

(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

CRITERION 6

KEY INDICATOR

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

 Q_1M

6.2.3. Institution Implements e-governance in its areas of operations

Weblink: https://www.ametuniv.ac.in/naac/c623 Egovern all areas.html

MANNUAL OF ENTERPRISE RESOURCE PLANNING (ERP)

ACADEMY OF MARITIME EDUCATION AND TRAINING (AMET)

(Declare as Deemed to be University u/s 3 of UGC Act 1956)

135, EAST COAST ROAD, KANATHUR, CHENNAI - 603 112. TAMILNADU, INDIA.



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1. INTRODUCTION

E-Governance is the application of Information and Communication Technology (ICT) for delivering services, exchange of information, integration of various stand-alone systems. The main benefits of E-Governance is convenient and cost effective for businesses and public benefits by getting easy and smooth access to the current information available without spending much time, energy and money to get it. It also gives efficiency, improved services, better accessibility of public services and transparency and accountability. All services under one roof. Improved accounting and record keeping can be noted through computerization, information and forms can be easily accessed, equaling quicker processing time. On the administrative side, access to help find or retrieve files and linked information can now be stored in databases versus hardcopies stored in various locations.

2. VISION AND MISSION OF CENTRE FOR E-GOVERNANCE

VISION:

The Vision of Centre for E-Governance is to provide our Students, Faculty, and Staff with reliable and innovative technology to meet the needs, along with the support and training necessary to use the technology effectively.

MISSION:

The Mission of Centre of E-Governance is to provide technology-focused services that increase productivity and enhance computing experiences. It also provides innovative and responsive information technology services.

3. OBJECTIVE OF E-GOVERNANCE

- University monitors and improves service quality through the effective application of processes.
- ❖ It ensures that IT activities are aligned with academic and administrative needs and objectives.
- ❖ It adopts best practice processes for sustained effective management and implementation of all IT services.

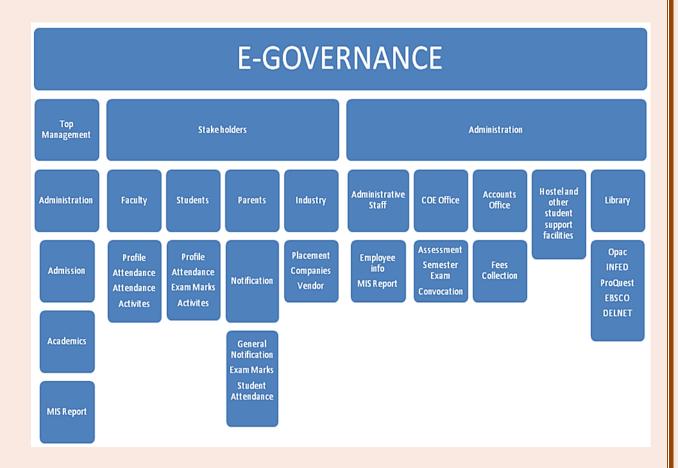


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University makes use of IT services for all the functionalities of the University to attain perfection, accuracy and transparency through University Record Management System.

4. CENTRE FOR E-GOVERNANCE ORGANIZATIONAL CHART



5. IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATIONS

The University has an Enterprise Resource Planning (ERP) called SMART

List of Modules:

- Administration
- Admission
- **Accounts**
- Student Module



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- ***** Examination
- Learning Management System
- Legional Material Resource Development Centre
- **\Library**
- Feedback
- Assets
- Hostel

5.1. ADMINISTRATION

The administrative module is the system with which administrator can securely manage user account. With it, user can change his/her password. This module will take care of all masters table entries like creation of course, batch, semester, subjects, menu accessibility, qualifications, designation and departments.

