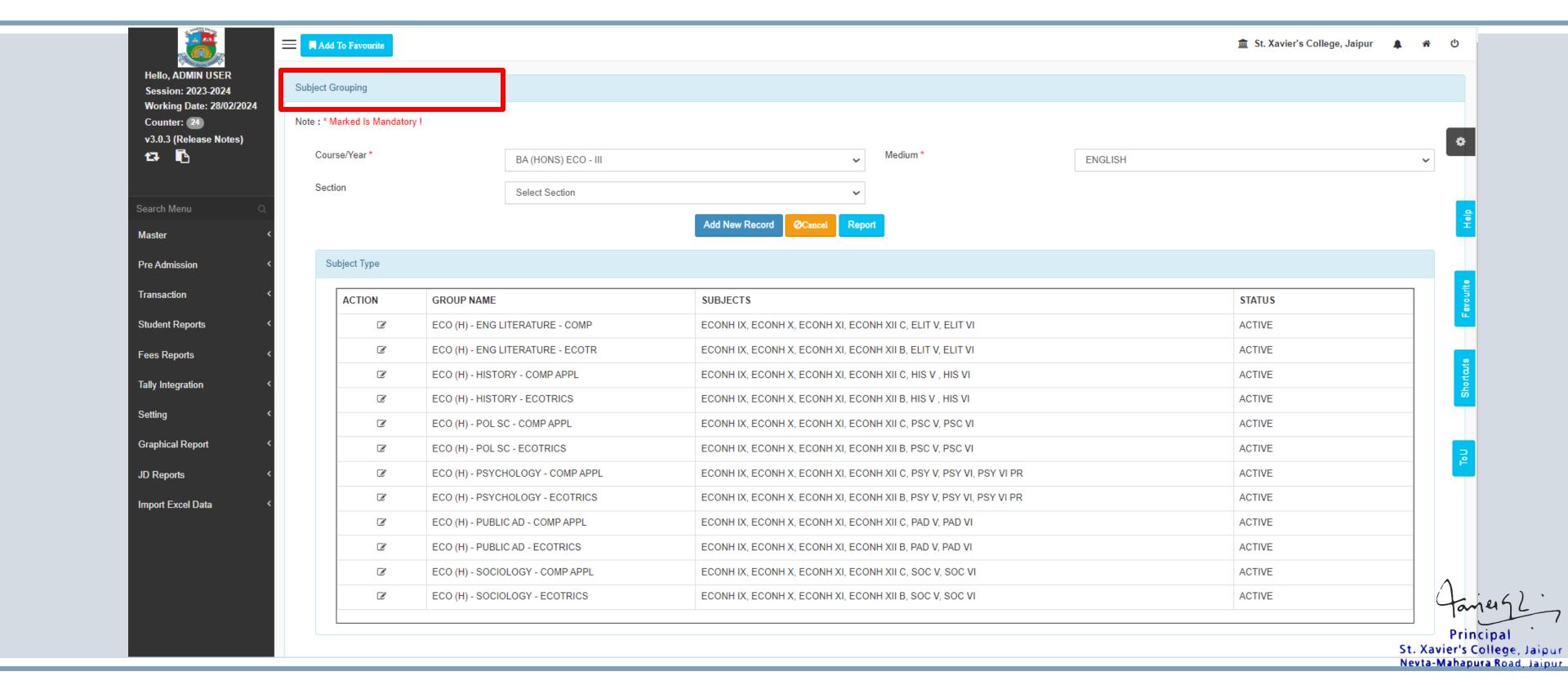


#### Subject Definition Screen



Subject Definition shows feature for defining different subjects spanning in different years and semesters for various Programmes.

# Subject Grouping



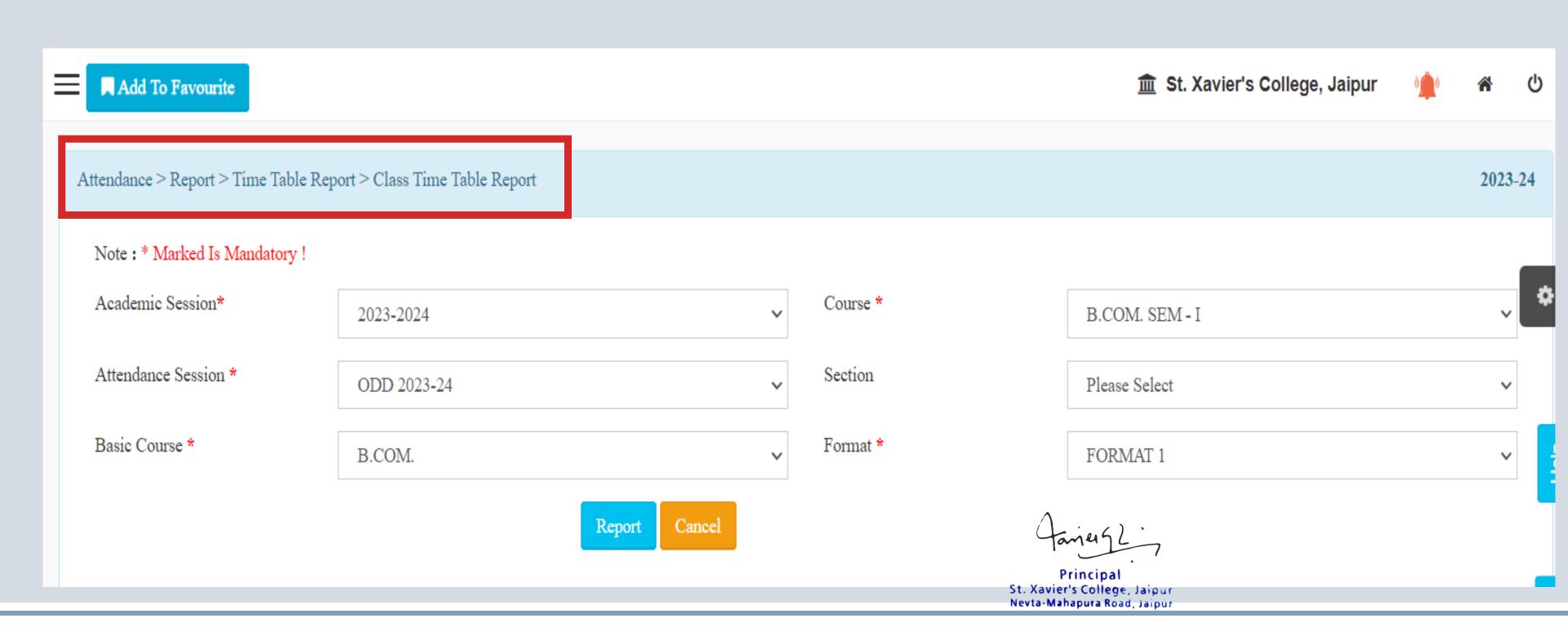
Subject Grouping Screenshot shows the feature to make user define the grouping of a particular subject.

# Time Table Template Definition

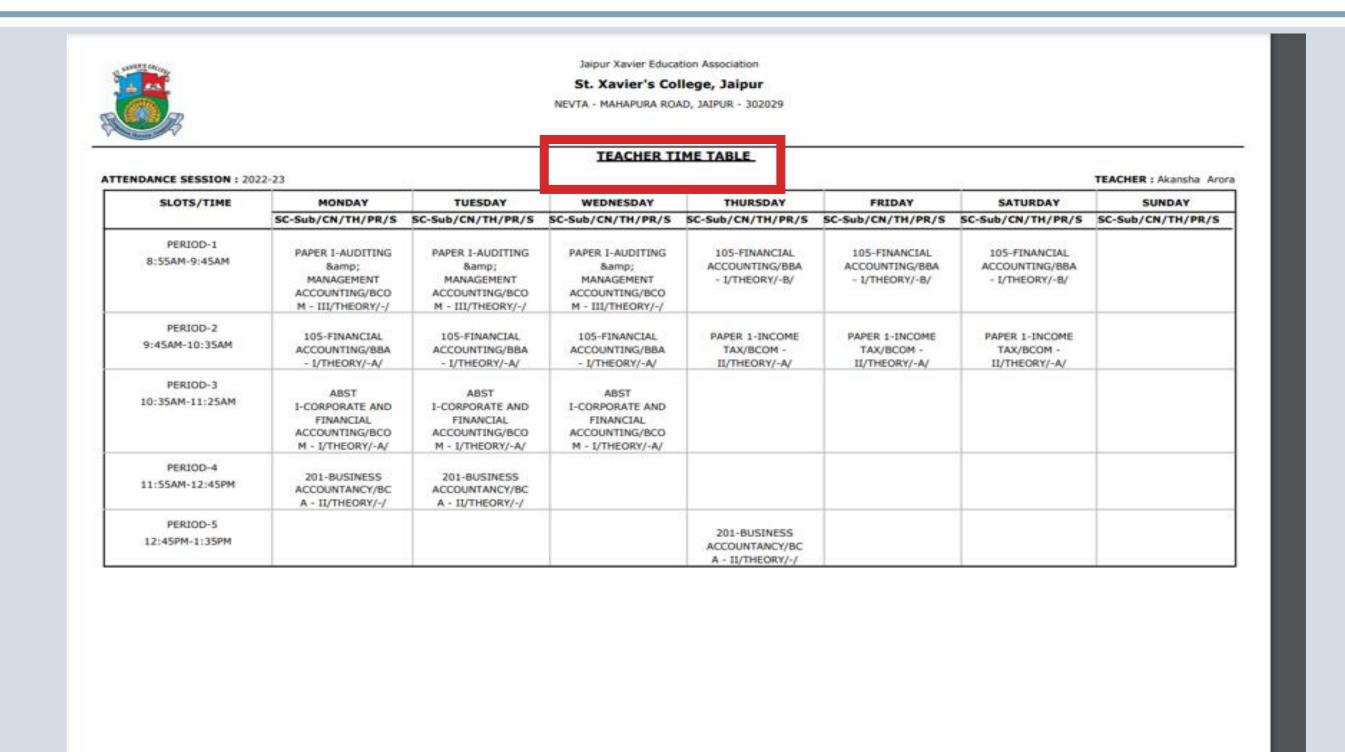
Hello, ADMIN USER					
Session: 2023-2024	Attendance > Transaction > Tir	me Table > Time Table Creation			2023-24
Working Date: 17/02/2024 Counter: 24 v3.0.3 (Release Notes)	Note: 1. * Marked Is Manda 2. For Creating Sect	itory ! tion-Wise Time Table, Theory Batch Allotment Must Be	e Done Section-Wise!		<b>\$</b>
t3 <b>6</b>	Attendance Session *	2023-24	~		
Search Menu Q	Basic Course *	B.B.A.	~		
DashBoard <	Course *	B.B.A. SEM - I	~		He
Master <	Section	С	~		
Transaction <	Medium *	ENGLISH	~		avourite
Report <	Subject *	103FINANCIAL ACCOUNTING(6.00)	~		
Setting <	Day *	MONDAY	~		cuts
3iometric <	Slot *	Please Select	~		Short
	Room	Please Select	~	Jane 92	
		Submit Cancel		Principal St. Xavier's College, Jaipur	<b>P</b>

Timetable Template Definition helps in aligning the proper schedule of the academic year keeping the focus on all subjects and their management.

