



**Criterion VI – Governance, Leadership and Management**

**Key Indicator - 6.2 Strategy Development and Deployment**

6.2.2 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Areas of e governance	Yes	Year of implementation	Link of relevant website/ document
Academic Planning and Development	Yes	2022	<a href="http://care.srmtrichy.edu.in/tsrmmchrcecurricula2022">http://care.srmtrichy.edu.in/tsrmmchrcecurricula2022</a>
Administration	Yes	2017	<a href="https://srmgroup.dhi-edu.com">https://srmgroup.dhi-edu.com</a>
Finance and Accounts	Yes	Since 2008	<a href="https://evarsity1.srmist.edu.in/srmweb/resources/HRDSystem.jsp">https://evarsity1.srmist.edu.in/srmweb/resources/HRDSystem.jsp</a>
Student Admission and Support	Yes	2017	<a href="https://srmgroup.dhi-edu.com">https://srmgroup.dhi-edu.com</a>
Examination	Yes	2022	<a href="http://care.srmtrichy.edu.in/tsrmmchrcecurricula2022">http://care.srmtrichy.edu.in/tsrmmchrcecurricula2022</a>

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TRICHY SRM MEDICAL  
COLLEGE HOSPITAL AND  
RESEARCH CENTRE  
Irungalur, Trichy-621 105



**Trichy SRM Medical College Hospital and Research Centre**

Expenditure incurred on maintenance of academic and physical support facilities excluding salary components during the Financial year 01.04.17 to 31.03.18

( Rs. Lakhs)

	<b>Budgeted</b>	<b>Actual</b>
<b>Academic Support Facilities Expenditure</b>	<b>Amount</b>	<b>Amount</b>
<b>Particulars</b>		
Laboratory Consumables	870.00	892.05
Books & Periodical	32.00	27.99
Hostel & Mess Expenses	296.00	231.32
Academic Expenses	115.00	113.81
	1313.00	1265.17
<b>Physical Support Facilities Expenditure</b>		
<b>Particulars</b>		
Electrical & Fuel Expenses	450.00	402.80
Printing & Stationery	150.00	142.42
Postage & Telegrams	1.00	0.94
Telephone charges	37.00	35.27
Travelling Expenses	25.00	23.55
Vehicle maintenance	220.00	206.20
Advertisement	5.00	8.02
Repairs & Maintenance	861.00	840.80
<b>E - Governance</b>	12.00	14.07
Rent Rates & taxes	100.00	107.32
Insurance	8.00	1.12
Staff Welfare	250.00	280.23
Donation	1.00	1.17
General Charges	4.00	2.45
Bank Charges		0.38
	2124.00	2066.73
<b>Total</b>	<b>3437.00</b>	<b>3331.89</b>

For Trichy SRM Medical College Hospital and Research Centre

B. Karthik  
DGM Finance



*P. G. Gurusamy*  
**DEAN**

**TRICHY SRM MEDICAL  
COLLEGE HOSPITAL AND  
RESEARCH CENTRE**  
Irungar, Trichy-621 105

# Trichy SRM Medical College Hospital and Research Centre

Expenditure incurred on maintenance of academic and physical support facilities excluding salary componenets during the Financial year 01.04.18 to 31.03.19

( Rs. Lakhs)

	Budgeted	Actual
Academic Support Facilities Expenditure	Amount	Amount
<b>Particulars</b>		
Laboratory Consumables	930.00	922.40
Books & Periodical	52.00	51.74
Hostel & Mess Expenses	758.00	741.30
Academic Expenses	400.00	387.96
	<b>2140.00</b>	<b>2103.41</b>
<b>Physical Support Facilities Expenditure</b>		<b>( Rs. Lakhs)</b>
<b>Particulars</b>		
Electrical & Fuel Expenses	577.00	513.19
Printing & Stationery	250.00	248.93
Postage & Telegrams	1.50	1.26
Telephone charges	25.00	24.71
Travelling Expenses	24.00	17.48
Vehicle maintenance	240.00	252.22
Advertisement	15.00	14.80
Repairs & Maintenance	1185.84	1282.88
<b>E - Governance</b>	14.16	14.16
Rent Rates & taxes	20.00	18.38
Insurance	13.50	24.65
Staff Welfare	350.00	357.80
Donation	5.00	2.73
General Charges	170.00	150.58
Bank Charges		0.58
	<b>2891.00</b>	<b>2924.34</b>
<b>Total</b>	<b>5031.00</b>	<b>5027.75</b>