Administrative Operations:

- User Creation: Creation of new user for an employee with user name and password
- User Access Settings Setting the access rights to various menu available in the system to an employee based on their rights
- Course Master Creation of new course name with details about duration, semesters, capacity of students, affiliated under details
- ❖ Batch Master Creation of new batch in each course with details about batch period, total semester, current semester.
- Staff Allotment to the course



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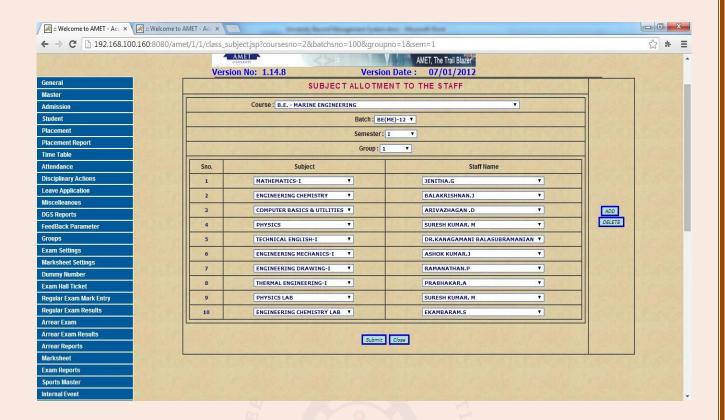


Figure – 1: Subject Allocation

Assigning Access Permission

- ❖ Providing access permission to the faculty and staff based on their responsibility
- ❖ Access and Denial of access can be provided to the faculty and staff time to time
- New faculty enrollment in the CAMU can be done. Faculty will be provided with username and password to access all the resources.
- ❖ Faculty progression can be monitored through CAMU



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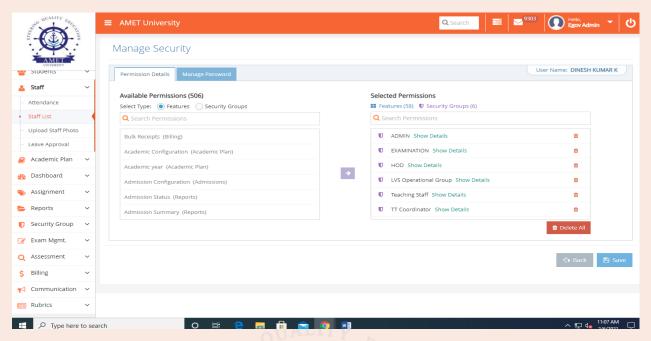


Figure - 2: Managing Permission to the faculty

5.2 ADMISSION

Admission process is designed in such a way to ensure the process of admission simple and smooth. Software user can register the enquiry of the student, manage admission, and define course and batch. This software was developed with user friendliness in mind.

It saves a lot of manual work, resulting into an easy and paper less management. The admission process is purely based on marks obtained in the qualifying examinations and on common entrance test. In this process the enquiry calls received are entered in the system, so that the details can be fetched easily when the same person calls again and also to maintain a follow up status of the call.

The students who are arrived for admission process are given with Entrance Hall Ticket for appearing in entrance examinations and medical test. Marks secured in the entrance examinations are updated in the system and the examination result of the medical officer is also updated for Director General of Shipping (DGS) approved courses. For other courses Medical examination is not necessary. The software will generate Eligible Student List based on their rank secured in the entrance examination



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held. The software also has a facility to convert course for applicants from applied course to new course as per their request. This facility helps them to choose new course instead of their first preference.

This module also has the field to update the response of applicant as per the answer given by the councilors for the queries raised by the applicant and their parents. This helps to know the effective interaction between the applicant and the councilor. It will be useful in the later stages of admission process. It has the facility to send message to applicants like entrance exam date and venue, admission status etc.

This module helps the admission department under Dean Admission to handle all admission related issues which leads to easy and efficient way of doing admission. Using this software, we are admitting more than 1000 students.

