



E-GOVERNANCE POLICY

Rajagiri College of Social Sciences (Autonomous)
Rajagiri P. O.
www.rajagiri.edu

Reviewed on July 12 2018



R. J. Amirth

PRINCIPAL
Rajagiri College of Social Sciences
(Autonomous)
Rajagiri P.O., Kalamassery-683 104

E-Governance Policy

Goals	2
Users and Privileges	2
The Principal	3
Controller of Examination	3
Assistant Controller of Examination	3
Programme/Semester/Time Table Manager	4
HR-Administrator	4
Faculty	4
Non-Teaching Staff	4
Student	5
Parents	5
Other Electronic Activities	5
E-mail & SMS	5
ANNEXURE	6
Administration / Operations	7
Student Management	10
Academics	11
Social / Other Activity	14
System Settings	14
Finance Control	15
HR Management	16

E-Governance Policy

Rajagiri College of Social Sciences have introduced the e-governance to enhance good governance through transparency, participation and accountability from the stakeholders. The Enterprise Resource Planning of the Rajagiri College of Social Sciences provides of various privileges to its stakeholders. Two major fields under e-governance is e-administration and e-services. E-administration uses the ICT for information process and decision making by the administrators. E-services provides various service facilities.

Goals

- Improve internal process of governance
- Provide better information and service delivery to stakeholders
- Increase transparency of the college
- Reinforce accountability and credibility in stake holders
- Promote stakeholder participation through a decentralized approach.

Users and Privileges

The Enterprise Resource Planning of the Rajagiri College of Social Sciences provides of various privileges to its stakeholders. The Principal, Controller of Examinations, Assistant Controller of Examinations, Academic Department Heads/Deans, Programme/Semester/Time Table Manager, HR-Administrator, Faculty, Non-teaching staff, Student, Parents. Each of the stakeholder has got access to various relevant data and functions to be performed at their level through ERP. Each of the stakeholder will have a unique username and password through which they need to log in the ERP. The Privileges available in Fedena is attached as Annexure

The Principal

The college Principal has got access to details of students, their attendance percentage, internal and external marks, time table for each semester, academic workload of each faculty member, feedbacks from the student, fee payment details of student, individual profile of the students and faculty members, examination schedule, mark entry status, student admission status. Principal can also access the list of failed/passed students of each programme through ERP-Fedena.

Controller of Examination

The controller of examination has got access to examination related functions of entire academic programmes of the college. The CoE can access the examination schedule, student attendance status, exam application status, condonation status of students, access to mark entry done by faculty members (internal score), semester examination result, eligibility list of students from each programmes for applying examination, status of examination fee paid, generation of hall ticket and preparation of semester mark list.

Assistant Controller of Examination

In each academic department there will be an Assistant Controller of Examination (ACE), who will be facilitating the examination formalities in their department concerned. ACE has got access to various privileges in ERP. ACE can schedule the examinations, he can open and lock the mark entry portal for faculty members to upload the marks of the students. ACE can also create various evaluative components for the courses in the ERP.

Programme/Semester/Time Table Manager



The programme/semester/time table manager has got limited access to creating various academic programmes in the ERP, structuring the academic programme in ERP, managing the semester in ERP, exporting students from one semester to the other semester, creating time table for various batches and making necessary adjustments in the time table on request from the department. If one faculty member is on leave, then the time table manager has the responsibility to swap those faculty's session to the other faculty based on the communication from the department concerned. He has to support the Head/Dean of various academic departments in managing the ERP in their departments.

HR-Administrator

HR-Administrator has the duty to creating individual accounts to newly appointed Faculty members, staff, students in the ERP - Fedena. HR-Administrator will assign privileges to various stakeholders in ERP- Fedena.

Faculty

Faculty members will have access to student attendance of respective batches in which they are engaging sessions. They will have access to mark entry portal, time table, attendance status of individual students, number of sessions engaged for each batches. Faculty members can notify the students regarding their attendance status, assignment status and other relevant matters using ERP-Fedena.

Non-Teaching Staff

The non-teaching staff, who are working in various administrative and other departments will have access to various privileges in ERP-Fedena. The personnel who are in charge of student affairs will have access to student profile, fee payment details, and attendance reports. The staff who are in charge of faculty affairs will have access to details of courses handled by each faculty, faculty profile and faculty academic work load. They can also notify the students regarding their attendance status through ERP-Fedena.