For Trichy SRM Medical College Hospital and Research Centre

B. Karthik Kumar  
DGM Finance



*P. Jeyaraj*  
**DEAN**  
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COLLEGE HOSPITAL AND  
RESEARCH CENTRE  
Irungalur, Trichy-621 105

# Trichy SRM Medical College Hospital and Research Centre

Expenditure incurred on maintenance of academic and physical support facilities excluding salary components during the Financial year 01.04.19 to 31.03.20

(Rs. Lakhs)

	Budgeted	Actual
Academic Support Facilities Expenditure	Amount	Amount
<b>Particulars</b>		
Laboratory Consumables	935.00	860.49
Books & Periodical	54.00	56.65
Hostel & Mess Expenses	676.00	687.44
Academic Expenses	275.84	309.12
	1940.84	1913.69
<b>Physical Support Facilities Expenditure</b>		
<b>Particulars</b>		
Electrical & Fuel Expenses	547.00	495.58
Printing & Stationery	100.00	90.51
Postage & Telegrams	1.10	1.06
Telephone charges	3.00	2.63
Travelling Expenses	19.00	20.77
Vehicle maintenance	285.00	281.88
Advertisement	1.00	0.38
Repairs & Maintenance	2027.84	1989.24
<b>E - Governance</b>	14.16	14.16
Rent Rates & taxes	50.00	45.99
Insurance	12.85	4.66
Staff Welfare	420.00	421.71
Examination Expenses	0.40	0.12
Donation	1.00	0.80
General Charges	90.81	186.74
Bank Charges		25.62
	3573.16	3581.84
<b>Total</b>	<b>5514.00</b>	<b>5495.53</b>

For Trichy SRM Medical College Hospital and Research Centre

B. Karthik  
DGM Finance



*P. Ganesh*  
DEAN

TRICHY SRM MEDICAL  
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RESEARCH CENTRE  
Irungalur, Trichy-621 105



# Trichy SRM Medical College Hospital and Research Centre

Expenditure incurred on maintenance of academic and physical support facilities excluding salary components during the Financial year 01.04.20 to 31.03.21

( Rs. Lakhs)

	Budgeted	Actual
Academic Support Facilities Expenditure	Amount	Amount
<b>Particulars</b>		<b>Amount</b>
Laboratory Consumables	783	892.99
Books & Periodical	46.5	45.48
Hostel & Mess Expenses	470	452.52
Academic Expenses	256	272.82
	<b>1555.50</b>	<b>1663.81</b>
<b>Physical Support Facilities Expenditure</b>		
<b>Particulars</b>		
Electrical & Fuel Expenses	635	397.70
Printing & Stationery	50	40.54
Postage & Telegrams	0.5	0.46
Telephone charges	5	11.62
Travelling Expenses	15	7.85
Vehicle maintenance	205	227.40
Advertisement	1.3	0.46
Repairs & Maintenance	951.84	962.37
<b>E - Governance</b>	14.16	14.16
Rent Rates & taxes	10	9.17
Insurance	11.7	4.16
Staff Welfare	35	169.86
General Charges	200	251.44
Bank Charges	3	3.27
	<b>2137.50</b>	<b>2100.47</b>
<b>Total</b>	<b>3693.00</b>	<b>3764.28</b>

For Trichy SRM Medical College Hospital and Research Centre

B. Karthik  
DGM Finance



*P. Jeyaraj*

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RESEARCH CENTRE  
Irungalur, Trichy-621 105

**Trichy SRM Medical College Hospital and Research Centre**

Expenditure incurred on maintenance of academic and physical support facilities excluding salary componenets during the Financial year 01.04.21 to 31.03.22