#### **Time Table Generation**

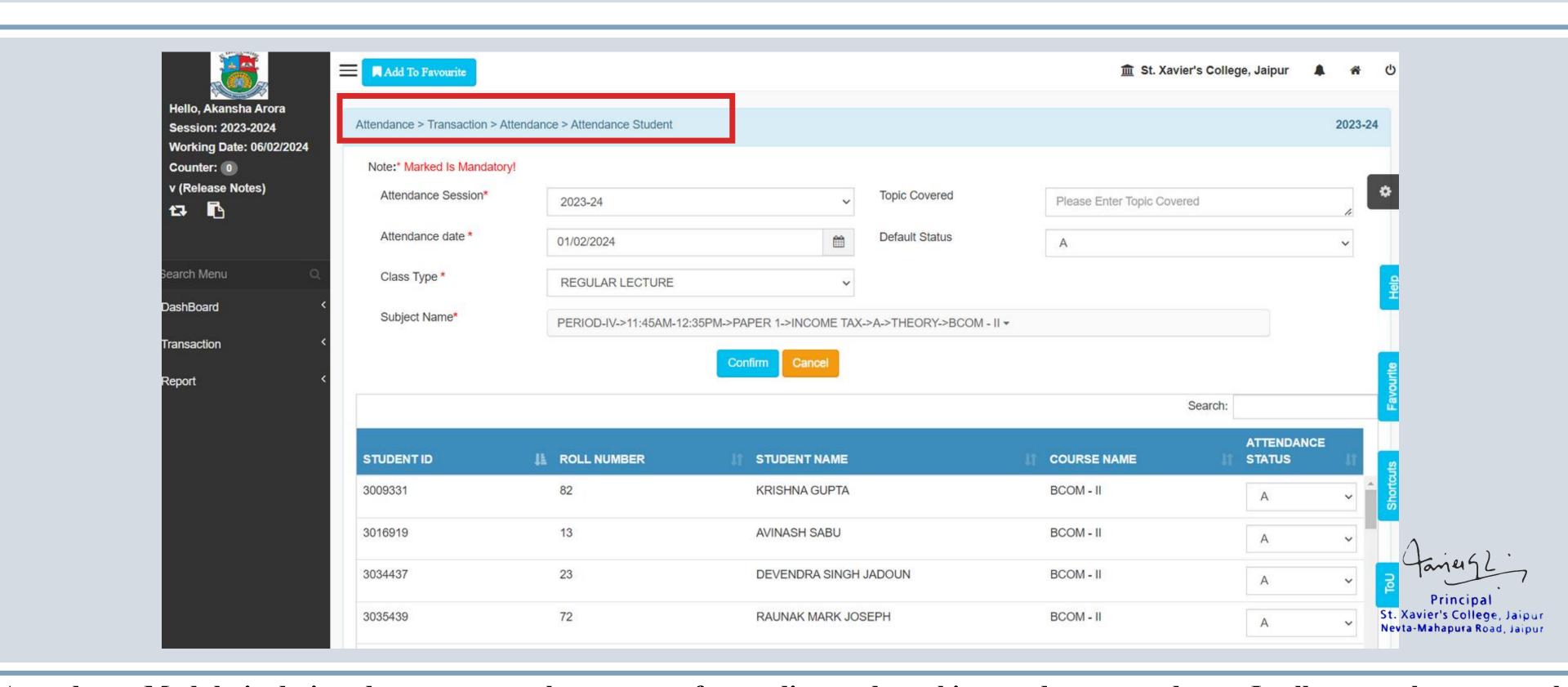


# TimeTable Dashboard - Faculty View



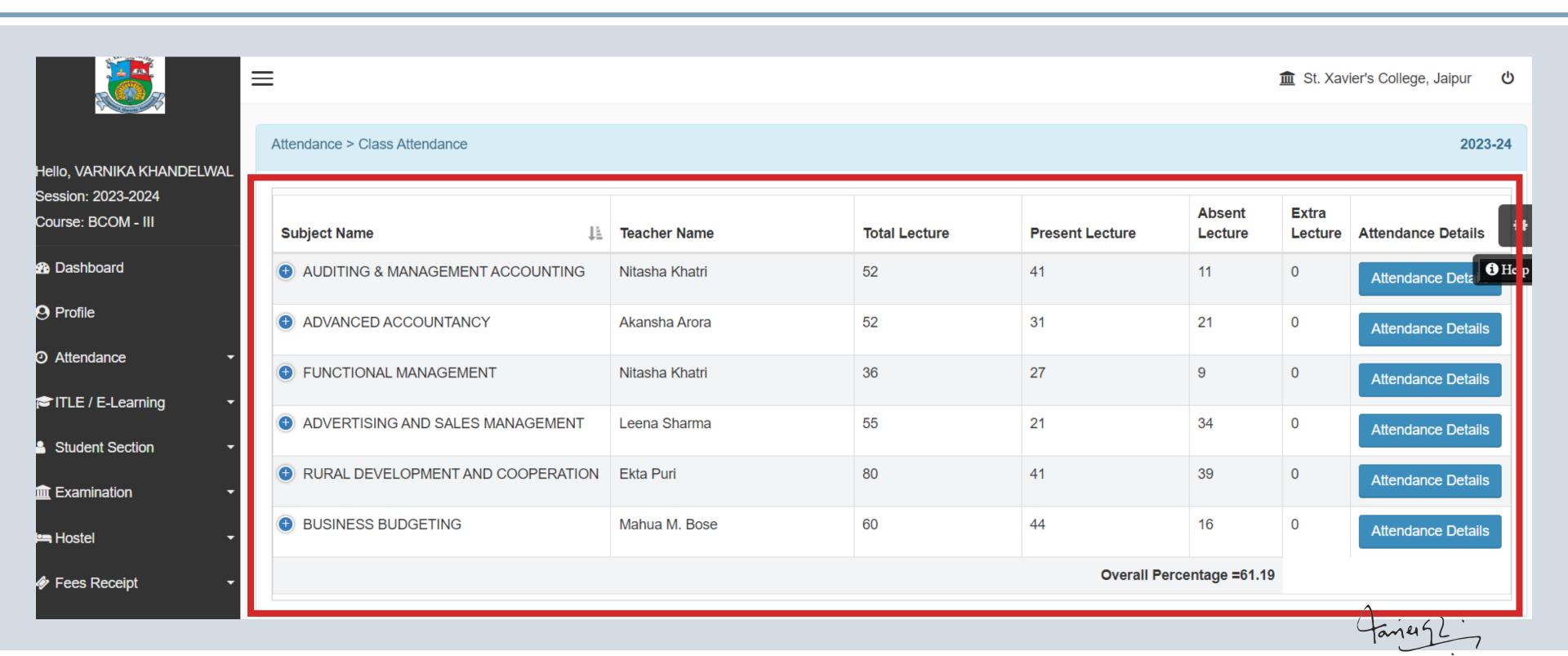
Principal St. Xavier's College, Jaipur Nevta-Mahapura Road, Jaipur

# Attendance Marking Page - Faculty View

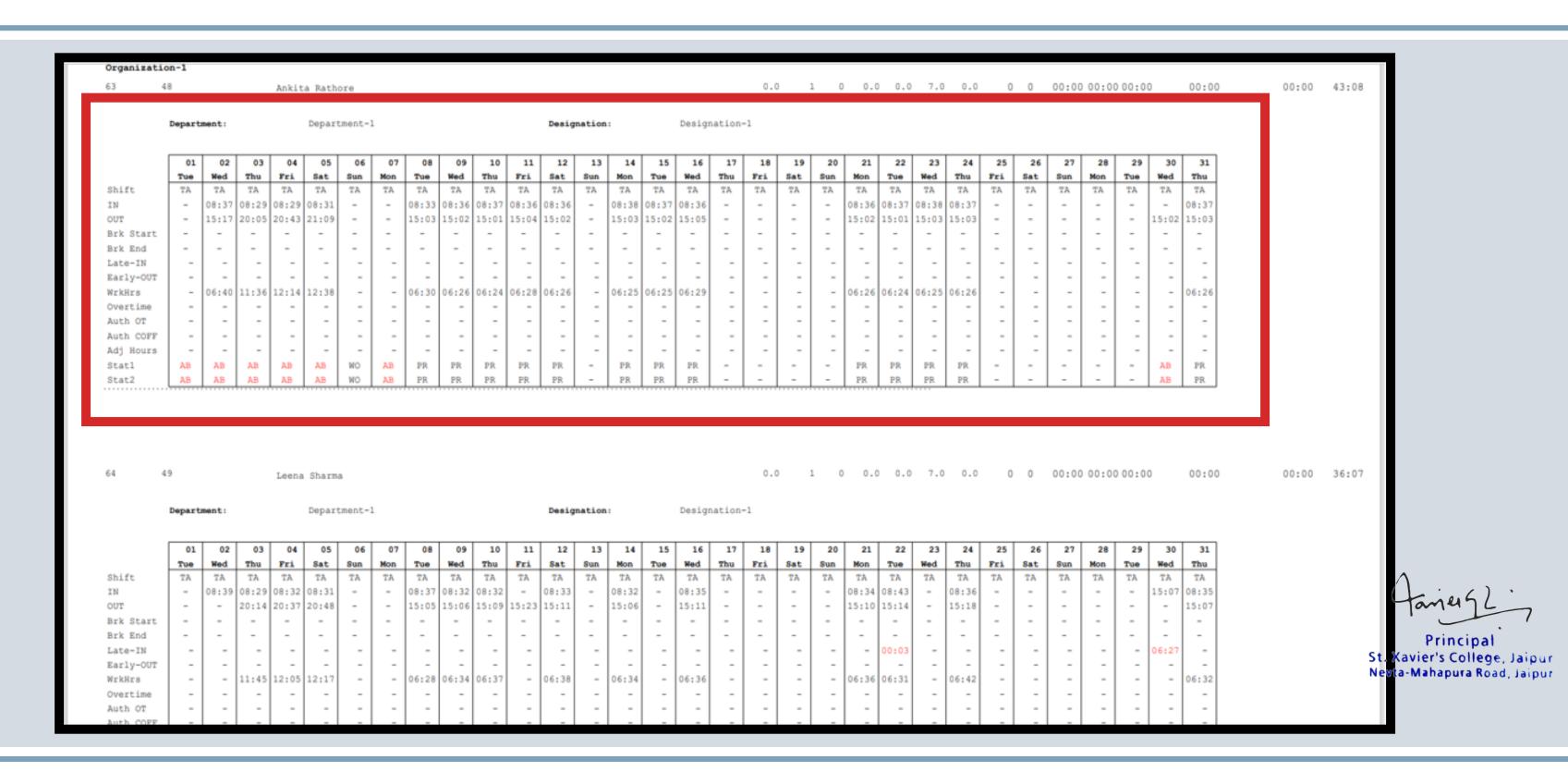


Attendance Module is designed to automate the process of recording and tracking students attendance. It allows teachers to mark attendance as present or absent.

#### Attendance Marking Page - Student View



# Staff Attendance Biometric System



Biometric Face Recognition attendance for staff ensures the safety of employees and controls the movement of people with a predefined protocol.

