E-Governance policy

The Apex Decision making body of the college (GC) has decided to automate all the various operation of the instructions in an integrated manner in order to enable transperancy clarity in different functionalities of the instructions pertaining to teaching learning (Academic), administration , Examinations, Finance and accounting, admissions and HR wings.

In this direction a few venders/service providers of ERP software are called and quotations are invited as per the recommendation of the ICT/ Technical committee of the intuitions followed by the directions of the Governing Council suitable ERP has been deployed and put in to the appropriate use, required training has been give for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

Website is put in to full use as a vital information source to all the stakeholders and all important communications / circulars notices are made available in web site to ensure reaching of information to the needy any time anywhere.

SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information.

Policy :

To have integrated, user friendly ERP solutions to automate various modules like teaching learning (Academic), administration ,Examinations, Finance and accounting, admissions and HR wings of the intuitions and providing the adequate training to all the staff for effective use.

Procedure :

Various venders are identified and called for demonstration, comparative statement with unique features have made and the basis of recommendation by the concern committees and direction of the GC vendors for EPR, WEB site development and maintenance, SMS services Digital Marketing partners are shortlisted and procured the necessary support to promote and practice e governance.

MR. A.SRINIVAS , IQAC Director

BOARD OF MANAGEMENT
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MR. GIRISH G, CAO

Mr. Kasunasekar Reddy

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6.2.3 *Implementation of e-governance in areas of operation*
Budget extract
1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Year	Budget allocated for e-governance
2013-14	500,000.00
2014-15	550,000.00
2015- 16	600,000.00
2016 -17	650,000.00
2017-18	700,000.00

Karunasekara Reddy
Chief Accounts Officer
Surana College
Bengaluru - 560 004

SURANA COLLEGE
#16, South End Road, Bengaluru-04

ANNUAL E-GOVERNANCE REPORT

2017-18

1. Planning and Development

College MIS works across the office pertaining to admissions, fees, examination, administration and other standard support facilities. All staff of the college use official mail id generated from IT services of the college using Microsoft outlook. Auto SMS service is used to stay connected with Staff, Students and parents informing their wards attendance and performance.

E-governance is in place with related modules of ERP in terms of planning by maintaining transparency in admission by sharing information to the stake holders through ERP and website.

Minutes of Meeting of Governing council, IQAC, Various committees etc. are made available in website for the consumption of stake holders. College Website is designed to be dynamic , interactive by publishing university communication, syllabus updates, Internal assessment and related student support interface services

To   Date 6th March 2018

M/s INZ Axis Tech Services Pvt. Ltd.
No. 16/3 Balaji Senate 3rd Floor, 80 Ft. Road.
Chandra Layout, Bangalore - 560 072.

Dear Sir,

Sub: Purchase Order for OPTRA Services to Surana Educational Institutions

Ref #: Proposal Q2017-18/CAS/164 Implementation of OPTRA Service

With reference to the above subject, we wish to place the order for OPTRA Plus Package

OPTRA Plus ERP

- Initial Setup, Training at free of cost
- Additional in person Training: 2500/day + Accommodation
- Online, Phone Support: 9am to 7pm
- Additional Customized Reporting: Will be charged extra

1) SMS Alerts- Attendance, Marks & General notifications for 300 SMS
2) IVRS- Inbound
3) Website Login
4) Mobile App for parents (Android)
5) E-mail
6) Data Entry & QC by our Team
7) Real-time Attendance using Tab*
8) Print & Delivery of Marks Cards & Reports to institute* (6 Marks Card, 2 Hall Ticket & Max. of 10 monthly reports)
9) Shared Customer Relationship Manager*
10) Outbound IVRS*
11) Question Paper generation
12) Online Feedback system* (2 instances)
13) OPTRA Fees to Tally integration ,Scholarship, Fee related fields
14) Modules: Fees, Admission, Transportation, Library, Time table, Pre-Admission, Exams & Attendance, Homework, Question Bank, Online Study Material.

