



Holy Cross College (Autonomous) Nagercoil – 629 004

Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Nationally Accredited with A+ Grade (CGPA 3.35) by NAAC IV Cycle
An ISO 9001:2015 Certified Institution

SSR
2019-2020
to
2023-2024

6.2.2 Institution implements e-governance in its operations

Areas of e-governance	Year of Implementation	Name of the Vendor with Contact Details	Link to Relevant Website/ Document
Administration	2018	Inspire Innovant Solutions Near Indian Bank, Guezou Nagar, Athanavoor (PO), Yellagiri Hills 635 853 iacyellagiri@gmail.com	http://erp.holycrossngl.edu.in/
Finance and Accounts	2018	Inspire Innovant Solutions Near Indian Bank, Guezou Nagar, Athanavoor (PO), Yellagiri Hills 635 853 iacyellagiri@gmail.com	http://admission.holycrossngl.edu.in/account/index
Student Admission and Support	2018	Inspire Innovant Solutions Near Indian Bank, Guezou Nagar, Athanavoor (PO), Yellagiri Hills 635 853 iacyellagiri@gmail.com	http://admission.holycrossngl.edu.in/
Examination	2018	Inspire Innovant Solutions Near Indian Bank, Guezou Nagar, Athanavoor (PO), Yellagiri Hills 635 853 iacyellagiri@gmail.com	https://holycrossngl.edu.in/Exminations/ExaminationWing



The Enterprise Resource Planning of Holy Cross College (Autonomous), Nagercoil (HCCERP) is developed for the smooth functioning of all the academic and administrative activities of the College.

HCCERP facilitates the following:

- Online Admission Processing
- Online Hostel Admission
- Online Hostel Renewal for 2nd& 3rd year students
- Online Hostel Fee Payment
- Online Mess Fee Payment
- Online Fee Payment (Semester, Exam)
- Online HCC Calendar
- Online Course Pattern Entry
- Online Course Allotment
- Online Timetable Generation
- Online Attendance Management
- Online NME Course Registration
- Online Certificate Course Registration
- Online Quiz
- Online Assignment
- Online CIA Processing
- Online Exam Registration
- Online Hall Ticket Generation
- Online Internal Seating Allotment
- Online External Seating Allotment
- Online Internal and External Exam For students (Eg: Foreigners. etc.)
- Online External Mark Entry
- Online Result Publication
- Online External Assessment Report (Individual, Consolidated, Supplementary Mark Sheets)
- Online Assessment Report to University
- Course Completed Report to University
- Online Convocation Registration
- Online Convocation Fee Payment



- Online Transfer Certificate/ Conduct Certificate/Course Certificate Generation
- SMS Notification to Students and Parents (Attendance, other information etc.,)
- Online Task Management
- Online Grievance for students
- Online Activity to staff
- Online Feedback Collection from Students, Parents and Staff
- Online Alumnae Registration and Payment
- Library Management

The Enterprise Resource Planning of Holy Cross College (Autonomous), Nagercoil (HCCERP) comprises of four portals viz. Administrator, Principal, Faculty and Student.

1. Administrator's Portal

The Administrator's Portal is accessed by a limited number of highly specialized administrative members of the Management viz. Principal, Secretary, Vice Principals, Deans and Heads of the Department.

The Administrator's Portal provides Online User Management that provides access to the information of the Portal by various members of the administration through different user ids and passwords. The ERP Admin has all the rights to set, add, edit, update and delete the information of the Portal.