	( Rs. Lakhs)	
	Budgeted	Actual
<b>Academic Support Facilities Expenditure</b>	<b>Amount</b>	<b>Amount</b>
<b>Particulars</b>		<b>Amount</b>
Laboratory Consumables	1162.50	1120.89
Books & Periodical	100	0.49
Hostel & Mess Expenses	685	728.83
Academic Expenses	865.55	823.76
	<b>2813.05</b>	<b>2673.96</b>
<b>Physical Support Facilities Expenditure</b>		
<b>Particulars</b>		
Electrical & Fuel Expenses	425	395.98
Printing & Stationery	50	47.40
Postage & Telegrams	1.5	1.27
Telephone charges	5	21.13
Travelling Expenses	15	16.17
Vehicle maintenance	192	234.66
Advertisement	1	0.05
Repairs & Maintenance	2011.84	1957.22
<b>E - Governance</b>	14.16	14.16
Rent Rates & taxes	60	26.71
Insurance	1.45	0.12
Staff Welfare	150	168.27
Donation		10.60
General Charges	60	105.51
Bank Charges		4.40
	<b>2986.95</b>	<b>3003.65</b>
<b>Total</b>	<b>5800.00</b>	<b>5677.61</b>

For Trichy SRM Medical College Hospital and Research Centre

B. Karthik  
DGM Finance

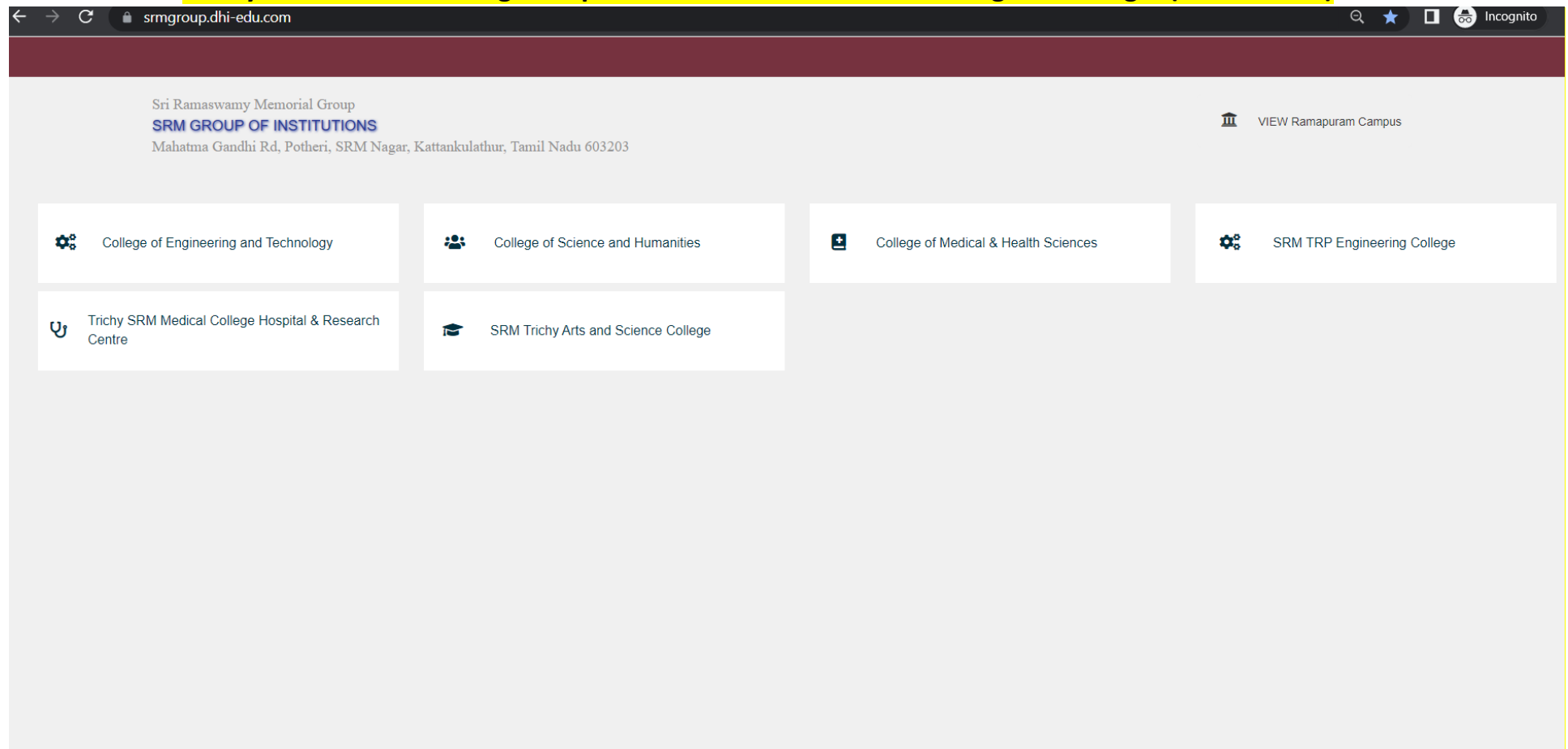


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## Trichy SRM Medical College Hospital and Research Centre ERP Login Link Page: (Screen Shot)



## Trichy SRM Medical College Hospital and Research Centre ERP Login Page: (Screen Shot)



### TRICHY SRM MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



Username or Email

Password [Forgot your password?](#)

[Log In](#)



## Trichy SRM Medical College Hospital and Research Centre ERP FACULTY Login HOME Page: (Screen Shot)

The screenshot displays the faculty login home page of the Trichy SRM Medical College Hospital & Research Center ERP system. The interface includes a sidebar menu, a top navigation bar, and a main dashboard area with several data modules.

**Top Navigation Bar:** The URL is `srmgroup.dhi-edu.com/srmgroup_mchrc/#/faculty/dashboard`. The page title is "Trichy SRM Medical College Hospital & Research Center". The user is logged in as "Dr. I. Aiswarya [FACULTY]".

**Sidebar Menu:**

- My Dashboard
- Timetable
- Attendance
- Lesson Plan