Terms & Conditions:
1. Service shall be provided for a minimum of 3000 + students from SEI [as per annexure]
2. Price agreed at **Rs.235/- (Plus GST)** per student per year [annexure for next 4 years]
3. Payment will be made as below Installments [as per the annexure for next 4 years]
   a. 25% advance along with PO
   b. 25% after we go-live
   c. 20% after 6 months from the date of go live
   d. 20% after 9 months from the date of go live
   e. 10 % balance before end of the financial year.
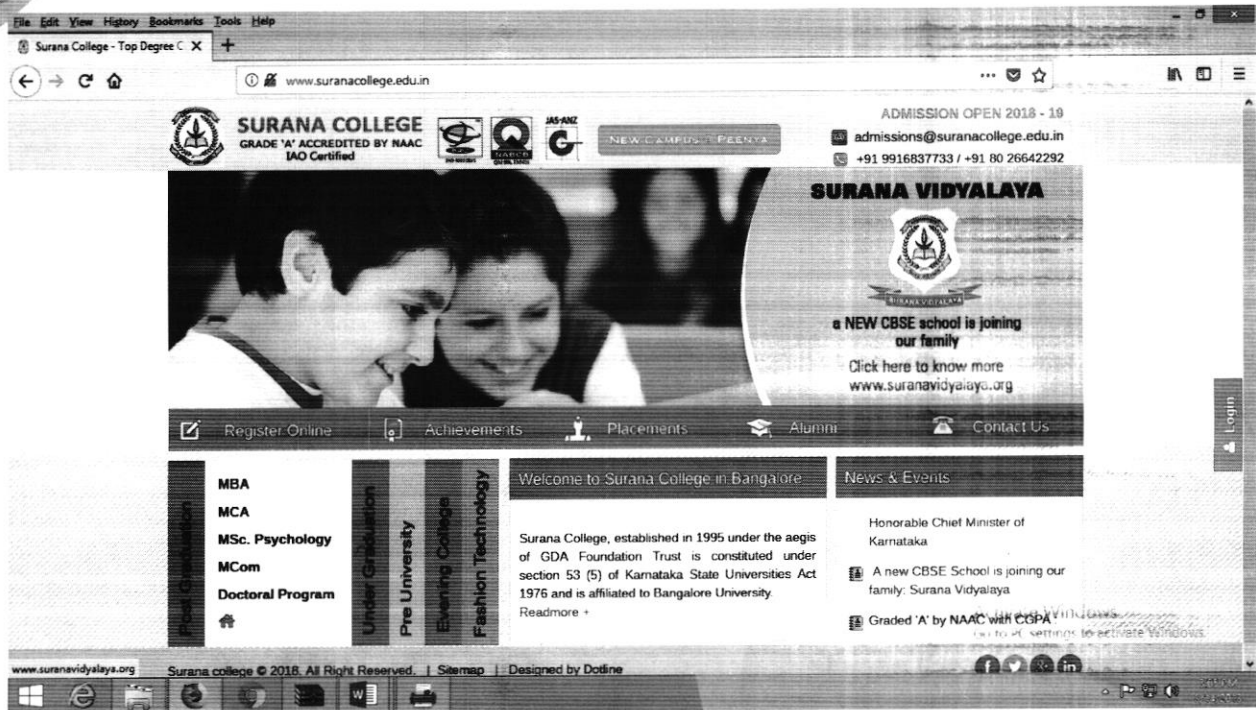4. INZ Axis/ OPTRA will maintain the confidentiality of the data shared.

Kindly arrange for the services at the earliest
Yours Faithfully

For Surana Educational Intuitions.

ERP Purchase Order

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College Website

2. ADMINISTRATION

OPTRA MODULES

1. Attendance
2. Bulk Updates and Student Data Extract
3. Fee Management Structure
4. Marks-Chart
5. SMS Chart or Message Chart
6. SMS –Manual with Screen Shot
7. Student & Staff Data
8. Subject & Staff Assign Chart
9. Time Table Chat

3. STUDENT ADMISSION AND SUPPORT

The busiest and painstaking time for any educational institute in today's context is handling the admission and the procedure of selecting students to its institutes based on various parameters. To support Student Admission ERP provides exclusive modules. Admissions are then sent to University for validation.