The Administrator's Portal also provides online access for setting the Admission Processing, Hostel Admission, Hostel Renewal for 2nd & 3rd year students, Fee Payment (Semester, Hostel, Exam), HCC Calendar, Online Course Pattern Entry, Online Course Allotment, Timetable Generation, Attendance Management, NME and Certificate Course Registration, Quiz, Assignment, CIA Processing, Exam Registration, Hall Ticket Generation, Internal & External Seating Allotment, Internal and External Exam For students (E.g.: Foreigners. etc.), External Mark Entry, Result Publication, External Assessment Report (Individual, Consolidated, Supplementary Mark Sheets), Assessment Report for University, Course Completed Report for University, Convocation Registration, Convocation Fee Payment, Transfer Certificate/Conduct Certificate/Course Certificate Generation, SMS Notification to Students and Parents (Attendance, other information etc.), Task Management, Grievance for students, Activity to staff, Feedback Collection (Students, Parents, Staff), Alumnae Registration and Payment, Library Management

The Dashboard of the Administrator's Portal Displays Event Calendar, the monthly academic calendar with Day Order and Dates, Total number of Students and Staff, Count of Posted



Feedbacks and Notifications of Staff & Student Birthdays on each day. It also contains pop ups of important News and Events such as Conferences, Workshops, Colloquiums, Special Lectures, Fests, Today's Schedule.

Admission (College & Hostel)

The Admin sets the access permissions for the users (Principal, HoD, Staff, Applicant) for both College and Hostel Admission. The Admin provide the rights to the Principal for selecting the candidates for admission through Selection Process of HCCERP for College as well as Hostel Admission. The rights for verifying the certificates online is provided to the HoD and the staff in-charge. After the verification, the selected candidates are given provision for online payment of both Semester and Hostel fees.

Hostel Renewal for 2nd & 3rd Year Students

The Admin sets provision for renewing the admission for 2nd& 3rd year students into Hostel and the Hostel Fees Payment is enabled.

HCC Calendar

The Admin sets the Daily Events and Activities of the College in the HCC Calendar which can be viewed by all the users of the HCCERP.

Online Course Pattern Entry & Course Allotment

The Admin enters the Course Pattern of each Programme, UG, PG, M.Phil, Diploma, PG Diploma, etc. Each Course is allotted to the respective staff members for Timetable generation, CIA, etc.,

Timetable Generation

Based on the Courses allotted to the staff members the ERP sets provision for entering the Timetable for each staff. The Semester Exam timetable is entered by the Admin for each Course.

Attendance Management

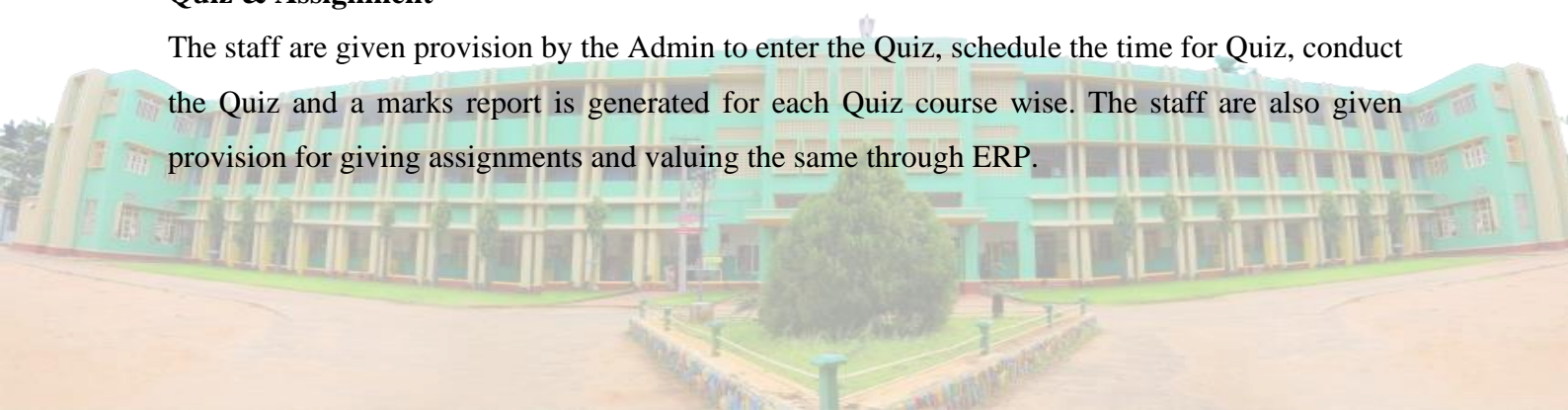
The Admin sets provision for hour based attendance for each student and an SMS notification is sent to the Parent's Mobile in case of absence. Attendance mark is allotted for each paper based on the student's attendance for the corresponding Course.