- Marks Scored
- Feedback
- Biometric Attendance
- Reports
- Work Diary
- Alerts / Notifications
- My Profile
- Attainment
- Course Tracking

**Main Dashboard Modules:**

- Class Timetable:** No timetable available for today.
- Student Attendance:** Metric View (selected) / Unmarked Attendance View. Attendance data is not available.
- Lesson Plan:** Lesson plan details not available.
- IA Mean %:** Score not available.
- Question Paper Status:** Status not available.
- Calendar of Events:** January 2023. All events.
- Alerts:** No notification found.
- Bulletin Board:** Not available.

**Calendar of Events (January 2023):**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Footer:** Heraizen Technologies Pvt. Ltd.

## Trichy SRM Medical College Hospital and Research Centre ERP STUDENT Login HOME Page: (Screen Shot)

The screenshot displays the student login home page of the Trichy SRM Medical College Hospital & Research Center ERP system. The browser address bar shows the URL `srmgroup.dhi-edu.com/srmgroup_mchrc/#/student/dashboard`. The page header includes the college name, a search profile field, and the user's name, Anuradhambal V [STUDENT].

The left sidebar contains the following navigation menu items:

- My DashBoard
- Course Enrollment
- Timetable
- My Attendance
- Lesson Plan
- Score
- Mentoring
- Exam Registration
- Feedback
- My Grievances
- Notification
- My Profile
- Internship

The main content area features several widgets:

- Class Timetable:** Shows the date Saturday, 21 Jan 2023.
- Lesson Plan:** Displays the message "Lesson plan details not available".
- Calendar of Events:** A calendar for January 2023. The current date, 21st, is highlighted. The calendar shows dates from 26 to 31.
- Bulletin Board:** Displays the message "Notices not found".
- My Attendance:** Displays the message "Attendance data is not available".

A "View SM" button is located in the top right corner of the main content area. The footer of the page mentions "Heralzen Technologies Pvt. Ltd."