Student

The students of Rajagiri College has extensive use of Fedena. The complete life cycle of the student in Rajagiri is managed in Fedena. Right from the application to different programmes to admission list, fee payment, time table, attendance, internal marks, semester examination result, application for examination, examination schedule, academic time table and other relevant academic matters from this ERP.

Parents

When a student is being admitted to an academic programme in Rajagiri College, their respective parent's will be automatically have a Fedena user account. Through this account, parents can access the attendance status, academic scores of their ward, time table, examination time table and other relevant matters.

Other Electronic Activities

E-mail & SMS

Fedena ERP will also generate E-mails and SMS to students and parents regarding matters which are relevant to them. These E-mails and SMS are generated on special commands provided.

ANNEXURE

Administration / Operations

Privileges	Controls associated with this privilege
Manage Users	<p>When this privilege is assigned to a User / Employee, can search the user by their type (Students, Parents, Employee, Admin) or by the name of the user or by user ID.</p> <p>Can create a New User (New admin) and manage their profiles.</p> <p>Can assign Privilege to Employee.</p> <p>Can view the User profile and change their password (this option helps when the user lost the password).</p> <p>Can Block the User Account (this option prevents the Blocked User to login into their respective accounts).</p> <p>Can Unblock the User Account.</p>
Event management	<p>When this privilege is assigned to a User / Employee, can create an event that is common to all Fedena users (Students and Employees) or for a specific batch / department.</p> <p>This privilege is assigned to an employee who can create events (special holidays, school fest, dance event for specific batch etc.,) and once posted it can be viewed by all users or specific batch or specific department.</p>
Form Builder Management	<p>When this privilege is assigned to a User / Employee, they can create a Form template. Lets the User / Employee to create a template of a particular form and then publish to the Fedena Users (Students Employees)</p>
Manage news	<p>When this privilege is assigned to a User / Employee, can publish timely announcements to keep all Fedena users informed.</p>
Discipline	<p>Allow the employee to track the student's discipline and behavior .</p> <p>Will be able to Create complaint against the students or the staff.</p> <p>Keep track of complaints which are received, pending and solved.</p>
Librarian	<p>When this privilege is assigned to a User / Employee, the employee will be able to manage (add, view, edit and delete) books into the Fedena Library module.</p> <p>Will be able to Search books via Bar code, Book number, or by the Title of the book in Fedena Library module.</p> <p>This privilege will allow you to Issue books, return the books from / into the Fedena library module.</p>
Transport Admin	<p>Will be able to manage Transport Settings in which the employee can Setup the basic configurations in the transport module,</p> <p>Create all stops vehicles travel during an academic year. Create active vehicles for an academic year, add additional vehicle details and can assign employees from departments as drivers or vehicle attendants and record their contact details.</p> <p>Will be able to Manage all routes in the institution. Create a new route, assign vehicle, assign stops to route and add pickup and drop timings</p> <p>Assign students and employees to routes. Based on the transport mode, select from two-way or one-way transport.</p>