NME and Certificate Course Registration

The Admin enters all the NME and Certificate Courses offered into the ERP and sets provision for each student to register for the Course Online.

Quiz & Assignment

The staff are given provision by the Admin to enter the Quiz, schedule the time for Quiz, conduct the Quiz and a marks report is generated for each Quiz course wise. The staff are also given provision for giving assignments and valuing the same through ERP.



CIA Processing

The Admin provides facility to enter the CIA components namely I Internal Test mark, II Internal Test mark, Quiz, Assignment and Seminar. The CIA mark is generated based on these entries and the attendance mark generated automatically.

Exam Registration

The students are given rights to register for the Semester Exam by the Admin. The Exam Fees Payment is enabled based on the registration of the student for Semester Exam.

Hall Ticket Generation

The Admin sets provision for automatic Hall Ticket generation based on the Registration made by each student. The schedule for the Exam is printed on the Hall Ticket based on the Exam Timetable entry done by the Admin.

Internal & External Seating Allotment

The Admin allots the seats for the students based on the session and the course of exam. A dummy seat no is generated for each student which represents the Block, Room Number, and the Seat No. This seat number is automatically displayed in the Hall Ticket based on the student and the exam.

Internal and External Exam for students (eg: Foreigners. etc.),

The Admin provides provision for online exam for the students who are abroad during their internal and external exams.

External Mark Entry

The Admin sets the provision for the Controller of Examination for entering the External Exam marks for all the students based on the Programme and Course.

External Assessment Report (Individual, Consolidated, Supplementary Mark Sheets), The Admin enables the rights for the Controller of Examinations to generate individual, consolidated and supplementary Mark sheets for the students.

Publication of Result

The Admin has the rights to publish the semester exam results both in ERP and website after getting the approval from the Controller of Examinations.

Registration & Fees Payment for Convocation

The Admin enables the registration for Convocation for the students who have completed their degree successfully without any due. Once the student registers for convocation the Online Fees Payment is enabled for payment.

Transfer Certificate/Conduct Certificate/Course Certificate Generation



The Admin can set the provision for generating the Transfer/Conduct/Course certificates for the students who have applied online for the respective certificates.

SMS Notification to Students and Parents (Attendance, other information etc.,)

Admin has the rights to send the SMS notification to the parents in case of their ward's absence in college. Also the Admin can send any important information to the students and parents through SMS.

Task Management

The Admin sets the rights for the Principal for assigning any task to both teaching & non-teaching staff, students through ERP.

Grievance for Students

The Admin sets the provision for getting any grievance from any student through ERP which thereby helps in providing necessary action to redress the grievance.

Feedback Collection (Students, Parents, Staff)

The Admin has enabled the provision for getting the feedback from the students, parents and staff based on the Curriculum, teaching, research, infrastructure, students support, etc.

Alumnae Registration and Payment

The Admin enables the registration of Alumnae students online through HCCERP and also provides facility for online payment during registration.

Library Management

The Admin sets the rights for the staff and students to view the list of books available in the Library currently.

2. Principal's Portal

The Principal's Portal displays the User Management Portal that provides the facilities for online admission processing both College and Hostel through HCCERP. The Portal also provides online access to view the Fee – Date wise Report, HCC Calendar, Course Pattern, Courses Allotted, Timetable, Attendance, Quiz, Assignment, External Mark, Result Publication, External Assessment Report (Individual, Consolidated, Supplementary Mark Sheets), Transfer Certificate/Conduct Certificate/Course Certificate, SMS Notification to Students and Parents (Attendance, other information etc.), Students Information Report, Task Management, Grievance for students, Activity to staff, Feedback Report (Students, Parents, Staff) and Library.