## Learning Management System:

<https://care.srmtrichy.edu.in/tsrmmchrcecurricula2022/>

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "SRM - TRIC" and displays the URL [care.srmtrichy.edu.in/tsrmmchrcecurricula2022/#/](https://care.srmtrichy.edu.in/tsrmmchrcecurricula2022/#/). The website header features the Trichy SRM Medical College logo and name. The main content area is titled "eCurricula 2022 - 2026" and includes a paragraph about digital resource development and e-learning. A blue button labeled "→ START LEARNING" is positioned below the text. On the right side, there is an illustration of a person standing next to a large screen displaying a video player interface with a play button and a list of video thumbnails.

Inbox (13,2) x | Fwd: Login x | Institutiona x | 6.2.2.xlsx - x | Institutiona x | 6.2.2.xlsx - x | Edited write x | SRM - TRIC x

care.srmtrichy.edu.in/tsrmmchrcecurricula2022/#/

**Trichy SRM Medical College**

**eCurricula 2022 - 2026**

**eCurricula**


eCurricula exploits us to the digital resource development and utilizing the digital resource throUGh e-learning into quality courses and education. The use of technology to maximise the student learning experience is a vibrant area of interest across all tiers of global education

→ START LEARNING

Inbox (13,2) ×Fwd: Login ×Institutiona ×6.2.2.xlsx - ×Institutiona ×6.2.2.xlsx - ×Edited write ×SRM - TRIC ×


care.srmtrichy.edu.in/tsrmmchrcecurricula2022/#/

Google Maps Print & Share Star Settings Profile



SRM Medical College

SRM Institute of Science and Technology



eCurricula 2022-2026

eCurricula

SRM Institute of Science and Technology

SRM Institute of Science and Technology

SRM Institute of Science and Technology

eCurricula

2022-2026

Sign in to eCurricula



2022-2026

Username

Password

LOG IN

[FORGOTTEN YOUR PASSWORD?](#)







Trichy SRM Medical College



eCurricula 2022 - 2026

## eCurricula

eCurricula exploits us to the digital resource development and utilizing the digital resource through e-learning into quality courses and education. The use of technology to maximise the student learning experience is a vibrant area of interest across all tiers of global education

→ [START LEARNING](#)



**Learning is the process of acquiring new understanding, knowledge, behaviors, skills, values, attitudes,**



## ERP Finance Software Login Page Screen :

User Home Page x User Home Page x EPFO: ECR Challan List x EPFO: ECR Challan List x +

https://evarsity1.srmist.edu.in/srmweb/resources/HRDSystem.jsp Search

Main Menu Trichy SRM Medical College Hospital & Research Center, Irungalur (SRM Institute of Science and Technology) Ravichandran. S [Assistant Manager] 21-Mar-2022 12:38:59 Real Time Server PG12:: Home Customize Sign Out

Welcome To SRM Group of Institutions  
SRM Institute of Science and Technology

**\* Dear User, Kindly update your current mobile number and personal email id**

Update your mobile no : \* 9841905898 Update

Update your personal email id : \* sravi2305@gmail.com Update

Your Name **Ravichandran. S**

Login ID CMCH302425

Department SRM Institute of Science and Technology

Designation Assistant Manager

Division Hospital Accounts Section

**Favorites**

[Ledger View](#)

[Voucher Entry](#)

Maintained by [Firstline Infotech Private Limited](#) Best viewed with [Mozilla Firefox](#) ver.3.0 and above

Your IP address & Port is logged as: 115.242.182.202

Type here to search 12:38 PM 21-Mar-22



## HOSPITAL INFORMATION SYSTEM Screen Shot

Browser address bar: <http://195.196.0.5:8040/Screens/OP%20Billing/PatientBilling.aspx>

SRM 10-Nov-2022 15:15 Welcome Magesh.S (- IP Address: 195.196.0.241)

Navigation: Home Profile User Manual Contactus FAQ Logout

Billing Corporate Management Report IP Bill IP Bill Reports Patient Search

Patient Billing

- Patient Bill Receipt
- Patient Bill Re-Print
- Patient Bill Search
- Patient Deposit
- Deposit Reprint
- OP Bill Cancellation
- Credit Bill Settlement Re-Print
- PatientBillRefund
- PatientDepositRefund

