

## Annual E-Governance Report

(2023-24)

### 1. Executive Summary

- **Institution Overview:**

Aurora's PG College (MBA) is a premier institution that offers high-quality management education, focusing on creating future leaders equipped with advanced business knowledge, critical thinking, and ethical responsibility. Established with a vision to promote academic excellence and innovation, the college provides a rigorous MBA program that combines theoretical insights with practical industry exposure. It is dedicated to shaping students into professionals who are prepared to navigate the complexities of the modern business environment.

In line with its mission to remain at the forefront of educational advancements, Aurora's PG College (MBA) is committed to implementing e-governance across all aspects of its operations. E-governance initiatives at the institution aim to enhance administrative efficiency, ensure transparency, and deliver student services more effectively. Through the use of digital platforms and automated systems, the college strives to improve communication, streamline processes, and offer students a seamless academic experience. This commitment aligns with the institution's goal of creating an environment that is responsive, adaptive, and future-ready.

- **Objective of the Report:**

To present the key initiatives, outcomes, and future strategies for the integration of e-governance at the institution over the academic year.

### 2. E-Governance Vision and Strategy

- **Vision Statement:**

To ensure seamless integration of technology into governance systems, facilitating improved management, transparency, and service delivery for students, staff, and stakeholders.

- **Strategic Objectives:**

- Streamlining administrative workflows.
- Enhancing communication channels.
- Improving transparency and accountability.
- Ensuring compliance with regulations.
- Enabling real-time access to information.

### 3. Key Initiatives

- **Administration Automation:**
  - Implemented ERP systems for finance, HR, and student management.
  - Digital attendance system for faculty and students.
  - Online leave and payroll management for staff.
- **Admission Process:**
  - Online application, verification, and admission portals for new students.
  - Integration of AI for admission data analysis and decision-making.
  - Automated fee payment gateway for easy transactions.
- **Academic Management:**
  - Learning Management System (LMS) for managing coursework, assignments, and grading.
  - Online exam proctoring for remote assessments.
  - Use of cloud-based platforms to deliver virtual lectures and online resources.
  - Academic feedback collection using digital forms.
- **Digital Library and Resources:**
  - Access to a digital library with e-books, journals, and research papers.
  - Implementation of anti-plagiarism software for research submissions.
  - Digital repository for archiving academic work and dissertations.
- **Student Support Services:**
  - Online grievance redressal system for students and faculty.
  - Digital platforms for student counselling and career support.
  - SMS/email alerts for important academic and administrative updates.
- **Financial Management:**
  - Online fee collection, receipts, and refund mechanisms.
  - E-budgeting tools for better fiscal management and forecasting.
  - Regular audit trail updates and integration with bank portals.
- **Compliance and Documentation:**
  - Automation of compliance submissions for various accreditation bodies like AICTE, NAAC, etc.
  - Digital archiving of institutional documents, policies, and audits.
  - Compliance with data privacy and security regulations.



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#### 4. Outcomes and Benefits

- **Administrative Efficiency:**

Significant reduction in manual errors and time taken for routine processes like admissions, payroll, and attendance. All types of fee collection was made online resulting in zero cash collections and payments. After implementing the fee payments module in the ERP system, Aurora's PG College (MBA) transitioned all its financial transactions to digital platforms. This allowed students to pay fees online, receive automated receipts instantly, and access quicker refunds directly to their bank accounts. Scholarships and loan disbursements were also streamlined, ensuring timely transfers. Vendor payments are now managed through the system, improving relationships and accuracy in processing. Additionally, real-time financial reporting and digital records have made audits more efficient, ensuring transparency and regulatory compliance.

- **Transparency and Accountability:**

The implementation of the ERP system has significantly increased transparency across admissions, financial transactions, and academic processes. In admissions, the ERP allows for an online application process where applicants can track their status in real-time, ensuring fairness and eliminating any manual discrepancies. Financial transactions, including fee payments, refunds, and scholarships, are processed digitally, providing automated receipts and real-time tracking for both students and the administration, which ensures clarity and reduces errors. Academically, the system provides a transparent platform for students to access their grades, attendance, and course materials, as well as submit assignments and receive feedback, all in a timely and organized manner. This seamless integration of ERP across key functions fosters trust, reduces administrative bottlenecks, and ensures that all stakeholders have clear visibility into institutional operations.

- **Student Experience:**

The ERP system has enhanced the student experience by providing easy access to academic materials, faster grievance resolution, and smoother administrative interactions. Students can now access all course-related materials, assignments, lecture notes, and academic schedules online through a centralised platform, allowing them to study at their own pace and stay organised. The grievance redressal process has been streamlined, enabling students to submit their concerns digitally and receive swift responses, reducing wait times and improving satisfaction. Administrative tasks such as fee payments, registration, and accessing academic records have become more efficient and user-friendly, with most services available online, eliminating the need for physical visits to the administration office.