# Establishment Module – Leave Application and Transaction



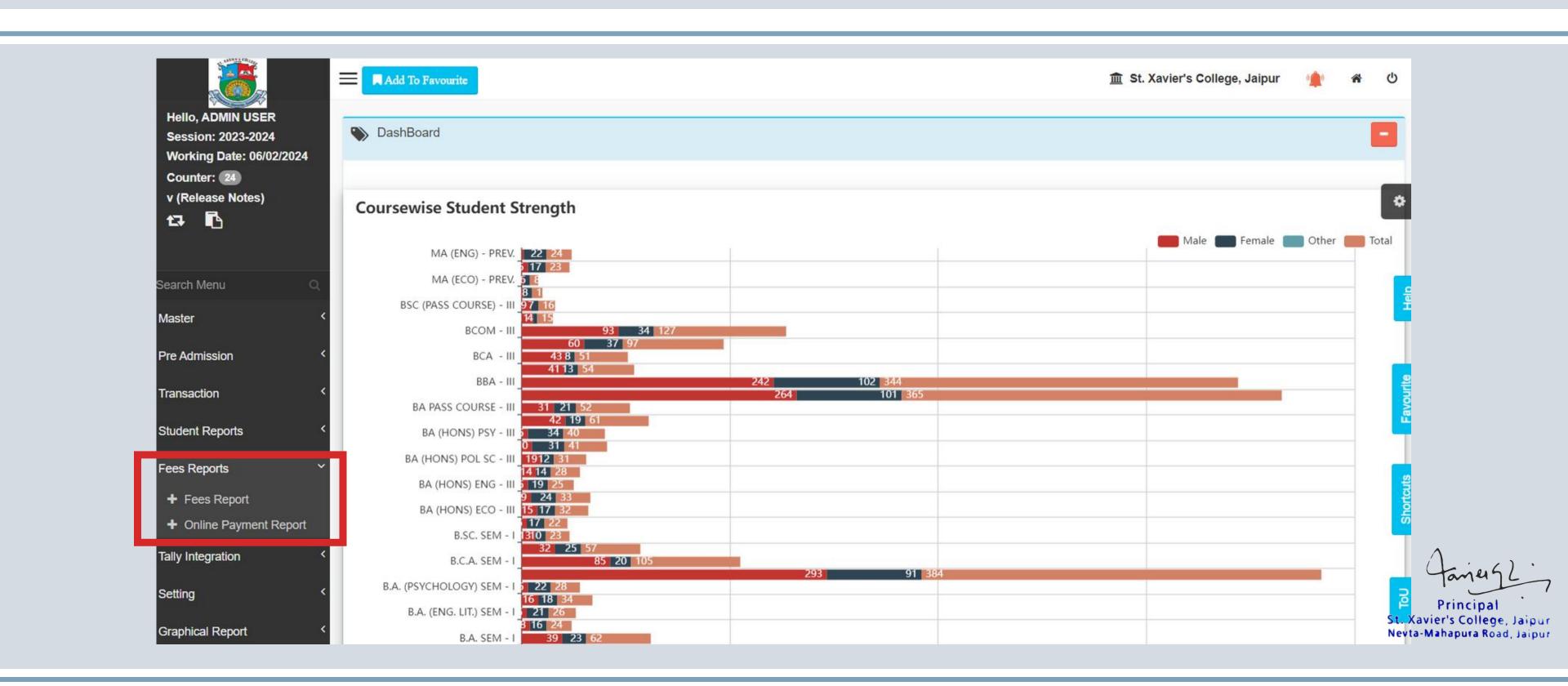
Establishment module automates the process of managing employee leave requests, approvals, and tracking of leave balances.

# Leave Application View

Hello, Akansha Arora Session: 2023-2024 Working Date: 17/02/2024 Counter: ① v3.0.3 (Release Notes)  Search Menu  Master  Transaction  Report  Establishment > Transaction > Application > Leave Application  Leave Name  Prom Date'  Date'	e, Jaipur 🛕	m St. Xavier's College, Jaipur				Add To Favourite	
Counter: ① v3.0.3 (Release Notes)  Leave Name  CASUAL LEAVE  From Date*  O1/02/2024  Total Days  Master  Transaction  Report  Charge Handover To  Mahua M. Bose  Active  Personal Work  Leave Approval Path  HOD-COMM-> PRINCIPAL					pplication > Leave Application	Establishment > Transaction > A	Session: 2023-2024
Leave Name  CASUAL LEAVE  From Date*  O1/02/2024  To Date*  O3/02/2024  Total Days  Reason*  Personal Work  Charge Handover To  Mahua M. Bose  Active  Dalance Leave  1  To Date*  O3/02/2024  To Date*  O3/02/2024  Address During Leave  Jaipur  HOD-COMM-> PRINCIPAL					●Full Day ○Half Day	Leave Type	Counter: 0
Search Menu  Master  Transaction  Report  Charge Handover To  Mahua M. Bose  Active  Master  Leave Approval Path  HOD-COMM-> PRINCIPAL		1	Balance Leave		CASUAL LEAVE	Leave Name	
Master  Transaction  Report  Total Days  Personal Work  Personal Work  Address During Leave  Jaipur  Leave Approval Path  HOD-COMM-> PRINCIPAL  Active		03/02/2024	To Date*	<b>ش</b>	01/02/2024	From Date*	Soarch Monu
Report Charge Handover To Mahua M. Bose Leave Approval Path HOD-COMM-> PRINCIPAL  Active			Joining Date			Total Days	
Mahua M. Bose  ✓ Leave Approval Fatti HOD-COMM-> PRINCIPAL		Jaipur	Address During Leave		Personal Work	Reason*	Transaction <
		HOD-COMM-> PRINCIPAL	Leave Approval Path	<i>/</i>	Mahua M. Bose	Charge Handover To	Report <
Save Cancel Back						Active	
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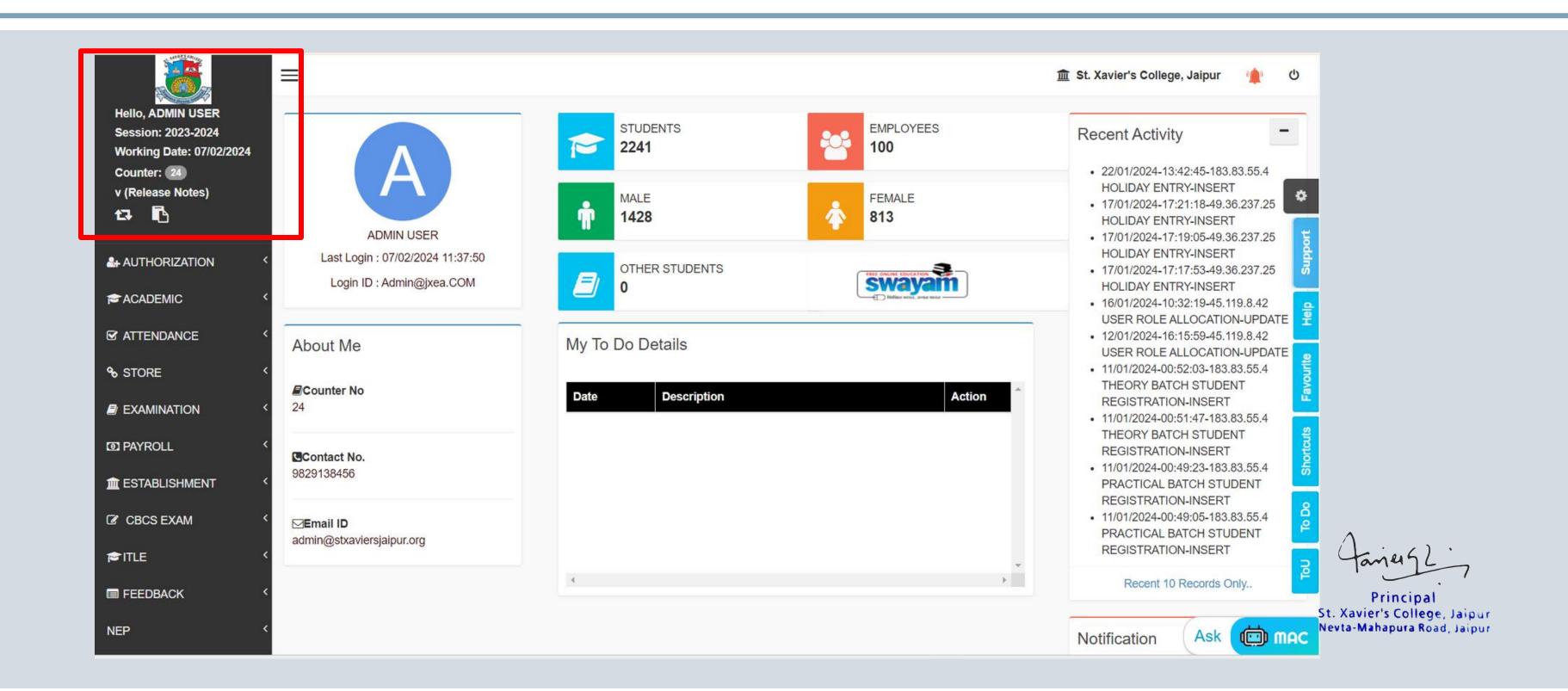
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# Fee Management Module



Fees Management Module streamlines fees collection processes and generates reports of outstanding balances and fees waivers.