Following Features are available in Admission Module

- ❖ Application Entry/ Edit / View
- ❖ Entrance exam hall ticket generation
- Interview mark entry
- Eligible Student Selection



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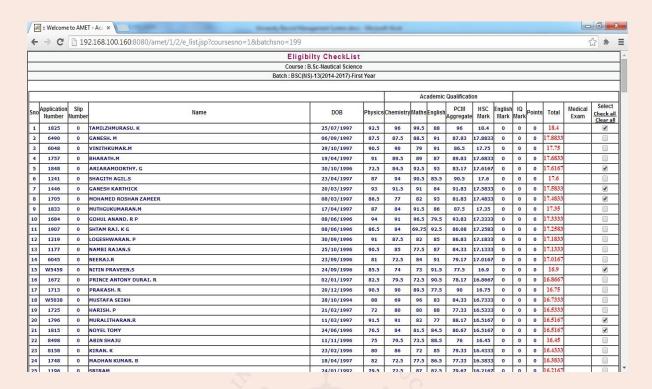


Figure – 3: Eligible Student list

	AMET UNIVERSITY - COURSE WISE APPLICATION DETAILS																	
B.Sc-Nautical Science - BSC(NS)-14																		
	Application Status									- 1	No. of Applicants							
													11					
				In	Interested						81							
				Co	Consult with Parent						29							
				No	No. Not Reachable						9							
				No	Not Pick the Call						34							
				w	Waiting for IMU Counseling						1							
					Not interested						79							
				PC	PCM Less than 60%						30							
					Switch Off						10							
					Refunded						2							
					Paid						208							
					Candidate Not Available						20							
				To	Total						514							
							HSC Results		Medical Exam		Entrance Exa							
S.No	Appl. No	Appl. Rec. Date	First Paid Date	Student Name	Contact No	State	English	PCM%	Date	Center	Result	UnFit Date Reason	Center	Marks	Remarks	Remarks 2	Remarks 3	Remarks 4
1	2015100183	16/07/2015		CHIRAG PUOOPRENA	9899278891, 9013838779	DELHI	95	75.67			-		CHENNAI	0				
2	2015100233	03/07/2015		PRANAV KUMAR	9155086392, 8051700485	BIHAR	89	67			-	22/06/20:	5 CHENNAI	42				
3	2015100236	03/07/2015		RAGHWENDRA KUMAR	8051570144, 9534971321	BIHAR	58	63.33				24/06/20:	5 CHENNAI	24				
4	2015100240	06/07/2015		AYUSH RANJAN	8987102160, 9934843102	BIHAR	56	66.33			-	29/06/20:	5 CHENNAI	34				
5	2015100243	17/07/2015		KUNDAN KUMAR	7631493458, 7870991968	BIHAR	53	66			-		CHENNAI	0				
6	2015102062	06/07/2015		ABDUL ILAH ALI KHAN. M.A	7418268566, 8438197527	TAMILNADU	88	78.67	08/07/2015	Raj Hospitals	Un Fit	06/07/20:	.5 CHENNAI	43				
7	2015102063	07/07/2015		MUHAMMED MUHSIN AB	9495791355, 9446715491	LAKSHADWEEP	66	72.33					CHENNAI	0				
8	2015102064	07/07/2015		MOHAMMED AFSAL	9497379940, 9446414774	LAKSHADWEEP	55	68.17					CHENNAI	0				· ·

Figure – 4: Course wise Application view

The following application details can be views through CAMU

- Admission status
- ❖ No. of Applicant details



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❖ Application Number etc.

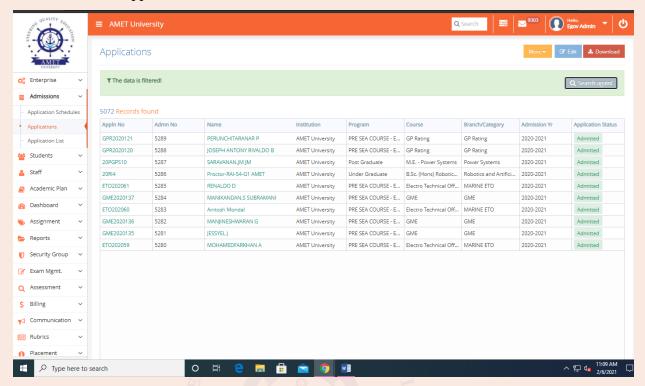


Figure – 5: Application status view through CAMU

5.2. ACCOUNTS MODULE

Accounts process is designed to generate fees structure and collect fees and generate receipts for students. This helps in managing the account details of each student electronically instead of maintaining manual vouchers and ledgers about the students.