	<p>Create and view fee collections</p> <p>Mark route wise attendance of transport availing passengers</p> <p>Record details of maintenance work done on vehicles like amount spent, next maintenance date, receipts of work etc.,</p> <p>Import transport data from one academic year to another.</p> <p>Will be able to generate Transport reports</p>
Hostel Admin	<p>When this privilege is assigned to a User / Employee, can manage (add, view, edit and delete) hostel details in the Fedena Hostel module.</p> <p>Manage (add, view, edit and delete) room details</p> <p>Allocate rooms to the students.</p> <p>Create hostel fee collection date.</p> <p>will be able to Pay hostel fee sections-wise.</p> <p>View hostel fee defaulters.</p> <p>Pay hostel fee student-wise.</p> <p>Create hostel fee collection date</p> <p>will be able to Pay hostel fee sections-wise.</p> <p>View hostel fee defaulters. Will be able to generate Reports of the hostellers.</p>
Custom import privilege	<p>Privileged employee can import data into fedena using csv file, thus saving time on manual entry</p> <p>Using Custom Import the following information can be recorded in Fedena:</p> <ul style="list-style-type: none"> · Employee admission details including salary structure, any additional details, bank details, and employee privileges · Student admission details including any additional details.
Custom Reports Control	<p>When this privilege is assigned to a User / Employee, will allow the user to create custom reports using the admission information of students and employees. By specifying filter criteria, you can retrieve only the data you require and hide the data that you do not want displayed. Custom reports can be downloaded in comma separated values (.csv) format.</p>
Custom Reports View	<p>When this privilege is assigned to a User / Employee, the user Can view and print custom student and employee reports.</p> <p>The User can only have the control of viewing and printing custom student and employee reports.</p>
Task Management	<p>When this privilege is assigned to a User / Employee, the User can assign / create Task (assignment Task online task or celebration arrangement etc.,) to the Employee and student or to the group of employees and students. While creating a new Task the privileged user can set due date and will be able to view and add comments to the Task.</p> <p>The privileged employee will be able to manage (view, add, edit, delete). Tasks.</p>
Placement Activities	<p>When this privilege is assigned to a User / Employee, the User can announce the placement events to students. Eligible students can be authorized to participate in the event and the result can be declared.</p>

	The privileged employee can announce new Placements, invite students, check their status, archive the placement and finally generate the report based on the type (Invited, Applied, Approved, Attended, Placed) of students.
Employee Manager Inventory	When this privilege is assigned to a User / Employee, the User can Create and manage store items, creates indents, Manage Purchase Order, Generate Reports.
App Frames Management	When this privilege is assigned to a User / Employee, the user can access external application in Fedena. The User can create New Frames by adding the client URL and client name and make it access through Fedena by just one click.
Client Authorizations Client App Management	Theses 2 privileges work together and when this privilege is assigned to a User / Employee he can create a new client and manage their apps.
Manage Inventory	Create and manage store categories, store types, stores, item categories, store items, supplier types, suppliers. Create indents, Manage Purchase Order, Invoice. Creates GRN, Generate Reports, Manage tax calculation mode.
Inventory Basics	When this privilege is assigned to a User / Employee, the user will only be able to create the basic modules of the Inventory The user will have the below following privilege: <ul style="list-style-type: none"> · Create and manage store items. · Creates indents. · Manage Purchase Order. · Generate Reports.
Data Management	When this privilege is assigned to a User / Employee, the user can create new data categories and add fields to it, the saved data can be printed
Data Management Viewer	When this privilege is assigned to a User / Employee, the user can only view and print data, user will not have the privilege of creating new data categories.
Inventory Sales	When this privilege is assigned to a User / Employee, the user can Manage Invoice, Generate Reports, generate sales reports, Generate Item-wise Report, Generate Day-wise Report, Generate Invoice Report.
Document Management	When this privilege is assigned to a User / Employee he can Upload, View and Share documents to the employees and students. The user will have the privilege of creating privileged folder, where we have an option to add members with 'Upload' privilege while creating the folder. And those people can upload files/documents to the specific folder in addition with accessing the documents within the folder. The privileged user can create User specific (either students or employees or both) folder where in the user can add the documents which are specific to that user.
Reminder Manager	When this privilege is assigned to a User / Employee, the user can set Reminders and send messages to alert students, parents, and employees about upcoming

	<p>institutional events. Reminders are sent a specified amount of time before an event via SMS and email. Reminders can be created for: Events, Exams, Online exams and Fee collections schedules.</p> <p>Can create Custom reminders to notify your Fedena users about any type of upcoming institutional activities</p> <p>For Fedena users to receive reminders their contact information (mobile number and email address) must be saved in their Fedena profiles. Also, the SMS and email settings must be configured for your Fedena account.</p>
Manage Alumni	<p>When this privilege is assigned to a User / Employee, the user can View alumni of past sections/classes, Schedule and organise alumni events, Invite alumni to events, View and track responses to event invitations, Contact alumni via email.</p>

