



# SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE

Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade

Phone (Office) : 0466-2268285 | Email : principalvtbcollege@gmail.com



## CRITERION – VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.2 Strategy Development and Deployment

# SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE



Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade  
Phone (Office) : 0466-2268285 | Email : principalvtbcollege@gmail.com

## 6.2.2. Institution Implements E-Governance in its Operations

# Enterprise Resource Planning Report

## Academic Year: 2023-2024

### Introduction

This detailed report presents the integration and utilization of EMBASE Pro Suit in enhancing e-governance at Sreekrishnapuram V. T. Bhattathiripad College, across four key areas mainly Administration, Finance and Accounts, Student Admission and Support, and Examination.

## 1. Administration

### User Management

- Automated user creation and role-based access control.
- Link sharing to email for easy user onboarding.
- Reset of user details using registered mobile/email.
- User suspension options for individual or bulk users.

### Staff Management

- Staff signup and approval process.
- Faculty login and user dashboard for personalized access.
- Export to excel for data management.
- Self-assessment report for staff for performance evaluation.
- Faculty transfer facility across roles and courses.
- Department-wise tutor list for efficient resource allocation.
- Comprehensive record-keeping of qualifications, experience, paper presentations, seminar attendances, and publications.

### **Staff Leave Management**

- Staff leave applications via mobile application.
- Approval workflow by reporting staff.
- Email communications for leave transactions.
- Validation of approved leaves by the authority.
- Leave allocation and detailed leave reports.

### **Department Management**

- Creation and management of academic departments.
- Assignment of heads of departments and tracking their tenure.
- Historical list of principals and their active durations.

## **2. Finance and Accounts**

### **Fee Collection**

- Individual demand generation over ledgers.
- Fee collection from students, applicants, and others.
- Bulk and individual invoicing with authorization.
- Customizable programme fee templates and reports.
- Multiple modes of collection including cash, bank, and scholarship.
- Verification processes by accountants.

### **Financial Reporting**

- Till-based collection reports for cashiers.
- Daily, monthly, and yearly collection reports.
- Ledger-wise and campus-wise collection reports.
- Detailed and consolidated DCB reports.
- Batch-wise due sheet for ledger management.

### **Advance Collect & Refund**

- Collection and refund processes for students and applicants.
- Management of advance collections and refund history.

## **3. Student Admission and Support**

### **Student Management**

- Student signup and approval by teachers.
- Batch transfer facility for students.
- Options to suspend student enrollment.
- Export student data to excel with customizable fields.
- Comprehensive student reports and template settings.
- Student summaries based on gender, caste, quota.
- Edit permissions for students on their data.
- Detailed student profiles with complete academic and personal information.

### **Digital Learning Enhancement**

- Advanced tools for course material distribution, timetable management, and online examination.
- Centralized document repository for easy access to essential documents.
- Parental portal for updates on student progress.
- Faculty evaluation and feedback systems.

### **Certificate Generation**

- Certificate generation with additional modules for TC generation and Course and Conduct Certificate generation.

## **4. Examination**

### **Student Attendance and Assessment**

- Hourly attendance entry and real-time tracking.
- Comprehensive attendance reports (hourly, daily, monthly, term).
- Notification system for absentee alerts and parent updates.
- Internal assessment management with grading and mark entry controls.
- External assessment features for mark entry and basic result analysis.

## Certification and Transfer Management

- Automated generation of transfer certificates with QR code.
- Customizable templates for course and bonafide certificates.
- Efficient batch transfer facility for students and faculty.

## Examination Process Management

- Management of old question banks with upload and download options.
- Direct mark entry and finalization for examinations.
- Detailed reports on arrear students and result analysis.

## Conclusion

The integration of EMBASE Pro Suit into our e-governance framework has significantly enhanced operational efficiency and effectiveness in Administration, Finance and Accounts, Student Admission and Support, and Examination at Sreekrishnapuram V. T. Bhattathiripad College. The use of EMBASE marks a milestone in our journey towards digital excellence, with a commitment to continuous improvement and innovation.

Date: 12/04/2023



  
**PRINCIPAL**  
Sreekrishnapuram VT Bhattathiripad College  
Mannampatta, Palakkad - 678633