Students avail scholarships through national scholarship portals .Mobile apps for journalism and computer science are in place facilitating effective mode of information exchange pertaining to academic pursuits

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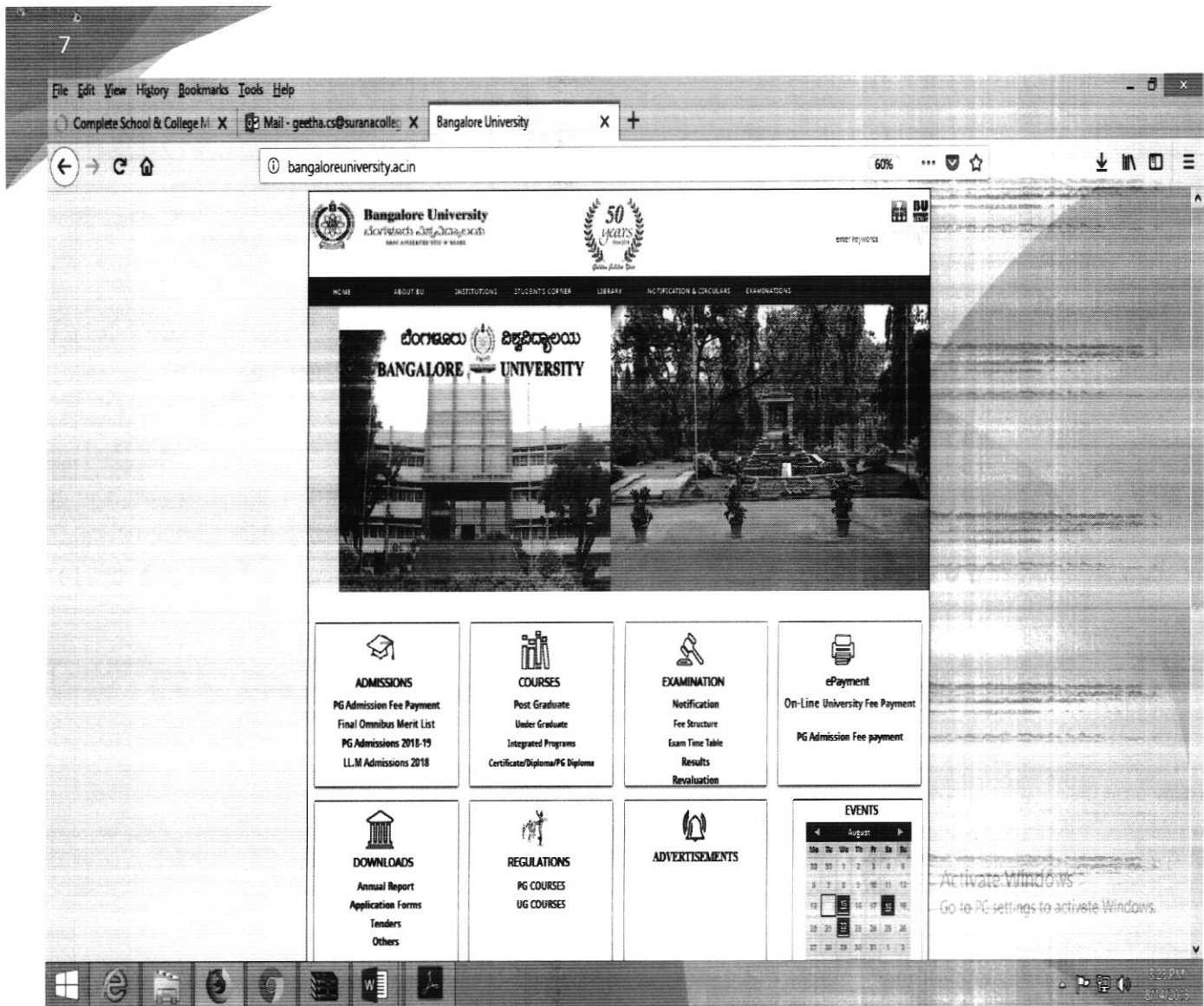
SAPNA APP