Student Management

Admission	<p>When this privilege is assigned to a User / Employee, the user can use the Student admission form, to admit a new Student in Fedena.</p> <p>The user will have the privilege of entering all the details of the student (Name, Admission Number, Parent details etc.,) who is newly admitted to the institution into the Fedena.</p>
Students Control	<p>When this privilege is assigned to a User / Employee, the User can admit students into the Fedena.</p> <p>The User will be able to manage (view, edit, send emails and delete) student's profile, by searching their details based on the type of students (present academic year students and former students).</p> <p>The User can also manage the details of all the students by searching their profiles based on their section/class using "View all" option.</p> <p>This privilege has "Advanced search" option to search the details of the students.</p>
Student View	<p>When this privilege is assigned to a User / Employee, the user will have all the privilege to manage (search students, view, edit, send emails and delete) student details but will not have the option of admitting the students into the Fedena.</p>
Student Attendance Register	<p>When this privilege is assigned to a User / Employee, can mark the attendance of the students present in Fedena.</p>
Student Attendance View	<p>When this privilege is assigned to a User / Employee, can view and generate attendance report (monthly and daily reports) of students according to their sections based on monthly, custom, overall.</p> <p>The user can add extra information (date of birth, gender, section etc.,) of a student in attendance report by customizing the columns which are to be saved in the report.</p>
Manage Student Records	<p>When this privilege is assigned to a User / Employee, the User can Create and manage record groups(A record group is a collection of records used to capture</p>

	<p>details about students that are specific to a section. E.g., maintain the Health Records of students such as Height, Weight, Vision).</p> <p>Assign record groups to classes and sections</p> <p>Enter and manage student records</p>
Applicant Registration	<p>When this privilege is assigned to a User / Employee, the User can Create and manage Online applications for new joiners of classes in your organization. You can activate applicant registration for each class with customized forms and fields based on your requirements.</p> <p>The user can create new pins and give them to the applicant at the time of online registration.</p> <p>The user can Update the status of the online application received and Allocate or discard the applicant based on the terms and conditions.</p>
Manage Transfer Certificate	<p>When this privilege is assigned to a User / Employee, the user can generate Transfer Certificate</p> <p>The User can Choose and add the required fields in the transfer certificate based on your institution/board standards.</p> <p>The User can View and manage the transfer certificates generated for your outgoing students.</p>

Academics

Examination Control	<p>When this privilege is assigned to a User / Employee, the user can manage Grading Levels, Ranking Levels and Class Designations.</p> <p>Can Set grading levels, Ranking Levels, Class Designations, Grades, Weightages etc. for CCE.</p> <p>Manage Observation Groups, FA groups and association to subjects.</p> <p>Manage Basic CCE Report Settings, Detailed CCE Report Settings, Configure grade, upscale settings for scholastic subjects.</p> <p>Manage CGPA Settings, Report Settings for Exam, Grouped Exam and Transcript Reports.</p> <p>Configure how students are sorted in report cards and mark entry pages.</p> <p>Create new exams, enter marks</p> <p>Generates Student Reports for Grouped Exams.</p> <p>Generates exam-wise reports, subject-wise reports, Grouped Exam reports for archived students, reports for subject-wise student ranks, reports for sections-wise student ranks, reports for class-wise student ranks, reports for overall student ranks for this school, reports for sections-wise student rank per attendance, reports based on different ranking levels, student transcripts, combined student reports, combined student reports.</p> <p>Manage Online Exam System, create new online exam, view existing online exam, View online exam results, Reset exam for a student.</p>
Enter Result	<p>When this privilege is assigned to a User / Employee, the user can enter result even if no subjects are assigned.</p>