- **Sustainability:**

The adoption of digital documentation through ERP, e-mails, social media channels and WhatsApp messengers has led to a substantial reduction in paper usage, aligning with the institution's commitment to environmental sustainability. By transitioning key processes such as admissions, fee payments, academic records, and communications to digital

platforms, the college has minimised the need for printed forms, brochures, and physical documents. This shift not only streamlines operations but also reduces the environmental footprint by cutting down on paper consumption, ink usage, and waste generation. Digital archiving of student records, e-books, and cloud-based learning resources further contributes to this eco-friendly approach, as it eliminates the need for printed copies and facilitates easier access to information.

## 5. Challenges Faced

- Resistance to change among certain staff and students accustomed to traditional methods.
- Initial technical issues with integrating multiple platforms and databases.
- Requirement for regular training of staff and students to effectively use e-governance tools.
- Ensuring cybersecurity and data privacy in digital operations.

## 6. Future Plans and Recommendations

- **Expansion of Digital Classrooms:**  
Plan to increase the number of smart classrooms with interactive boards and cloud access to teaching material.
- **AI-Driven Analytics:**  
Introduction of AI tools for data analytics to predict student performance, identify at-risk students, and improve academic outcomes.
- **Blockchain for Certification:**  
Explore blockchain technology for secure and verifiable issuance of student transcripts and degree certificates.
- **Enhanced Cybersecurity:**  
Invest in better cybersecurity protocols to protect institutional data from potential breaches.
- **Digital Alumni Network:**  
Create an online alumni portal to maintain a lifelong connection with graduates, facilitating mentorship and career development for current students.

## 7. Conclusion

The academic year 2023-2024 has witnessed significant advancements in the integration of e-governance at Aurora's PG College (MBA). These initiatives have streamlined processes, improved transparency, and delivered better services to the students, faculty, and stakeholders. Moving forward, the institution is committed to embracing cutting-edge technologies and ensuring the continuous improvement of its governance systems.



### Approved by

Dr. Ramesh Nimmatoori  
Chairman, Church Educational Society

**CHAIRMAN**

CHURCH EDUCATIONAL SOCIETY  
G2 SBI, Col., Bagh Amberpet, Hyd-13.

### Submitted by

E-Governance Committee

Date: 25th May 2024



**Director**

**DIRECTOR**  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092

## GOVERNING BODY MEETING

### Minutes of the Meeting

An online meeting of the Governing Body was conducted on 25.05.2024 with the following members:

<b>Members Present:</b>	Prof. Anil K Saxena	Chairman
	Dr Ramesh Nimmatoori	Management Nominee
	Sri Anudeep N	Management Nominee
	Prof. V Ramesh Kumar	University Nominee
	Prof. Srikanth Jatla	Convenor
	Dr. P Rajavardhan Reddy	Member
	Mr. C Krishna Prasad	Industry Nominee
	Dr. Jayasree Bankal	Industry Nominee
	Dr. Y Azith	Member
	Mr. Siva Ranjan Das	Member
	Mr. B Santosh Kumar	Member

### Agenda:

1. To present the annual e-governance report for the academic year 2023-24.
2. To take approval of the annual e-governance report from all the members of the governing body.

### Discussions:

1. Prof. Srikanth Jatla presented the annual e-governance report to the members of the governing body and highlighted the key initiatives, outcomes and progress made during the academic year 2023-24.
2. Prof. Srikanth Jatla presented the status of each of the modules that are under operation in the ERP and how they benefitted the institution in making its academic and administrative activities effective.
3. The challenges faced during the year in terms of a few newly joined staff and students to get accustomed with the ERP was also highlighted.
4. Prof. Anil K Saxena suggested to conduct periodic awareness sessions to the newly joining staff and students to help them transition to the ERP from traditional methods.



5. Dr. Ramesh Nimmatoori recommended obtaining AI-driven usage analytics from the ERP company to analyse stakeholder usage patterns, enabling a targeted approach to identifying and improving specific areas.
6. Sri Anudeep Aurora has highlighted the importance of having an online alumni module in the ERP to maintain alumni interaction seamless .facilitating mentorship and guidance to the current students.

**Resolutions:**

1. All the members have unanimously approved the annual e-governance report for the academic year 2023-24.
2. It is resolved to organise periodic awareness camps to newly joined students and staff to accustom with the usage of ERP.
3. It is also resolved to request the ERP company to provide the AI based usage statics of the system each year.
4. It is also resolved to inform the ERP company to build and integrate the alumni module with the existing ERP system.

**Members Present:**

S.No	Name of the Member	Designation	Position	Signature
1	Prof. Anil K Saxena	Professor	Chairman	
2	Dr. Ramesh Nimmatoori	Chairman, CES	Management Nominee	
3	Sri Anudeep Aurora	Secretary, CES	Management Nominee	
4	Prof. V Ramesh Kumar	Professor	University Nominee	
5	Prof. Srikanth Jatla	Director	Convenor	
6	Dr. P Rajavardhan Reddy	Professor	Member	
7	Mr. C Krishna Prasad	VP, Cell Way Mobile	Industry Nominee	
8	Dr. Jayasree Benkal	CEO, Benkal	Industry Nominee	
9	Dr. Y Azith	Coordinator, IQAC	Member	
10	Mr. D Siva Ranjan Das	HoD, CA	Member	
11	Mr. B Santosh Kumar	Coordinator, Placements	Member	