"Sapna" is developed with a novel intention to cater to the needs of journalism students. with a difference.its prime focus is to produce highest quality resources to motivate and prepare an individual to the media industry.The app is to give require academic perspective to the cutting edge information,therefore "Sapna" is an attempt to teach the subject with a difference.
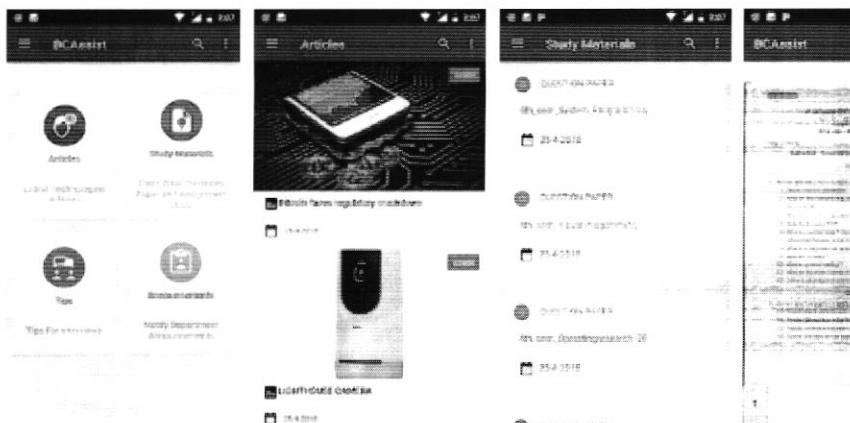

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BCAssist APP

BCAssist a Android App for BCA students Developed by Surana College.

REVIEWS

Review Policy

4.8
★ ★ ★ ★ ★
👤 20 total

STUDENT SCHOLARSHIP

EXAMINATION

Students access college website for the date of examination and for examination time table . SMS are sent to students regarding examination rules and regulations. Students access Bangalore University portals for results since 2014.

Date:

1. MR. A.SRINIVAS , IQAC Director
2. MR. GIRISH G, CAO
3. MR KARUNAKARASHEKAR REDDY

BOARD OF MANAGEMENT

Trustee
G D A Foundation

SURANA COLLEGE
#16, South End Road, Bengaluru-04

ANNUAL E-GOVERNANCE REPORT

2013-14

For the academic year 2013-14 Surana IQAC drafted proposal for implementation of E-Governance in various administration and academic activities of the college. E-Governance has accelerated college functioning and development in terms of speed, efficiency and reliability.

1. For the ERP solutions, College is continuing its service with **Adstock Business Networks**. After the trial test of the software in the year 2012-13, various modules were revised and updated for the following academic year. Modules for the academic year 2013-14 includes:

1. Master Management
2. Staff Management
3. User Management
4. Student Management
5. Fee Management
6. Time Table
7. Academic Activity
   - Syllabus
   - Class Plan
   - Class Diary
8. Student Attendance
9. Student Evaluation and Assessment
10. Examination
11. Material Upload
12. Online Exam
13. Student Feedback
14. Alumni Management

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15. Assest Management

16. Consumables

17. Staff Assessment

18. Placement Activity

19. Staff Attendance and Leave

20. Payroll

21. Cheque printing

22. Tally ERP

23. Statutory Reports

24. MIS Reports

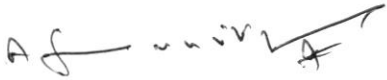2. For bulk SMS to students and staff, services with Sinfini is continued

3. For College website updations and maintenance service is continued with DOTLINE Solutions

4. Office shall continue with Tally solutions for Finance management and Payroll

5. For Examination and Uploading of Assessment marks online services provided by Bangalore University is continued.

The following E-Governance report is submitted to the Board of Management. Board of Management has verified and accepted the guidelines