#### Admin Dashboard

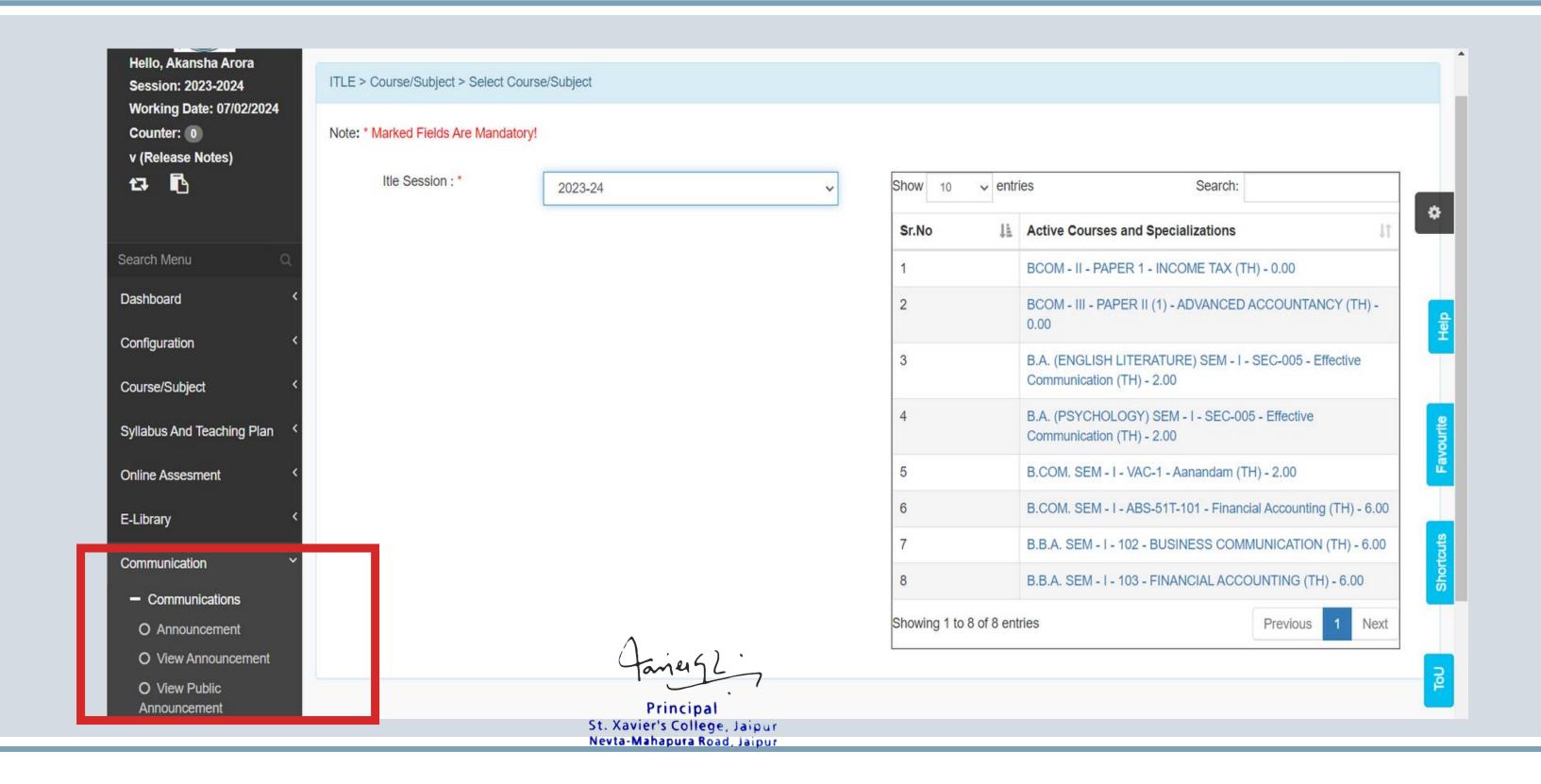


# User Roles Management

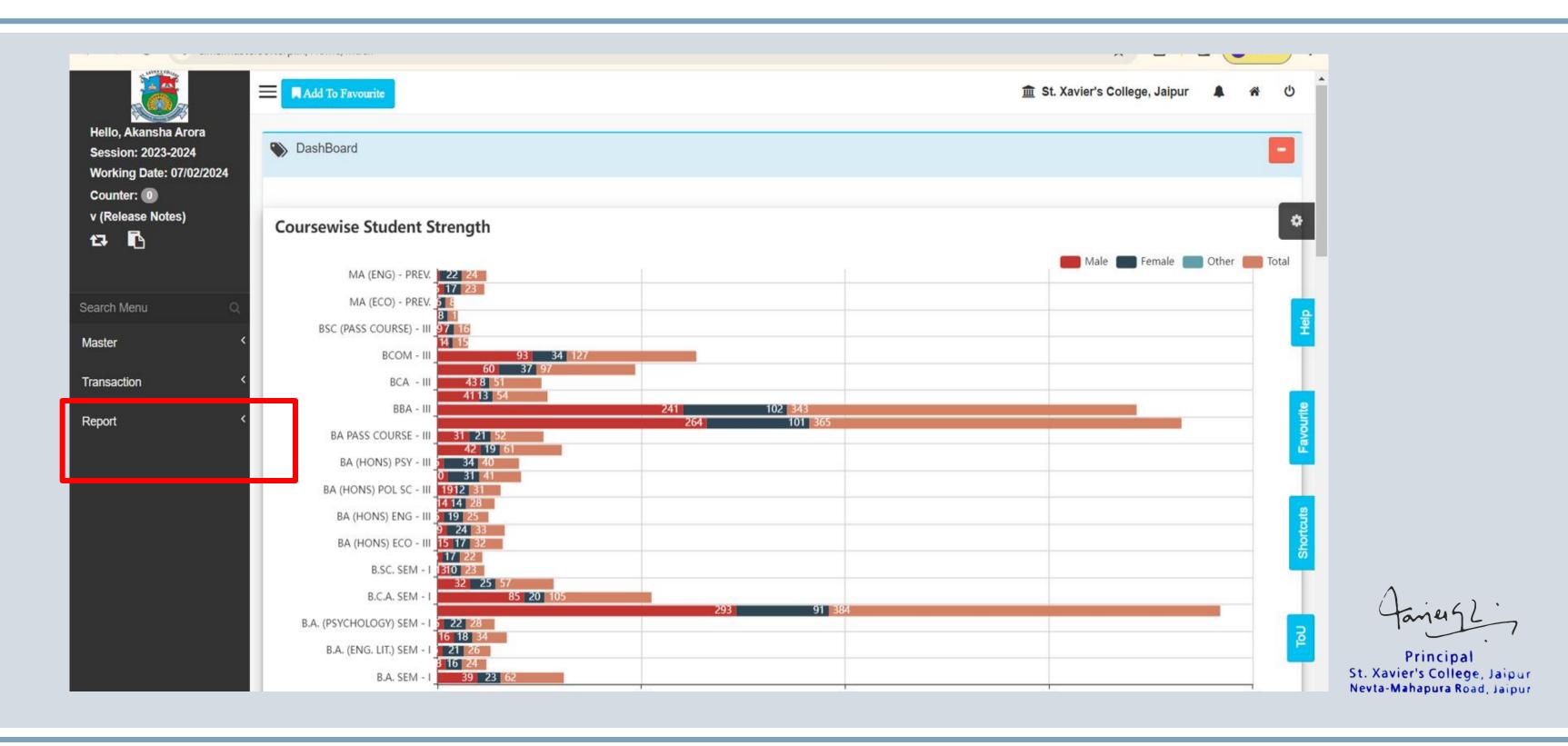
Add To Favourite	童 St. Xavier's College, Jaipur 🍁 🔏 🖰	
User Role Allocation		
Note: * Marked Is Mandatory!		
Search User	Search:	
Search By Search By User Name Cogin Id.	□ ↓ ROLE NAME	
Search Type Text To Search Q	□ STAFF ↑	
	☐ CBSE SCHOOL	
User Name	STORE	
	□ PAYROLL ADMIN	
Login Id	□ PAYROLL USER	
Counter	□ PAYROLL STAFF	
Admin Check If Admin	□ PAYROLL DATA ENTRY	
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Active	□ ESTABLISHMENT FACULTY   ■	anugl_
	Showing 1 to 39 of 39 entries	Principal .
Submit Cancel Except Export to Excel	Search: St. Xavie	er's College, Jaip ahapura Road, Jaip
	□ J≜ LIBRARY ROLE NAME 1↑ 1↑	

User Role Database Management allows to define roles and permissions to the users enhancing securities and compliance.

#### **Communication and Reports**

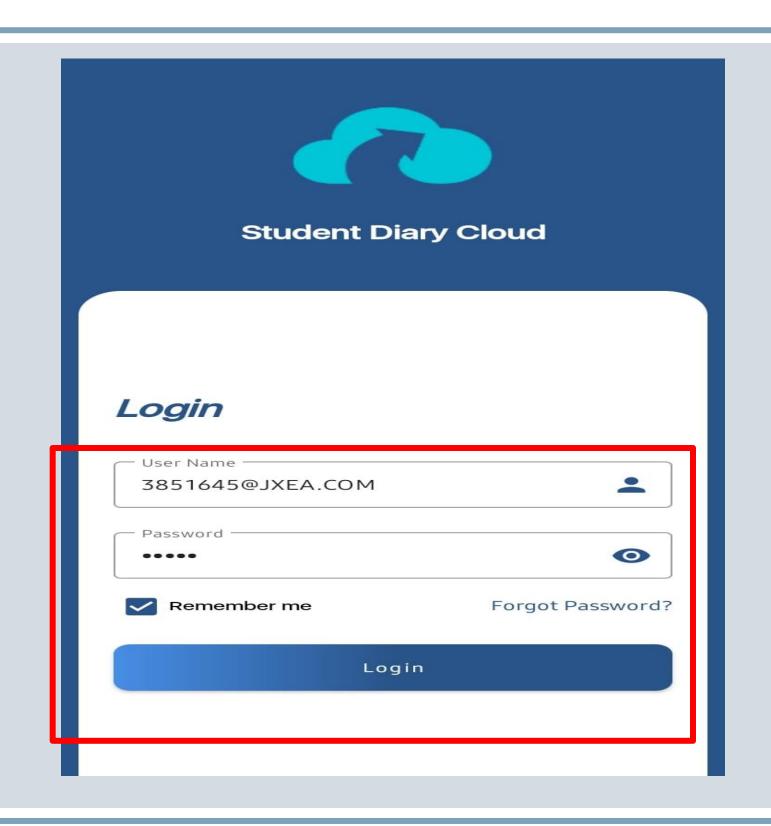


# **Communication and Reports**



The Report Module helps to generate transactional records in form of reports to meet various in house needs for the administration.

# Mobile Application Student Diary View

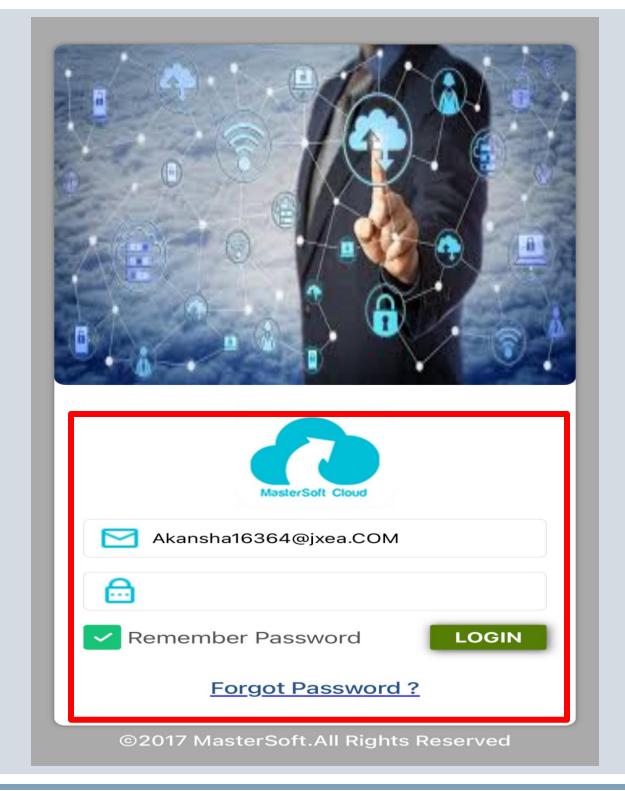


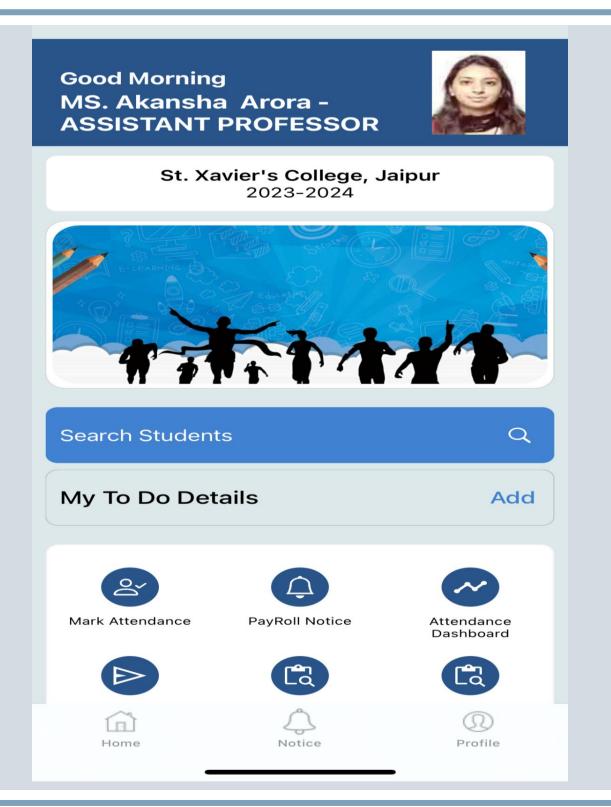


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Student Diary Mobile Application provides access to the academic information such as class schedules, grades, course materials and fee status empowering students to manage their lectures more effectively.