Form fields:

UHID No		Get Details	<input type="checkbox"/> Special Ward
Age		Gender	
Unit		Department	--Select--
Contact No		Doctor Name	Select
Company		Deposit Bal.Amt	0
Insurance Company			

☒ List of New Services and Prices

Clear Print Previous Bill

Copyright@ 2022 SRM

Taskbar: javascript:\_\_doPostBack('ctl00\$lstMenu','Billing') 100% 15:12 10-11-2022 31°C Cloudy ENG

## HOSPITAL INFORMATION SYSTEM Screen Shot

Browser window showing the SRM Hospital Information System interface. The URL is <http://195.196.0.5:8040/Screens/OP%20Billing/PatientBilling.aspx>.

The interface displays a welcome message: "Welcome Magesh.S (- IP Address: 195.196.0.241)" and the date/time: "10-Nov-2022 15:15".

The navigation menu includes: Home, Profile, User Manual, Contactus, FAQ, Logout.

The main menu shows: Billing > Corporate Management > Report > IP Bill > IP Bill Reports > Patient Search >

The "PATIENT BILLING:" section contains input fields for:

- IP No
- Patient Name
- Ward
- Category
- Bill Type (dropdown menu)
- ID No
- Amt Collected

The "Report" dropdown menu is open, showing options:

- Patient Bill Report
- Counter Bill Report
- Department wise Revenue Report
- Patient Bill Discount Report
- Patient Bill Consolidate Report
- Deposit Details View
- Patient Deposit Report
- Service Tariff Report

The "Get Details" button is visible, along with a checkbox for "Special Ward".

The "Gender" dropdown menu is set to "--Select--".

The "Department" dropdown menu is set to "--Select--".

The "Doctor Name" dropdown menu is set to "Select".

The "Deposit Bal.Amt" field shows 0.

The "Previous Bill" button is visible.

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JavaScript code snippet: `javascript:_doPostBack('ctl00$lstMenu','Report')`

System tray information: 100% zoom, 15:12, 10-11-2022, 31°C Cloudy, ENG.

### LIS Login Screen:

[illegible]

### Main Dashboard Screen after LIS Logged in:


05-Feb-2022 09:50
Welcome Administrator (- IP Address: 195.196.0.3)

[Home](#)
[Profile](#)
[User Manual](#)
[Contactus](#)
[FAQ](#)
[Logout](#)

[Lab](#)
[Result](#)
[Report](#)
[Approval](#)
[Tariff List](#)
[MRD](#)

### LIS LABEL CREATION

Patient Details

UHID No:

IP No:

Bill No:

Center:

Trichy SRM MCH&C

[Get Details](#)

Patient Name:

Age:

Gender:

Ward:

Unit:

Bed No:

☒ None
 ☐ Emergency
 ☐ MHC
 ☐ Dental

[Get Last LIS Number](#)

Examination Details

Save

Clear

[Increment Lab No](#)

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## LIS SEARCH

☒ Based on Lable Generated ☐ Based on Sample Received ☐ Based on Request

From Date: 05/02/2022

To Date: 05/02/2022

From Time: 00:00

To Time: 23:59

UHID No: 20224020

IP No:

☐ Yet to Label Generated ☒ Both ☐ Label Generated ☐ Result Entered

Department: All

☒ OP ☐ IP


Get Details

[Label Generated \( OP: 26; IP: 85; Total: 111 \)](#)[Result Entered \( OP: 3; IP: 51; Total: 54 \)](#)[Result Approved \( OP: 3; IP: 51; Toal: 54 \)](#)[Yet to Label Patients \( OP: 12; IP: 0; Toal: 12 \)](#)

Lab Number	Label Date	UHID No	Patient Name	Department	Re-Print
000543-22/OP	06-Jan-2022 10:37	20224020	SANGEETHA	SURGERY	<a href="#">Barcode</a>
000589-22/OP	06-Jan-2022 12:08	20224020	SANGEETHA	SURGERY	<a href="#">Barcode</a>