In the accounts module first the fees structures for each course and batch is created. This structure is then used to assign fees to each applicant automatically. Once the applicants are selected for admission they are asked to pay the fees. During this process the applicant will be assigned the fees structure for their respective course and during this time the applicants will be converted as students of the university.

Students can pay their fees in various methods like Cash / DD / Cheque and



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Bank Transfer. The paid fees will be accounted to their ledger and the remaining fees can be viewed automatically. There is also facility to collect optional fees and miscellaneous fees which will be applicable to particular student instead of all the students.

Accounts process also has the feature to refund amount which are paid in excess or the caution deposit which is collected during the admission process. Accounts module also provides feature to send SMS to parents regarding the fees due pending for their wards and its due date.

Accounts module generates various reports which can be viewed any time with up to date data, so that details like collection, dues etc. can be calculated easily.

FEATURES:

- Fees Configuration
- Fees Structure Creation



Figure - 6: Fee Structure



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Figure -7: Student Fee Entry

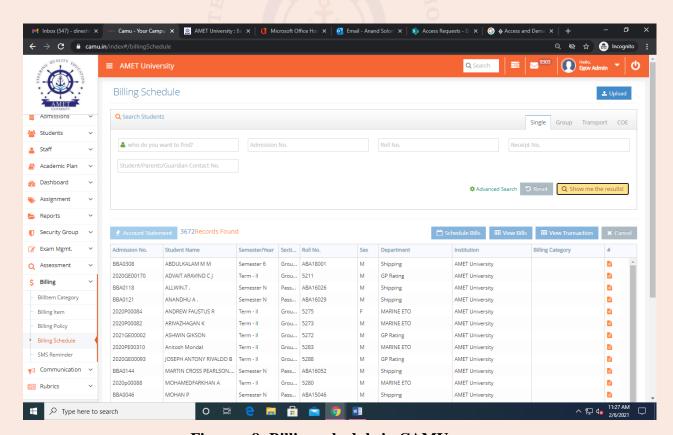


Figure – 8: Billing schedule in CAMU



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5.3. STUDENT MODULE

Student module is the core module of the software where all the details related to the students are maintained. This module contains various details about the students like personal details, attendance, extracurricular activities, conduct details etc. These details once entered can be viewed any time. Enrolled student's data are maintained course wise with periodical updates.

Daily attendance entry of students is done period wise and these entries are done by the faculty themselves through their individual login. This attendance entry is then used to calculate overall attendance percentage of the student. Student module provides facility to send SMS to parents about their wards daily attendance details, so that they can also keep track of their wards activities. This attendance is used to calculate the internal marks to be allotted for the student. There is also facility to enter student leave details.

Students conduct is reviewed periodically. Any disciplinary actions against a student and its review can be updated through the software and a report consisting of disciplinary action details of all students can be viewed easily.

The software provides details about the extracurricular activities like sports etc. The system provides facility to enter details about games in the university and various sports clubs formed in the university and option to assign student representatives to the clubs. The system allows updating the participation and results of the sports activities conducted and these details can be viewed through the student's report. This software handles records of more than 6000 students those who have completed and pursuing their degrees in the university.



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FEATURES

- Student Entry / Edit
- Student Details View
- Student Transfer / Dismiss Entry
- Student Rejoin Form Facility to re-admit student who had discontinued due to various reasons
- Semester wise timetable entry
- Student Attendance entry
- Disciplinary action entry
- Leave Applications
- Sports events entry
- Internal mark entry



Figure – 8: Internal mark entry



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Sample Reports

❖ Green Card – View detailed information about a student which will be also sent through post to the parents.