#### Mobile Application Faculty View

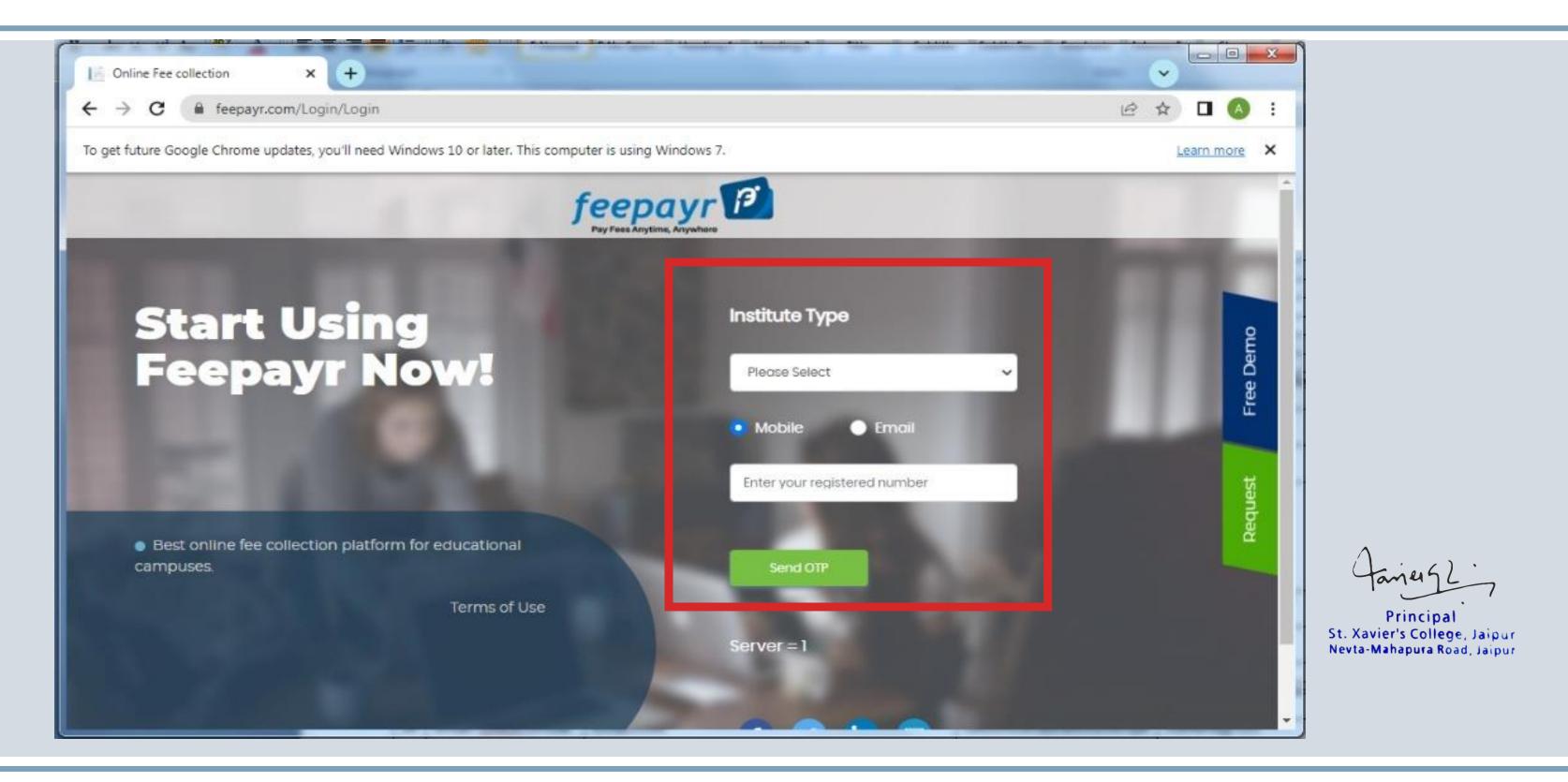




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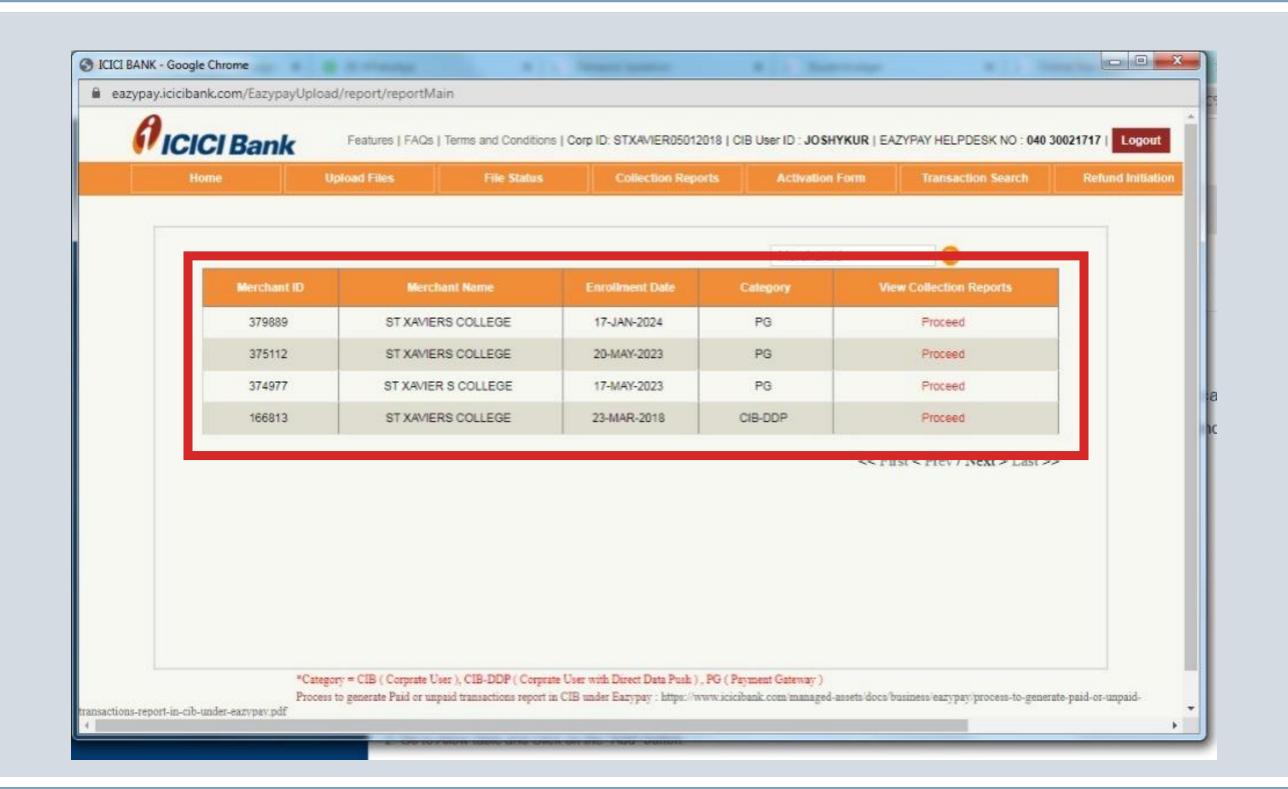
ERP Mobile applications for faculty streamline administrative processes, enhance communication and collaboration, and provide tools for teaching, research, and professional development.

#### **Online Fee Collection**



Students can remit the College Fees using online fees collection creating transparency in financial management.

#### **Fee Collection Portal**



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#### Information and Dissemination

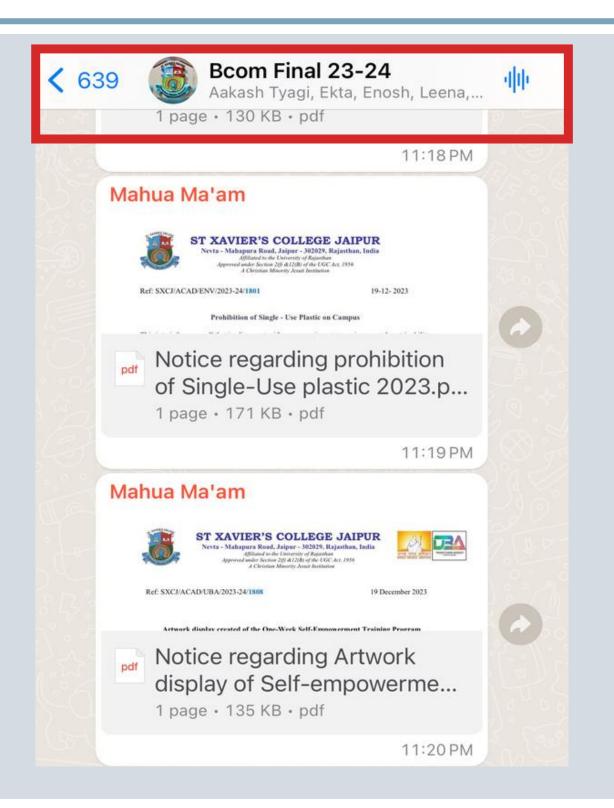
St. Xavier's College Website [www.sxcjpr.edu.in/]



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The College Website serves as a central repository for not only displaying the profile of the institution but also sharing information, announcements, news & updates equipped with web plugins.

#### Whatsapp Group

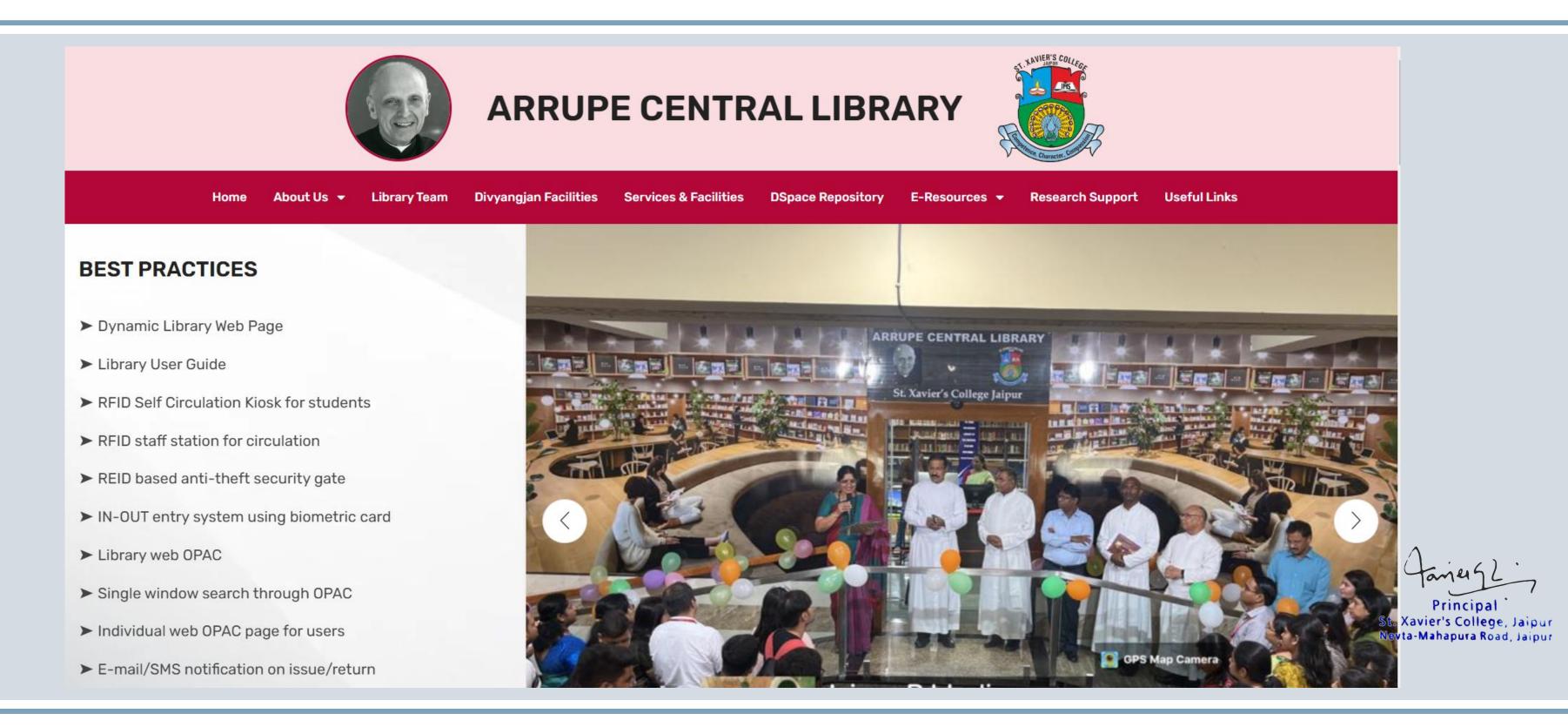




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St. Xavier's College Whatsapp Group ensures the information dissemination to the various stake holders pertaining to the news and events of the college.

# **Library Automation System**



Arrupe Central Library is a state -of –art library, well equipped with modern infrastructure, serving as essential pillar of E- Governance by facilitating digital access and bridging the digital divide.