Date:

1. MR. A.SRINIVAS , IQAC Director
2. MR. GIRISH G, CAO
3. MR KARUNAKARASHEKAR REDDY

BOARD OF MANAGEMENT
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SURANA COLLEGE
#16, South End Road, Bengaluru-04

ANNUAL E-GOVERNANCE REPORT

2014-15

To further strengthen usage of electronic devices in all levels of college functioning from day-to-day operations to strategic decisions, lot of updations with respect to E-governance was presented to Board of Management by IQAC.

1. **Replacement of Existing ERP**
   Even though existing ERP has complete and comprehensive modules starting from student admission to administration, it was not user friendly. Non Computer Science faculty felt difficult in posting attendance and assessment marks. New ERP service was identified. Management approved SEROSOFT solutions on 12ᵗʰ Feb 2014. ERP was bought on 27ᵗʰ Apr 2014. Teaching and nonteaching staff were oriented by SEROSOFT Solutions Pvt Ltd.

2. **SMS services with Sinfini was continued**
   For sending bulk SMS to staff and students, parents it is approved to continue services with Sinfini

3. New Version of **Tally Business Solutions** was updated in college office for Accounting

4. Software provided by Bangalore University is used for uploading student admission details / assessment marks/ hall tickets / examination details

5. College website committee decided to continue with **DOTLINE** Solutions

Date:

1. MR. A.SRINIVAS , IQAC Director
2. MR. GIRISH G, CAO
3. MR KARUNAKARASHEKAR REDDY

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SURANA COLLEGE
#16, South End Road, Bengaluru-04

ANNUAL E-GOVERNANCE REPORT

2015-16

AGENDA

1. Continuation of Existing ERP with SEROSOFT SOLUTIONS PVT LTD
2. M/s.Ice Cubes Solution from 06/11/2015
3. New Version of Tally Business Solutions
4. Bangalore University software for Examination
5. Website management with DOTLINE Solutions

Minutes of Meeting

1. All Staff have been oriented with ERP and have started implementing the same for the current academic year
2. For Bulk Sms better service from M/s.Ice Cubes Solution is used
3. Upgraded Version of TALLY used in college office for Accounting and Finance management
4. Software provided by Bangalore University is used for uploading student admission details / assessment marks/ hall tickets / examination details
5. College website committee decided to continue with DOTLINE Solutions

Date:

1. MR. A.SRINIVAS , IQAC Director
2. MR. GIRISH G, CAO
3. MR KARUNAKARASHEKAR REDDY

BOARD OF MANAGEMENT
Trustee
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SURANA COLLEGE
#16, South End Road, Bengaluru-04

ANNUAL E-GOVERNANCE REPORT

2016-17

AGENDA

1. College ERP with SEROSOFT SOLUTIONS PVT LTD
2. Bulk SMS service from M/s.Ice Cubes Solution
3. New Version of Tally Business Solutions
4. Student Scholarship from scholarships.gov.in
5. Bangalore University software for Examination
6. Website management with DOTLINE Solutions
7. Increased college Visibility through SEO

Minutes of Meeting

1. Existing ERP with SEROSOFT SOLUTIONS PVT LTD is implemented fot the academic year
2. Bulk Sms transfer from M/s.Ice Cubes Solution
3. Upgraded Version of TALLY used in college office for Accounting and Finance management
4. Awareness regarding Student Scholarship from Ministry of Tribal Affairs was provided. Many students started to apply for the scholarship
5. Software provided by Bangalore University is used for uploading student admission details / assessment marks/ hall tickets / examination details
6. College website committee decided to continue with DOTLINE Solutions
7. For increasing college branding and Visibility by SEO services from DOTLINE web Media Pvt Ltd was purchased

Date:

1. MR. A.SRINIVAS , IQAC Director
2. MR. GIRISH G, CAO
3. MR KARUNAKARASHEKAR REDDY

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