Figure -9: Green card

❖ Consolidated Attendance Summary – Date wise present and absent students in each batch with facility to send total count of present and absent students to Vice Chancellor.



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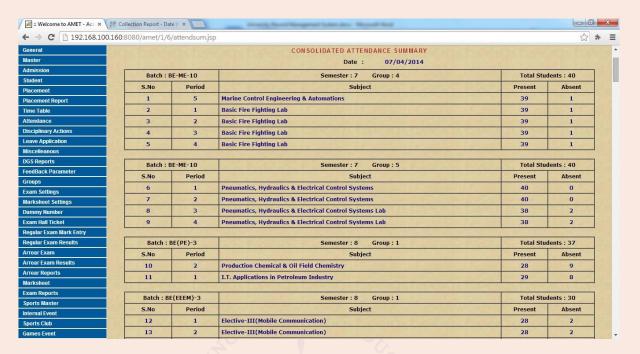


Figure – 10: Consolidated Attendance Summaries

5.5 EXAMINATION MODULE

The exam module deals with examination related information of all the students who are appearing for the semester examination. This module helps in generating the time table, students list, attendance sheet, hall ticket. The faculty can enter attendance and marks of the students periodically and also can obtain the final results of the examination. In our university the examination process is automated starting from preparation for exams to publication of results. The system provides facility to select elective papers of student's interest if there is any. This module helps the student to register the subjects which they are going to appear in the semester examination. In the next stage hall tickets for the examinations are generated automatically. Once the examinations are conducted, attendance details and marks are entered in the software. Based on these inputs the data is processed automatically and the result is generated.

This system contains option to enter exam schema for each subject, exam details for each batch with pass percentage. Mark entries are done using Dummy numbers generated instead of using their names or register numbers. Exam module



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provides facility to send SMS to parents regarding the examination results of their wards.

The module generates mark sheet automatically with or without photo, consolidated mark sheet, provisional certificate and course completion certificate once the student completes their course. These mark sheets are assigned with a unique serial number for each student which can be automatically assigned through the software. Mark and Grade statements are generated automatically for publication of results.

This module has high confidentiality as only authorized users can access the examination software. Mark entry is done by the examiners itself in the centralized evaluation process which will be verified and approved by the Camp Officers, so that no alterations can be done. Even if there is any need for modification, it is done with the approval of the Controller of Examinations.

Features

Elective subject allocation – As per willingness of the student's respective elective subjects will be allocated the students.



Figure – 10: Elective Subject allocation

❖ Exam Application Form – Generation of Examination Application form for



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the semester exam to be conducted with subject list and fee details(Ref. Fig.9)

- ❖ Hall Ticket Generation based on exam application (Ref. Fig.10)
- Dummy Number allocation for the central valuation
- * Result Generation & Publication
- Revaluation Mark Entry Entry of revaluation marks for the students who have applied for revaluation and automatic calculation of the best mark and results.