# Library Management System

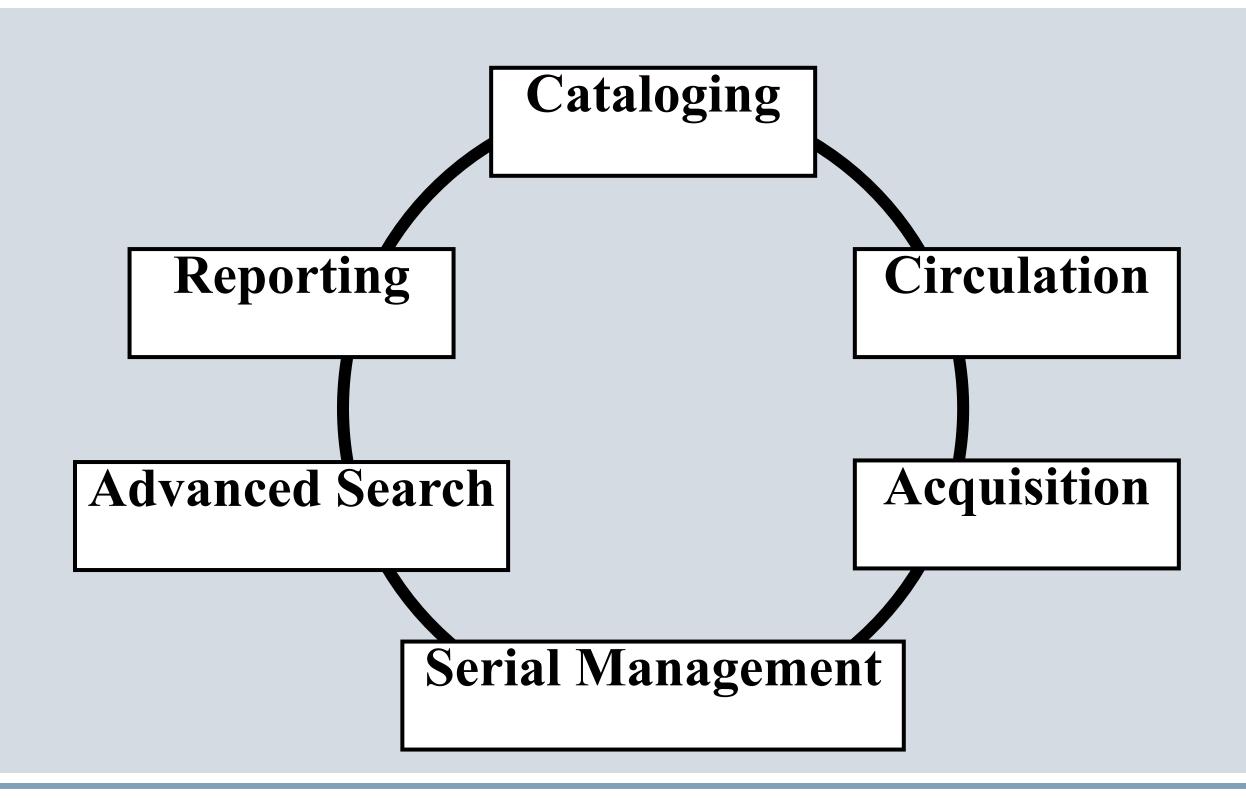
OPEN-SOURCE INTEGRA	
Username:	
Password:	
Library:	
My library	~
	Log in

The library is fully automated with KOHA-integrated Library Management Software version 23.05.04 and integrated with RFID technology.

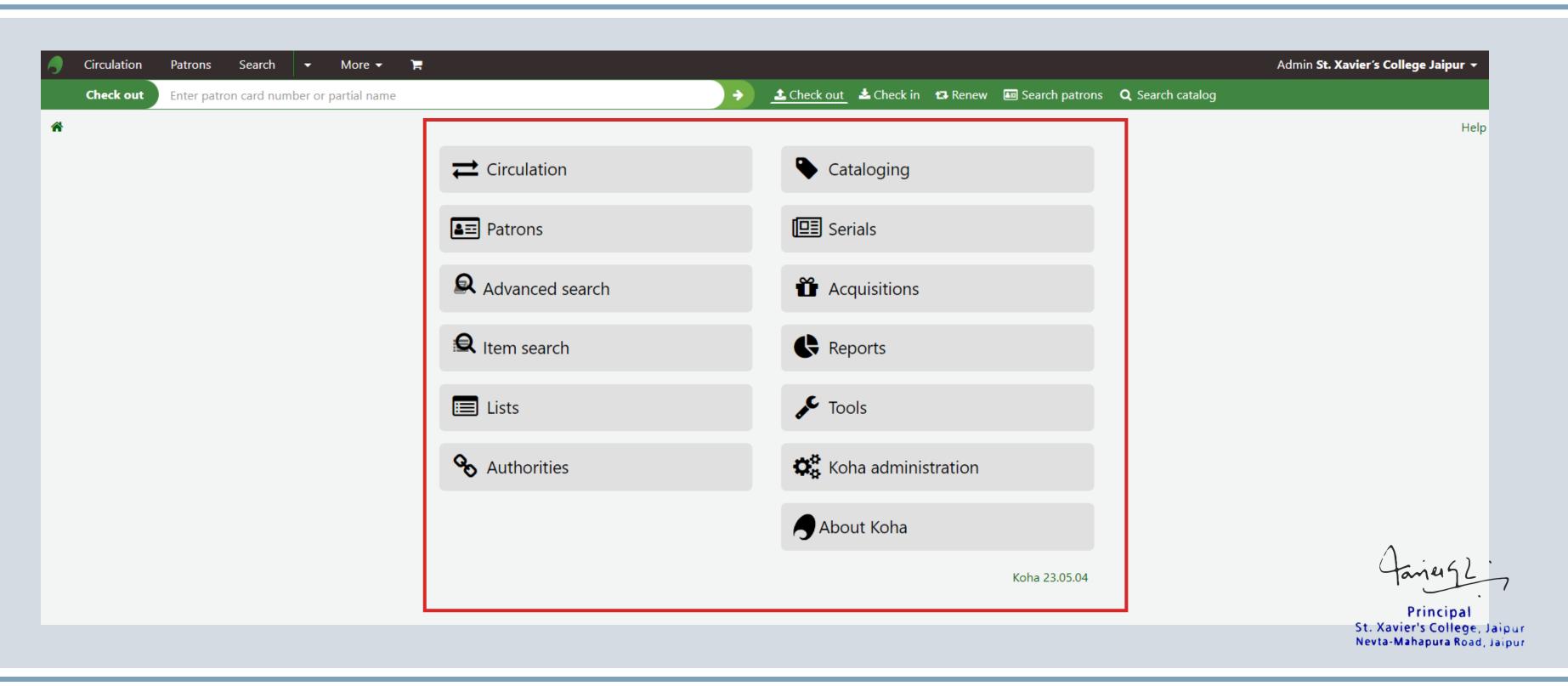
Koha offers a comprehensive set of features to support various library functions, including cataloging, circulation, acquisitions, serials management, patron management, reporting, etc. and also empowers library to efficiently organize, manage, and deliver library services to their patrons while adhering to institutions standards and best practices

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# Library Management Diagram