View Result	<p>When this privilege is assigned to a User / Employee, can view all the results in all batches even if no subject is assigned.</p> <p>The privileged user will be able to View online exam results.</p>
Manage Timetable	<p>When this privilege is assigned to a User / Employee, the user can Create and edit class timing sets.</p> <p>Set weekdays and class timing sets for each section, Create and manage timetable allocations, View the timetable for a class, View timetable of teachers, assign subjects to teachers, View the entire timetable for a day, Allocate classrooms.</p> <p>The user can customize Timetable by going into Timetable settings and Configure how you want the class details to be displayed in the Student and Employee timetable PDF Report.</p> <p>Manage Timetable Tracker, Manage Timetable Swapping, Generate Swapped Timetable Report.</p>
Timetable View	<p>When this privilege is assigned to a User / Employee, the user will be able to View the timetable for a class, View timetable of teachers, View the entire timetable for a day,</p> <p>Can view the Generate Swapped Timetable Report</p>
View Additional Reports	<p>When this privilege is assigned to a User / Employee, the User will be able to generate the following reports: -</p> <ul style="list-style-type: none"> Generate Swapped Timetable Report Generates Class / Sections Details Generates Former students Details Generates Subject Details Generates Exam Schedule Details Generates Fee collection Details Generates Class Fees Defaulters Details Generates Students Fees Defaulters Details Generates Students Fees Head-wise Report Generates Siblings Report and finally. <p>Generate the report of total number of classes, sections, students and employees present in the institution.</p>
Manage Allocations	<p>When this privilege is assigned to a User / Employee, the user can allocate classrooms for the employees and students based on the timetable.</p> <p>The user can allocate buildings in two ways, one way of allocating classroom is weekly basis and secondly by date wise.</p>
Manage Buildings	<p>When this privilege is assigned to a User / Employee, the user will be able to add buildings and their respective class numbers into the Fedena module. By this reference one can easily allocate classrooms to employees and students according to their timetable.</p>
Online Exam Control	<p>When this privilege is assigned to a User / Employee, the user can create new online exam, view existing online exam, view online exam results, Reset the online exam for a student.</p>

<p>Manage Gradebook</p>	<p>When this privilege is assigned to a User / Employee, the user will be able to manage the following features: -</p> <p>Exam Planners i.e., Create terms and add exam types for the academic year, manage grade book by Scheduling exams, enter marks and generate reports for classes and sections,</p> <p>Manage Grade profiles, ranking levels, Class designation, and other exam configurations, create attribute profiles to evaluate subject exams based on parameters (Attributes are parameters used to evaluate subject exams. Create attribute profiles and assign to subjects. For example, Class Participation profile has the following attributes: Attention in class, Response to questions, Maintenance of notebooks)</p> <p>Create activity profiles to manage grade based non scholastic evaluations (activity profiles are used for evaluation of non-subject related aspects of students. You can create multiple activity profiles and assign to different exam planners. Example Co-scholastic activities, Psychomotor skills etc.)</p> <p>Create and manage all applicable grading profiles for the institution (Grading profiles are used for evaluating grade based subject exams and activity exams. Create grading profiles here and assign to the exams in the planner. Example Co-scholastic grading profile.)</p> <p>Configure remark banks to group similar remarks under a set (Configure remark banks to group similar remarks under a set. Remark banks can be used with Field Codes that will autofill details like name, pronouns based on gender. When adding remarks, choose a remark bank and select the most appropriate remark(s) from the set.)</p> <p>View and download student-wise exam, term and planner reports, View and download subject-wise exam reports, View and download exam reports of all subjects.</p>
<p>Gradebook Mark Entry</p>	<p>When this privilege is assigned to a User / Employee, he can schedule exams, enter marks and generate reports for classes and sections.</p>
<p>Certificate Management</p>	<p>When this privilege is assigned to a User / Employee, the user can Create and manage the templates of different certificates issued by this institution, Create templates for students and employees. Configure settings and design the template in the editor. Use available system fields or add your own custom field in the template. Create and manage the templates of different certificates issued by this institution.</p> <p>Generate certificate for one user or Generate certificates for many users at once</p> <p>The user can also manage Generated certificates (Here is the archive of all the certificates that are issued from your institution).</p>
<p>ID Card Management</p>	<p>When this privilege is assigned to a User / Employee, the user can Create and manage the templates of different ID cards issued by this institution, Create templates for students, guardians and employees Id cards. Configure settings and design the template in the editor. Use available system fields or add your own custom field in the template.</p> <p>Generate Individual ID Card (Generate an ID card for one user) Generate ID cards for many users at once (Generate ID cards for many users at once).</p> <p>View generated ID Cards (Manage all previously generated ID cards. Regenerate required certificates again)</p>

Social / Other Activity

Create Group	Can create and delete group in discussion module.
Poll Control	Can create new poll and assign different sections and departments to it. View the votes for poll
Blog Admin	Can post, search and do the necessary settings required for blog creation
Gallery Admin	Can create album, add photos and set the visibility options.