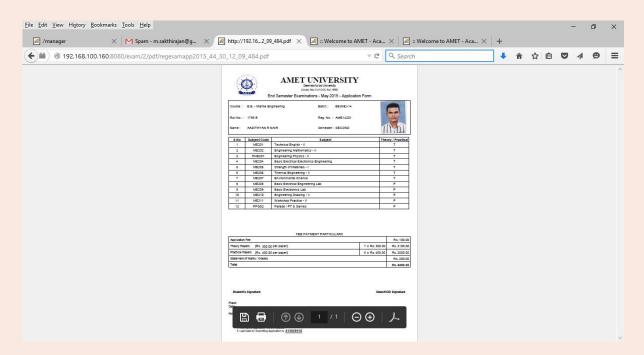


Figure - 11: Exam Application Form



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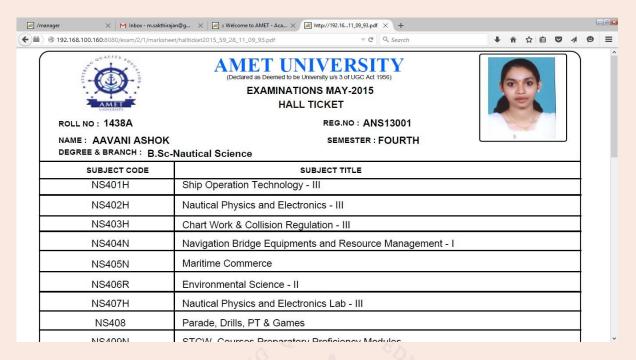


Figure-12: Hall Ticket generation

❖ Online Publication of Results – The results are published in the web immediately after publishing in offline, where the students can view their results by giving their Register number and Date of Birth as input. The published results will be sent through SMS to the parent's mobile number as well.

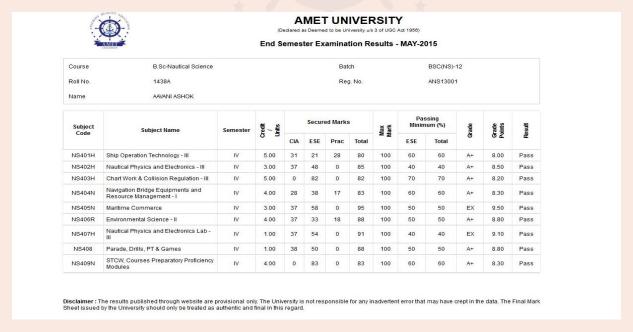


Figure – 13: Result Publication



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5.6 LEARNING MANAGEMENT SYSTEM (LMS)

University has two Learning Management tools such as CAMU and Ulektz Campus, an interactive tool between teachers and students. It offers an online system that enables to track, monitor and measure course delivery, teacher and student progress to meet all compliance required for accreditation. Camu provides virtual classroom module allows learners and instructors to participate in remote learning and acts as a platform for online content.

An LMS contains a core functional platform that enables teachers to upload learning content, deliver lessons to students, serving notifications, and share data with authorized users. An LMS most often operates inside of a web-browser and Mobile, behind a secure sign-on process. This gives all students and instructors easy access to courses on-the-go, while administrators and teachers can monitor student progress and make improvements.

❖ Faculty can login to https://camu.in to share study materials

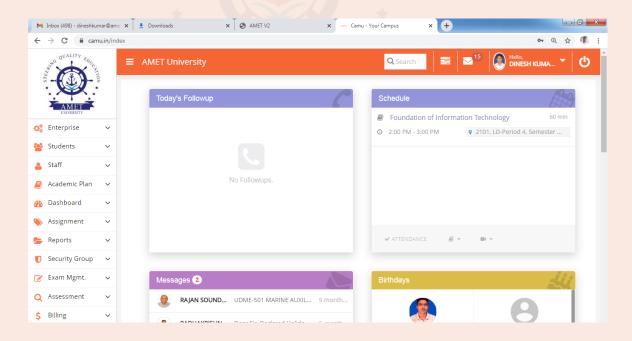


Figure -14: LMS Faculty Login (CAMU)



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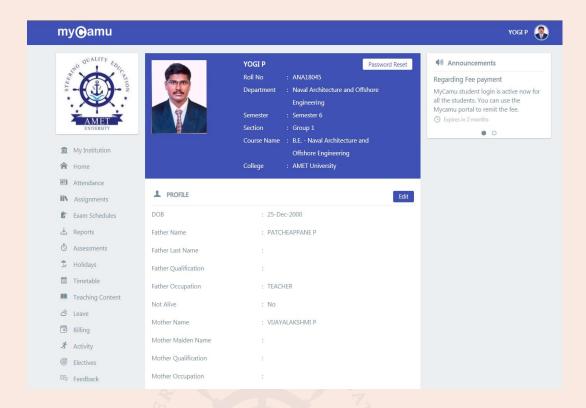