The Dashboard of the Principal's portal displays Event Calendar, the monthly academic calendar with Day Order and Dates, Total number of Students and Staff, Count of Posted Feedbacks and



Notifications of Staff & Student Birthdays on each day. It also contains pop ups of important News and Events such as Conferences, Workshops, Colloquiums, Special Lectures, Fests, Today's Schedule etc.

Admission (College & Hostel)

The Principal sets the access permissions for the HoD and the admission Programme In-charge users for both College Admission. The Principal selects the candidates for admission through Selection Process of HCCERP for College as well as Hostel Admission. The rights for verifying the certificates online is provided to the HoD and the admission Programme in- charge. After the verification, the selected candidates are given provision for online payment of both Semester and Hostel fees.

Reports of Admission Process

- The Principal can view the following major reports regarding Admission: Application Issued Report
- Application Received Report
- Selection List Report (College, Hostel) – Date wise, Programme wise, Community wise
- Fee Payment Report – Date wise, Programme wise, Community wise
- Admission Cancelled Report (College, Hostel) – Date wise, Programme wise, Community wise
- Students Information Report

HCC Calendar

The Principal can view and edit the Daily Events and Activities of the College in the HCC Calendar which can be viewed by all the users of the HCCERP.

Course Pattern & Courses Allotted

The Principal can view the Course Pattern of each Programme, UG, PG, M.Phil, Diploma, PG Diploma, etc. The courses allotted to the respective staff members can also be viewed.

Timetable

The Principal has the rights to view the Timetable – Individual, Class wise, Staff wise and Department wise.

Attendance

The Principal can view the attendance of both the Staff and students. The hour wise attendance can also be viewed by the Principal.

Quiz & Assignment

The Principal can conduct Quiz for her own class. The reports generated for Quiz can be viewed both Programme wise and staff wise.



External Mark

The Principal has the rights to view the External Marks Report both Course wise and Programme wise.

Publication of Result

The Principal has authorized rights to view and give permission for publishing the Semester Results through HCCERP and College Website.

Communication through SMS Notification to Staff, Students and Parents

The Principal has the rights to view the attendance report of students and send SMS notifications to their Parents. The Portal also has the provision of sending any information to the staff as well as students through SMS notification.

Students Information Report

The Principal can view the students' information which includes personal, academic and extracurricular activities.

Task Management

The Principal has the rights for assigning any task to both teaching & non-teaching staff, students through ERP.

Grievance for students

The Principal can view any grievances posted by the students through ERP which thereby helps in providing necessary action to redress the grievance.

Feedback Report (Students, Parents, Staff)

The Principal has the rights to view the Feedback Reports of Students, Staff both Teaching & Non-Teaching and Parents. The Feedback is based on the Curriculum, teaching, research, infrastructure, students support, etc.

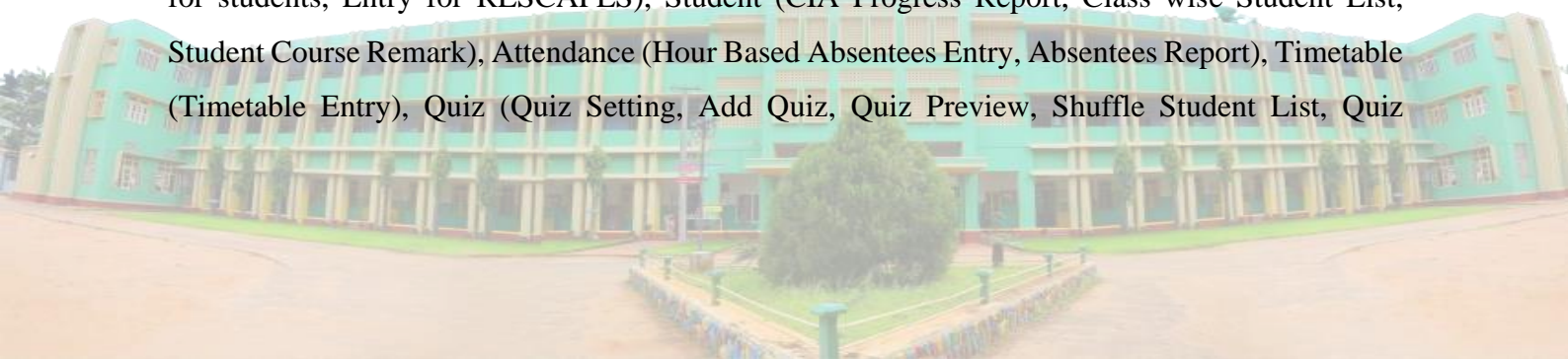
Library Management

The Principal can view the list of books available in the Library currently.