System Settings

General Settings	Basic Settings about the school account like school name, Address, enabling roll number assignment, enabling google SSO etc. Can update different student categories in school. Can configure additional details (fields that are currently not there in Fedena) that needs to be updated about the student during the admission process.
Manage class/section	Can create and manage class and sections. Can activate or deactivate sections. Can manage subjects corresponding to different classes.
Subject Master	Manage subjects corresponding to different classes. Manage Subjects Groups, Elective Groups and Subjects on the class level. Manage subject skill sets, skill sets and sub skills. Link class subjects to sections.
Manage student roll numbers	Can edit roll number of students or assign a prefix to roll numbers class wise.
Send Email	Privilege to send emails to employees, students and parents.
Email Alert Settings	Do the settings for email alerts like setting email alert during examination scheduling etc. View the list of students who have unsubscribed email notification.
Message Settings	Enable or disable which users can send messages in the institution and who can they send messages to.

Finance Control

Manage Fee	<p>Can do the necessary settings for fee configuration of the institution like receipt template, tax settings, invoice generation etc...</p> <p>Can create master fees, master particulars and master discounts.</p> <p>Create new fee collecting dates.</p> <p>Can view fee structure of students.</p> <p>Manage and pay instant fees.</p> <p>Manage all imported fees for any student.</p> <p>Can set the duration of the financial year, configure printer settings and configure the details of the receipt pdf.</p>
Fee Submission	<p>Can collect fees based on section, student wise or particular wise.</p> <p>Can view students with fees dues.</p> <p>Manage and pay instant fees.</p>
Manage Refunds	<p>Can view all refunds.</p> <p>Create refund rules for fee collection.</p> <p>Apply/Revert refund for student.</p>
Finance Reports	<p>Can view income and expense transactions for all accounts.</p> <p>View fee receipts of student, employee and guests.</p> <p>Compare financial transactions of two different periods.</p> <p>Generate detailed particular wise student transaction report and particular wise daily transaction report.</p> <p>Generate report of tax collected.</p>
Approve/Reject Payslip	<p>Can view the employees assigned to a payroll group, their payroll details and the payslips generated.</p> <p>Approve or reject employee payslips generated for a pay period.</p> <p>View payslips generated for an employee.</p> <p>Generate simple and advanced payslip reports.</p>
Revert Transaction	<p>Can collect the fees as well as revert the collected fees in case of any errors.</p> <p>Collect instant fees as well as revert the collected instant fees in case of errors.</p> <p>Can also view fee defaulters and collect and revert fees from them.</p>
Miscellaneous	<p>Can create new finance categories,</p> <p>Can manage transactions by creating new expenses and new income groups.</p> <p>Can create new donations.</p> <p>Can manage Assets and Liabilities by creating new ones and can also view existing ones.</p> <p>Manage tally exports by doing the necessary settings for tally export.</p> <p>Can also do manual tally synchronization, bulk export and view failed synchronizations.</p>

HR Management

HR Settings	<p>Create and manage employee category, position, department and grades.</p> <p>Set up employee working day settings.</p> <p>Setup and manage employee leave types.</p> <p>Create and manage employee bank details.</p> <p>Customize employee admission form by adding additional fields.</p> <p>Configure the payroll calculation mode.</p> <p>Create various leave groups and manage them.</p>
Employee Management	<p>Can admit employee using employee admission form.</p> <p>Assign each employee with one or more subjects.</p>
Payroll & Payslip Management	<p>Can create and manage employee category and groups based on payroll.</p> <p>Configure information to be displayed in employee payslip.</p> <p>Can generate employee payslip.</p> <p>Manage rejected payslips of employees.</p> <p>Can generate simple and advanced payslip reports and customize the reports.</p>
Employee Attendance	<p>Can mark employee attendance</p> <p>View all employee leave application</p> <p>Reset employee leaves</p> <p>Generate the attendance report of employees from all departments.</p> <p>Can generate the leave balance report for all departments.</p>
Employee Search	<p>Can search for an employee based on – employee number, name, department, category, position or grade or based on different combinations of these fields</p>
Employee Reports	<p>Can generate a PDF report with all the employee details like employee number, joining date, department, category etc...</p>



R. J. Amitha

PRINCIPAL
Rajagiri College of Social Sciences
(Autonomous)
Rajagiri P.O., Kalamassery-683 104

***** End of the document *****