Figure -15: Student login (CAMU)

- The students and parents can login to https://mycamu.co.in using chrome browser and they can also login to mobile app as well.
- The university has ULektz CAMPUS LMS which login through following url: https://www.ulektz.com/c/MjMy/Academy-of-Maritime-Education-and-Training-(AMET)



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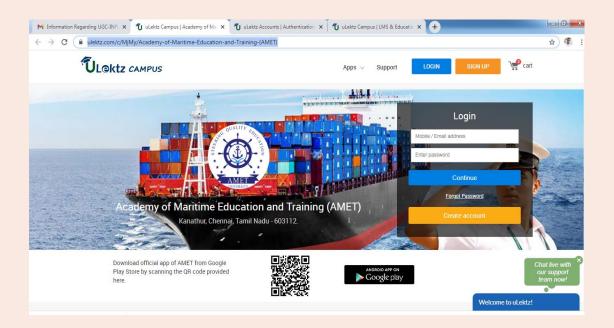


Figure – 16: ULektz CAMPUS Homepage

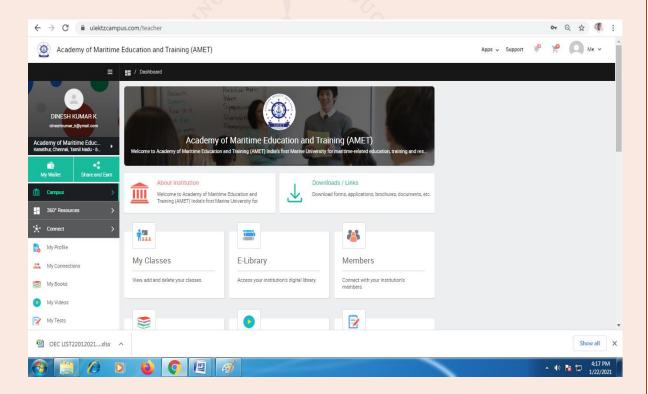


Figure-17: ULektz CAMPUS – Faculty and Student dashboard

5.7 EDUCATIONAL MATERIALS RESOURCE DEVELOPMENT CENTRE



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(EMRDC)

The University has established Educational Materials Resource Development Centre (EMRDC) during 2013-14. The EMRDC facilitates the Faculty members to create video lectures and other E contents to be uploaded in the University YouTube channel https://www.youtube.com/channel/UCtA5Z10ojA-qGkuzoYbO4tw and also available in University website in the following url https://www.ametuniv.ac.in/media-centre.html

- University has produced 3 MOOC Courses
 - ✓ Udemy 1 course
 - ✓ Teachers Academy 2 courses
 - ✓ Vidya-mitra 1 course
- ❖ Video lecture recording in our university studio



Figure – 18: Audio and Video Recording



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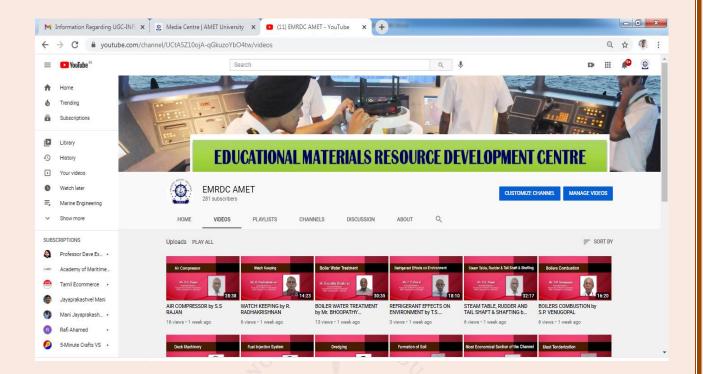


Figure – 19: EMRDC YouTube Channel

EMRDC has holistic Media Centre which is having the following facilities and Equipment's