3. Faculty Portal

The HCCERP Faculty login allows entry for all the faculty of various departments of the College through individual user ids and passwords.

The Portal contains the Profile, Feedback (Academic Info, Self-Appraisal Entry, Performance Index Entry, Feedback Entry, Feedback Report), CIA (Marks for CoE Report, Component Marks for students, Entry for RESCAPES), Student (CIA Progress Report, Class wise Student List, Student Course Remark), Attendance (Hour Based Absentees Entry, Absentees Report), Timetable (Timetable Entry), Quiz (Quiz Setting, Add Quiz, Quiz Preview, Shuffle Student List, Quiz



Student Mark list, Student Quiz Report). The Dashboard portal displays Event Calendar, the monthly academic calendar, with Day Order and Dates. It also contains pop ups of important News and

Events such as Conferences, Workshops, Colloquiums, Special Lectures, Fests, Notifications of Exam dates, etc.

Profile

The profile section of the faculty Portal comprises of two sections namely i) View and ii) Update. The first section allows the faculty to view their profile that consists of the following details: Name of the Faculty, Department, Present and Permanent Address, Mobile Number, Email id. The Update section of the profile enables additions and deletions that can be made in the profile of the staff.

Feedback (Academic Info, Self-Appraisal Entry, Performance Index Entry, Feedback Entry, Feedback Report)

The Staff can enter the feedback based on academic information, Self-Appraisal and Performance Index. The Self-Appraisal Page gives a brief profile of the staff which includes Teaching Experience, Google Scholar ID, Membership in Academic Organizations, Awards Received, Books Published, Seminars/Conferences/Workshops Attended, Consultancy work undertaken, Papers Published, Capacity as Resource Person, Research Projects undertaken, Scholars Guided and a Report Section that can be printed. The staff can also give the feedback for Principal, HoD, Peer Staff, Dean and Self. The staff can view the overall feedback given by the students for the Course handled.

CIA (Marks for COE Report, Component Marks for students, and Entry for RESCAPES)

The staff can enter the marks for internals, Quiz, Assignment, Seminar in order to calculate the CIA for the courses handled. The attendance marks are calculated automatically and included for CIA calculation. The CIA component wise reports and CIA Controller of Examinations Reports are generated based on the marks entered. Marks can also be entered for RESCAPES through HCCERP.

Student (CIA Progress Report, Class wise Student List, Student Course Remark)

The staff can view and take printouts of the Progress Cards of each student, Class wise Students List and can enter the remarks for students Course Wise.

Attendance (Hour Based Absentees Entry, Absentees Report)



The Hour wise attendance can be entered for the Courses handled and the absentees report can be viewed for each Course. Marks are automatically calculated based on the attendance secured by each student per Course.

Timetable (Timetable Entry)

The staff has to enter the timetable for one's self in HCCERP in order to enter the attendance for the Courses handled hour wise.

Quiz (Setting, Add, Preview, Shuffle Student List, Student Mark List, Student Report)

The HCCERP provides facilities to generate Quiz for each Course handled after setting the types of questions, adding the questions, setting marks for each question, total number of questions, the schedule for the Quiz and shuffling the questions for each students. After the students attend their Quiz the HCCERP automatically calculates the marks which are displayed to the students and Students Quiz Mark list is also generated.

4. Student's Portal

The students are given access to the HCCERP through the individual login credentials allotted to each student. The Dashboard of the student portal displays details such as Profile, Academics, Certificate, Calendar with day order, Attendance Percentage, NME & Certificate Course Registration, Timetable, Quiz, Assignment, Fees Payment (Semester, Hostel, Exam, Convocation), Registration Card, Seating Allotments for Exams, Hall Ticket Generation, Feedback and Grievance. The students can also view the event calendar, Task, Notification and news and Events of the College and Semester Exam Results through HCCERP.