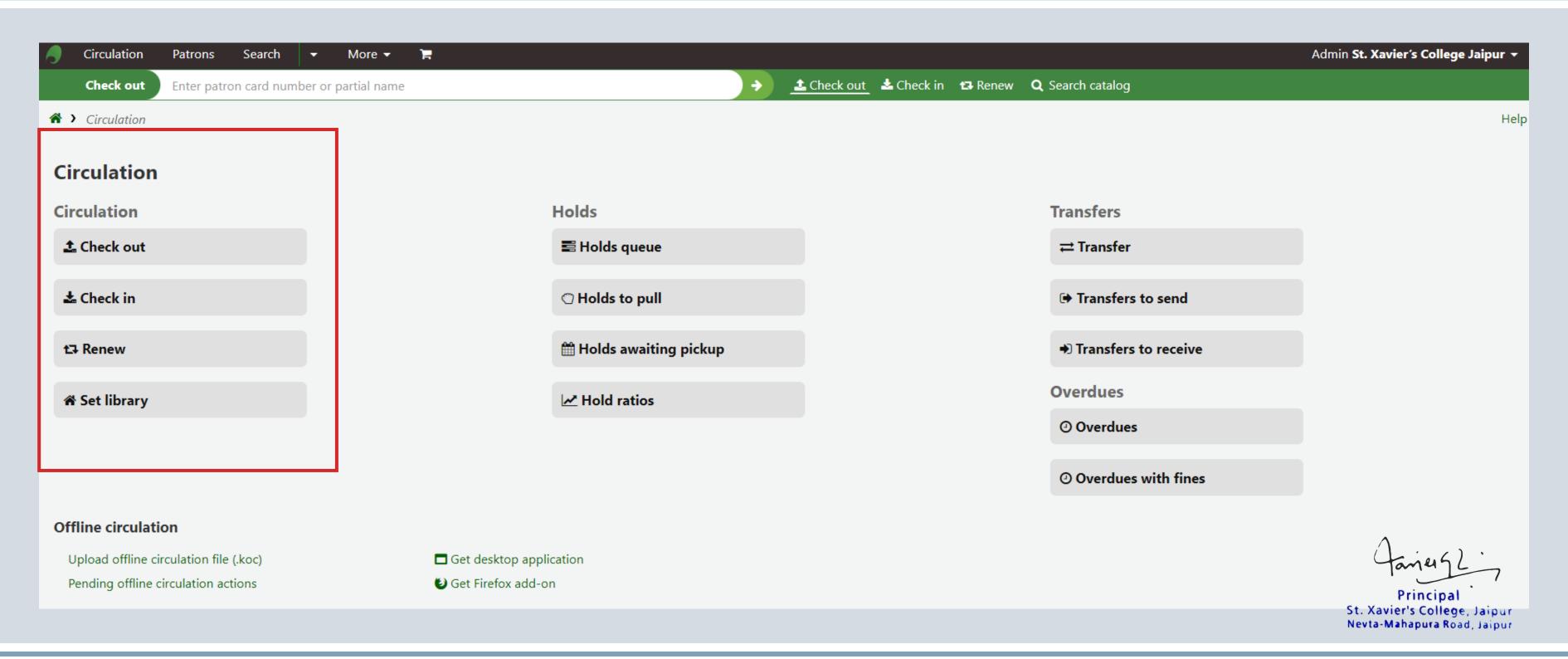


# Functions of Koha- Library Management Software



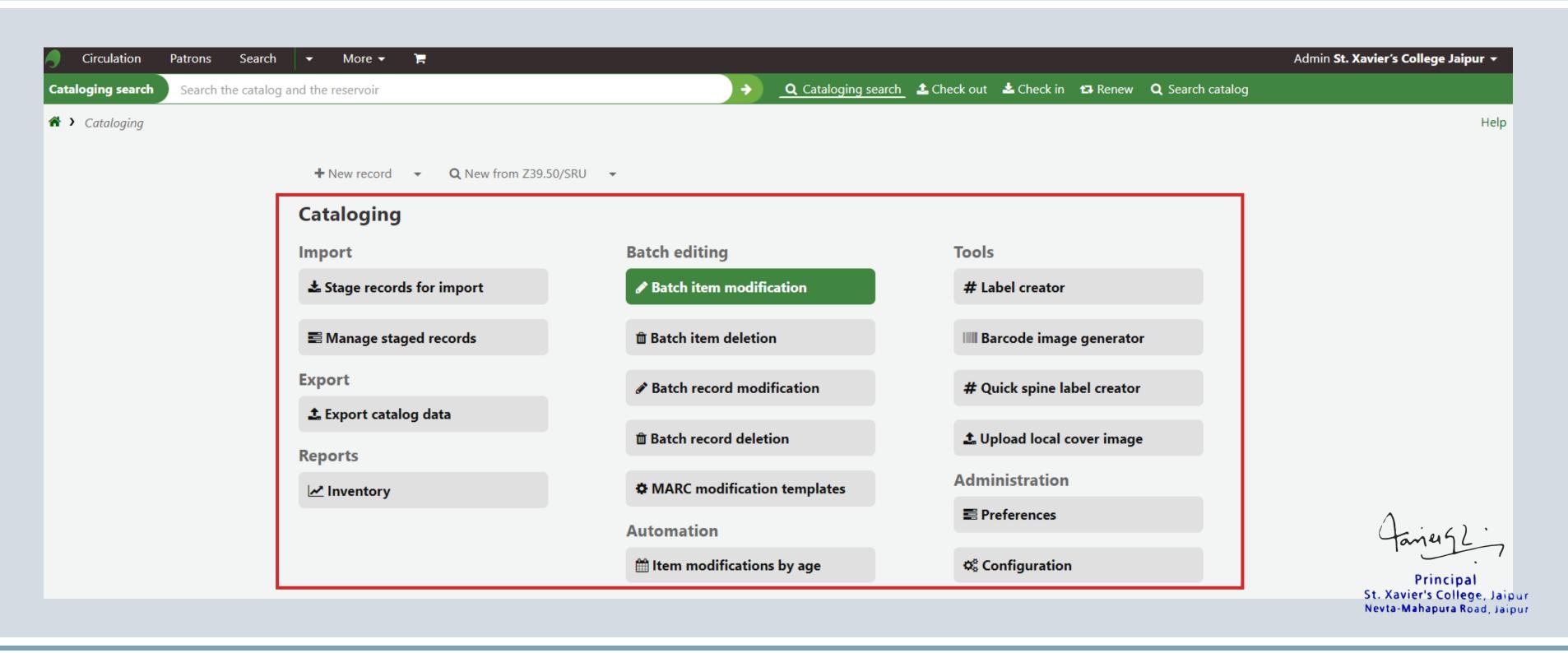
KOHA Library Management Software of the college comprises of automated functions spanning acquisition, cataloguing, accession, database management, member services, feedback and reporting.

#### Circulation



KOHA supports circulation workflows, including check-in, check-out, holds/reserves, renewals, fines/fees management, and customizable circulation rules. It also integrates with RFID and barcode technologies for efficient item handling.

# Catalogue



Koha includes robust cataloging capabilities to create and maintain bibliographic records, manage authority control, and import records from various sources, such as library consortia or bibliographic utilities.

# Acquisitions

Circulation Patrons S	Search ▼ More ▼ 📜		Admin <b>St. Xavier's College Jaipur 🔻</b>
Vendor search Search vendor	rs	→ <u>Landor search</u> Landor search	
Acquisitions			Help
Acquisitions	<b>+</b> New vendor		
Acquisitions home	Acquisitions		
Late orders		You must define a budget in Administration	
Suggestions			
Invoices	Manage orders		
Reports	Vendor: Search		
Acquisitions statistics wizard			
Orders by fund			
Hold ratios			
Administration			
Budgets			
Funds			
Currencies			$\Delta$ .
Manage invoice fields			Jane 92
Manage order basket fields			Principal
Manage order line fields			Principal St. Xavier's College Nevta-Mahapura Roa

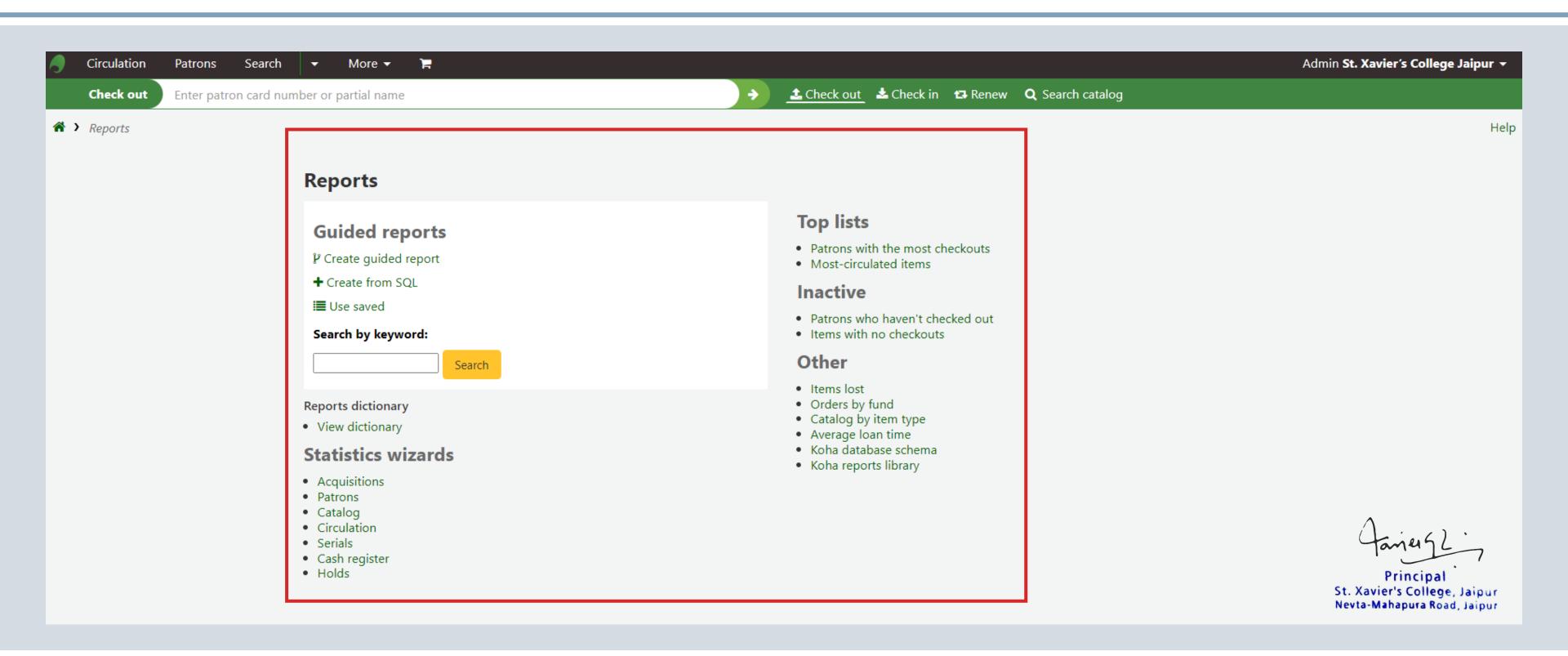
Koha facilitates the management of library acquisitions, including ordering, receiving, invoicing, and budget management. It supports various acquisition methods and vendors, allowing libraries to streamline their procurement processes.

# Serial Management

Circulation Patrons Sear	rch ▼ More ▼ 🧎				Admin <b>St. Xavier's College Jaipur 🔻</b>
Search subscriptions ISSN	Title	<del>4−</del> + → <u>■</u>	Search subscriptions 🚣 Check out	Q Search catalog	
★ > Serials					Help
Serials	• New subscription				
Claims	Serials				
Check expiration					
Manage frequencies	Search subscriptions				
Manage numbering patterns	ISSN:				
Manage subscription fields	Title:				
Reports	Call number:				
Serials statistics wizard	Publisher:				
	Vendor:  Library: All				
	Location: All	~			
	Expires before:				
					$\Lambda$ . (1)
	Search				Janusz
					Principal St. Xavier's College, J Nevta-Mahapura Road,

Koha offers features for managing serials and periodicals subscriptions, including subscription tracking, claiming, renewal reminders, and serials check-in.

# Reporting and Analytics



Koha provides reporting tools to generate custom reports, statistics, and analytics on various aspects of library operations, such as circulation, collection usage, and patron demographics.

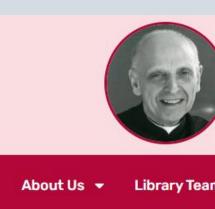
#### RFID Self –Service Kiosk



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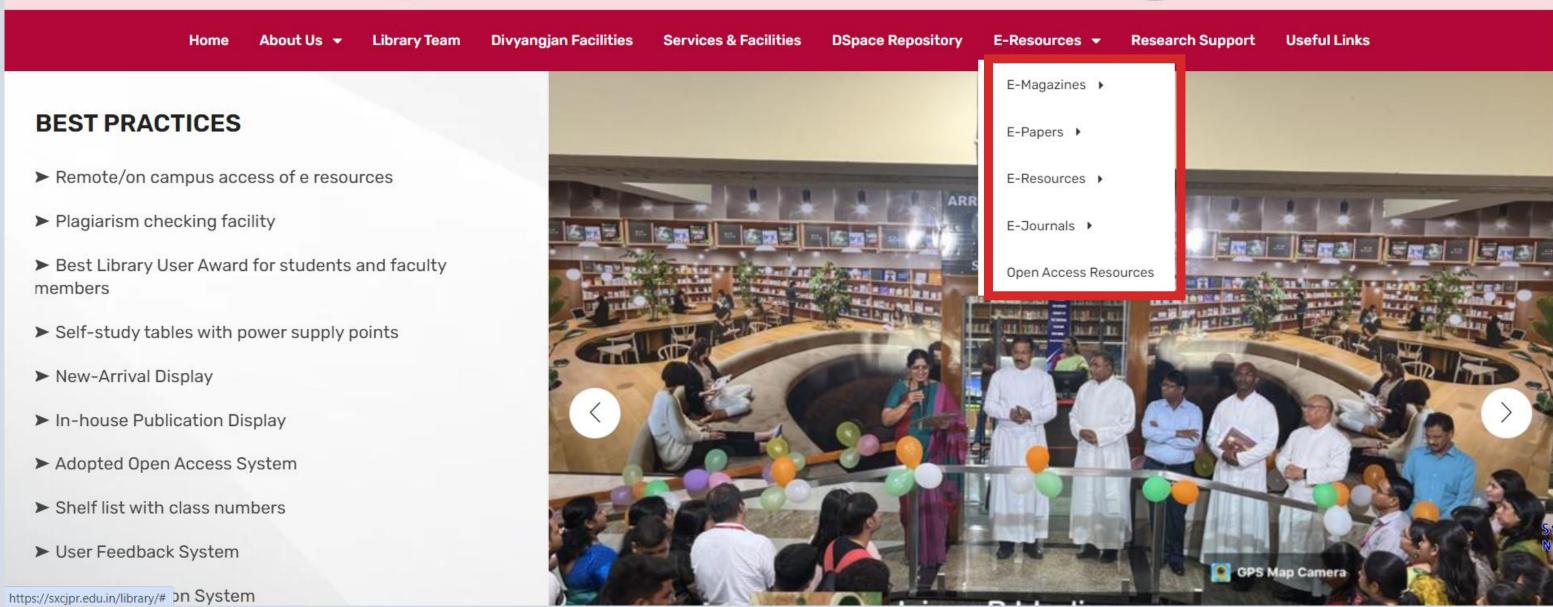
Self-service kiosks enable check in and check out of library materials independently. By scanning the RFID tags embedded in the items, the kiosk updates the library's circulation system, recording the transaction without the need for manual intervention by staff.