List of Equipment's

- SOUND: Sennheiser Mic, Sound Card, Accessories
- SOUND: Audio Mixing Console Yamaha MG06
- ❖ Podium: Stand + JTS Podium Microphone 18"
- LIGHT: Led Pars all rigged in the ceiling
- ❖ CAMCORDER: Sony HXR NX 200 with full on accessories
- ❖ EDITING COMPUTER: Pro Premium Supports 4K Rendering
- ❖ TV Screen + Tripod: Mi Tv 44" + Stand (Tripod for Mounting TV)
- Green Carpet
- ❖ Green Screen (6'x10')
- ❖ Acoustic Sound Proof Door



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Figure – 20: Video editing room

5.8 FEEDBACK

University has Grievance Redressal System commonly used to receive and act on grievances reported by stakeholders of private or public institutions, enabling timely actions on any issue raised by them and to avail services more effectively. By establishing an online grievance redress mechanism in AICTE affiliated colleges, the council can take into account the performance of the institution and ensure the institution meets all the required standards. This grievance administration system enables effective monitoring and submission of online monthly status report regarding the number of grievances received, disposed of and the ones pending on the last day of the previous month, as per the council directive.

The feedback is utilized systematically in the management of teaching activities, decision making and the development of teaching. The most essential parts of the feedback process include communication about the results and the subsequent measures as well as the monitoring and evaluation of their impacts. AMET Grievance redressal technology is the gauge to determine efficiency and effectiveness of the institution as it provides feedback on the organization



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functioning. In order to ensure transparency in institutions imparting technical education, with the supreme objective of preventing unfair practices and to provide a mechanism to students, parents, teachers and other non-teaching staff for the redressal of their complaints, online grievance redressal mechanism is directed by the approval councils in India. The grievance redressal system is available in following url: https://ametuniv.edugrievance.com/



Figure – 21: University Grievance Redressal System homepage

5.9 ASSETS

Comprehensive stock management functionality for educational institutions is



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offered. It will be possible to generate the purchase requirements list based on the institution strength in the case of consumables that need to be purchased and issued to students.

Feature	Description							
Create Stock Item	The master list of all stock items and assets of the institution can be created							
Stock Intake	Receipt of goods can be recorded in the system with the details of the receiving department, quantity, condition of the good, date etc.							
Stock Issue	Any transfer of stock from the warehouse to a location or between two locations can be recorded as a stock issue with the details of the quantity, date, receiving department etc.							
Discard Stock	Stock that is damaged and unusable can be discarded							
Query Stock	It will be possible to query the stock availability by location							
Stock Take	It will be possible to perform a stock take where the stock balance in the system can be validated against the actual availability. The differences are presented to the authorized user to write off or add on the stock and the stock levels are automatically adjusted							
Stock Requirements	It will be possible to generate stock requirements based on the student count. In cases where the institution is issuing material or learning kits etc to students the list of items in the kit can be entered and the system will automatically project the count required. The due date for the requirement can be set which will enable the projection of stock requirements month on month.							

5.10 HOSTEL MANAGEMENT

Hostel Management System manages the student information, room information, room allocation details, of the hostel. It is also used to generate reports of student details, fee details and mess bill details of the student. It keeps track of the number of students in the room and availability of the room.



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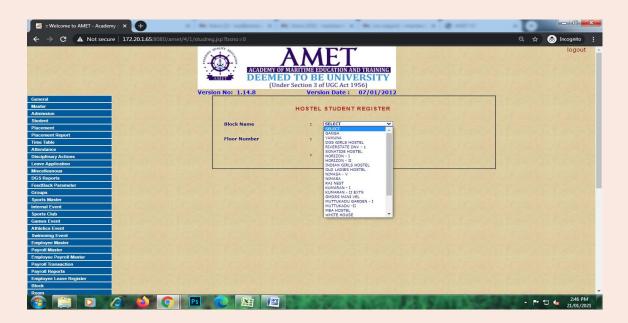


Figure – 22: Hostel Management