Profile

Profile of the students gives information on the name, date of birth, gender, religion, nationality, father's name, blood group, first language, community, sub caste and address for communication of the student.

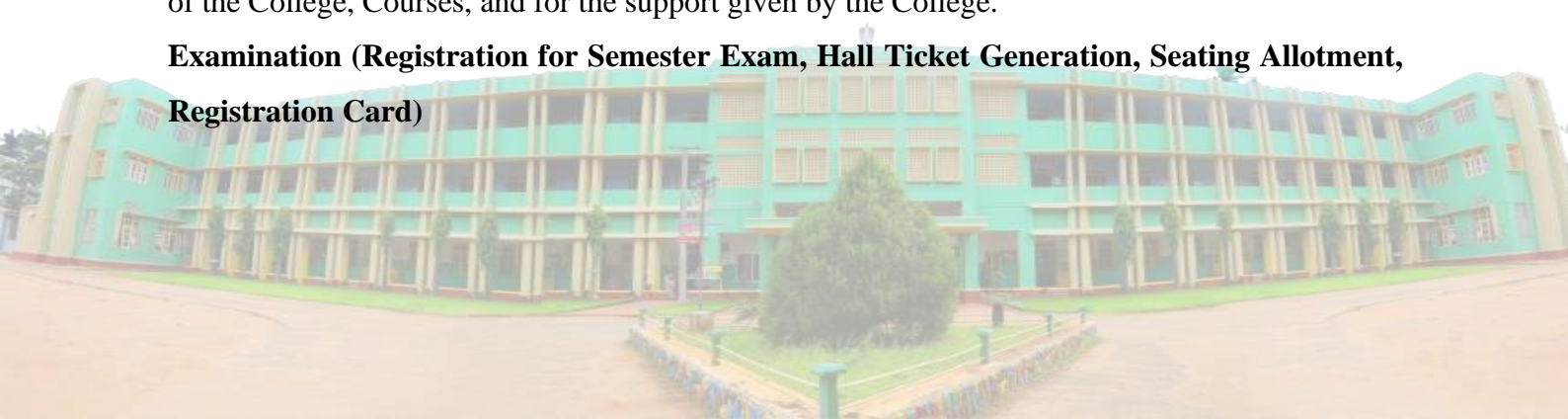
Academics

The students can view the Courses registered for during the academic year semester wise and also view the details regarding the academics

Feedback (Staff, College, Academic, Infrastructure, Course, Students Support)

The students can enter the feedback for the staff handling the Courses, the academics, infrastructure of the College, Courses, and for the support given by the College.

Examination (Registration for Semester Exam, Hall Ticket Generation, Seating Allotment, Registration Card)



The students can register for the Courses to be studied for each semester and Registration Cards are generated. The students can also register for the Semester Exams, by which Hall Tickets are generated through HCCERP. The Hall Tickets comprise of the Timetable of the Semester Exam along with the room and seat allotments.

NME & Certificate Course – Registration

The students can register for NME and Certificate Courses online through HCCERP from anywhere and the students are allotted for the Courses based on the registration.

Student – Attendance Report in %

The students can view the attendance percentage generated by the HCCERP for each course studied based on the attendance entry. This helps in calculating the attendance marks automatically through HCCERP and included in CIA for each course.

Fee – Semester Fees, Exam Fees, Hostel Fees, Mess Fees

The students can pay the fees for Semester, Semester Exam, Hostel and Mess online through HCCERP from anywhere with security of transaction.

Quiz - Attend

The students can attend their Quiz for each Course studied through HCCERP using their individual login credentials. The marks secured after completing the Quiz is automatically displayed to the student.

Grievance –Complaint Post

The student has the privacy to register any complaint online through Grievance option available in HCCERP which can be viewed only by the Principal for taking necessary action.