#### E - Resources



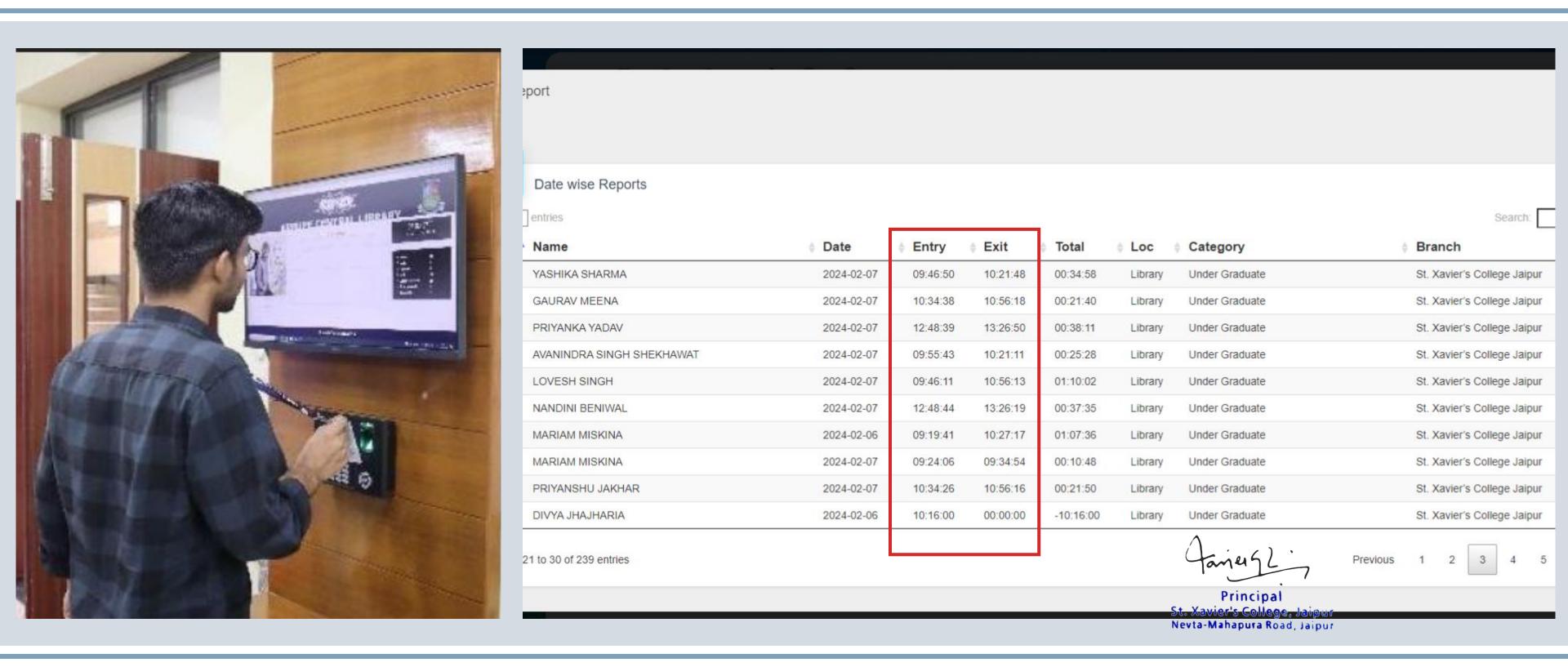
#### **ARRUPE CENTRAL LIBRARY**





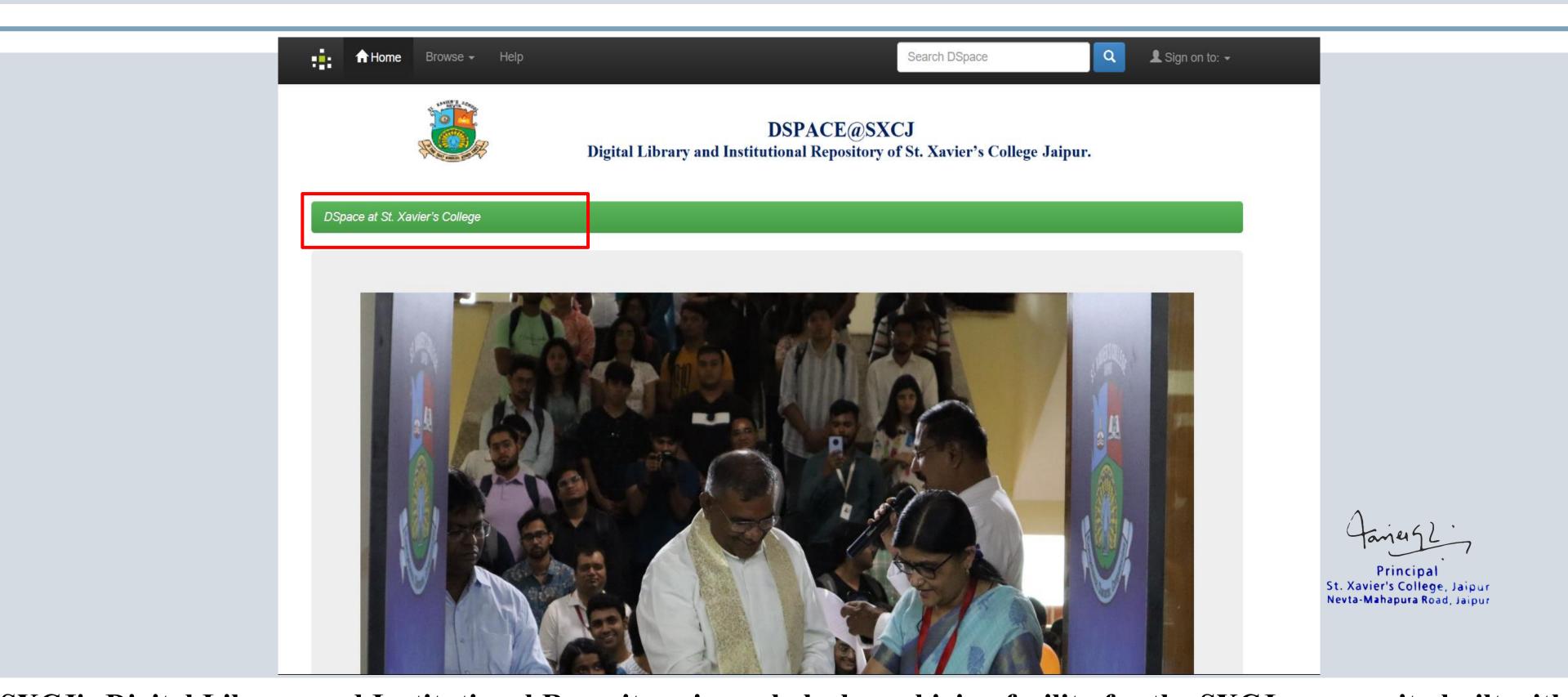
The Digital Resources, Electronic Content, Databases and resources of network library such as N-LIST, INFLIBNET are captured in the module.

#### IN - OUT System



The computerized IN-OUT system at the library entrance can be used using both biometric and ID Card. The physical usage of library resources by students and faculties is captured through this module.

#### DSPACE@SXCJ



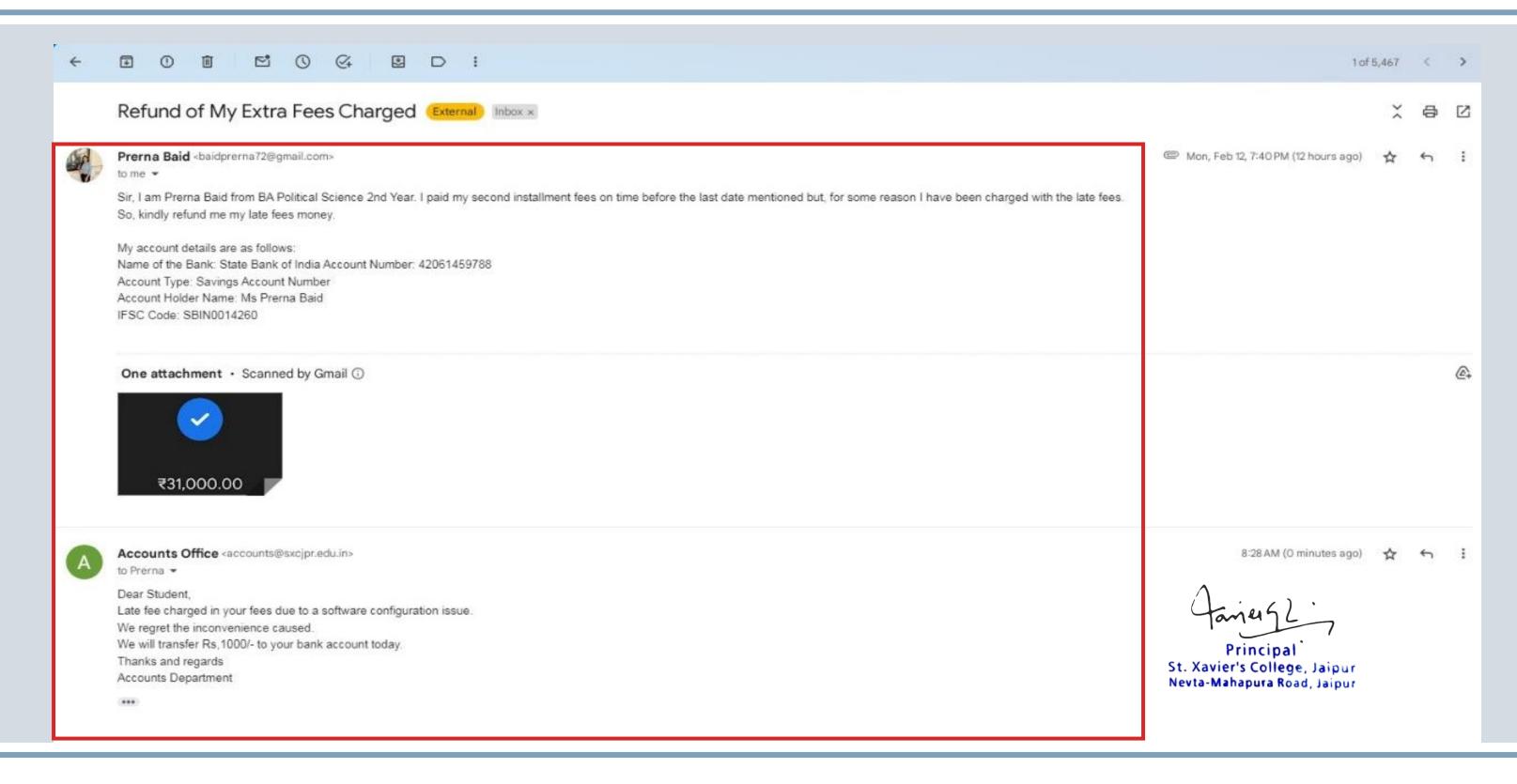
SXCJ's Digital Library and Institutional Repository is a scholarly archiving facility for the SXCJ community built with DSpace software.

# DSPACE@SXCJ

Free Counter						
Communities in DSpace	Discover					
Choose a community to browse its collections.	Author		Subject		Date issued	
College in News	Rajasthan University	157	English Hons.	20	2020 - 2024	250
E De elle	SXC	63	Chemistry	13	2010 - 2019	6
E-Books	CSE	4	Economics Hons	10	1986 - 1989	0
E-Magazines	Indian Express	4	Physics	10	Has File(s)	
IN-HOUSE PUBLICATIONS	Khabredinraat	3	MA ENGLISH	9	true	257
IQAC NEWS LETTER	First India	2	Mathematics	9		
TQ/TOTTENO ELTTER	khabre dinraat	2	Political Science	8		
MAPS	SXC Jaipur	2	English subsidary	6		
MOOC / SWAYAM COURSES	Voice of Jaipur	2	History	6		
QUESTION BANK	Aayush Antima	0	Public Administration	6		Janes
			- dans / dans load duo.			Principa
QUESTION PAPERS (PREVIOUS YEARS)	ne	ext >		next >		St. Xavier's Colle Nevta-Mahapura R

SXCJ's Digital Library and Institutional Repository enables institute members to archive their question papers of previous years, E-books, E-Journals, E-Magazines, and other important institutional archival documents.

#### COMPLAINT MANAGEMENT



Grievance submission through email is an effective and efficient way to communicate concerns and seek resolution ensuring fair and transparent process.

#### COMPLAINT MANAGEMENT