# E Library software Login Screen Shot

eLIMS - SRM University - Book Reservation List - Microsoft Internet Explorer



## Central Library

Home Security Configuration Maintenance Services Reports Logout Information

### eLIMS Admin

#### Book List

**Hide Filter**

Enter Search Options

Accession No. :

Department : -- All --  ☐ Only transferred

Date :

Title :

Author :

Publisher : -- All --

Acquisition Type : -- All --

Status : -- All --

No. of Records : 0

Sl.No.	Acc.No.	Title	Author	Call No.	Acq. Type	Price	Pub. Year	Loc.	Rack No.	Shelf No.	Status	Action
No Book(s) Found. Select search filter to list out book(s)												

Start | \\192.168.12.160\d | New Microsoft Office Wo... | eLIMS - SRM Universi... | 3:09 PM



# Trichy SRM Medical College Hospital & Research Centre

## E-GOVERNANCE REPORT 2017-18

Trichy SRM Medical college implemented E- facilities to make the Institution's Academic Administrative system user-friendly, . It helps in to provide better service in terms of time, making governance more efficient, and more effective, to lower the transaction costs. Many initiatives have been taken by the college towards E-Governance

### CCTV Surveillance

CCTV surveillance system to strengthen campus security. This facility offers a comprehensive range of solutions to secure campus infrastructure effectively.

### Library Management

The Central library is fully integrated with RFID (Radio Frequency Identification) Technology where user can enter, search catalogue, borrow and return books can be done on his own.

### Biometric Attendance

As a part of computerization and digitization of the activities of the Institute, Biometric system Implemented for recording the attendance of the staff of the Institute. Accordingly, biometric devices are installed in the specific location to enable the staff to register their attendance by recording their finger impression in the machines

### Tally

It is a computerized system for accounts. It is used to record financial activities of the institutions. It is a multi purpose software including inventory management and accounting.

### Website

Institution has a website to share the infrastructural, academics and placement information with its stakeholders. Results shall also be uploaded to the website directly

### Hospital Information Systems (HIS)

The HIS implemented for the below functions

- (1) the hospital's daily business transactions, including payroll, accounting and bed census, that helps in monitoring the Hospital's revenue cycle



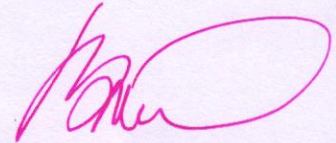
- (2) For evaluating the Hospital management performance, the costs, and long-term forecast projections.
- (3) Tracking of the Assets that management staff to monitor inventory from purchase to delivery

Generation of e-mail ids

The IT support team has created official e-mail ids for all the staffs and students in the using a web domain in the name of the Institution .

Procedure:

Vendors are identified and called for demonstration, comparative statement with unique features have made and the basis of recommendation by the management committees for WEB site development and maintenance



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## **Trichy SRM Medical College Hospital & Research Centre** **E-GOVERNANCE ANNUAL REPORT 2018-19**

Trichy SRM Medical College implemented E-Governance facilities for the smooth functioning of the Institution. By introducing E-system in all the possible business /academic function, we ensure the optimum utilization of the technologies facilities and human resources of the institution.

### **Agenda of the E-Governance Implementation :**

- The Management believes the technological growth and development for better administration that will enhance the efficiency of the workforce
- E-Governance application can play a pivotal role in achieving the objectives set by the organization

### **Facilities of the Institution under E-Governance :**

1. **Accounts and Finance –Tally**
2. **Biometric Attendance System**
3. **Library Management System**
4. **Hospital Management System**
5. **IT Infrastructure**

#### ➤ **Accounts and Finance –Tally**

Tally Business solution is used as per the current version upgrade of Tally Solutions . This helps to increase the efficiency of staff towards the accuracy in financial transactions. The administrative office maintains the reports and books of accounts generated from the software which helps in auditing procedure.

#### ➤ **Biometric Attendance System**

All faculty, demonstrators, tutors and senior residents would now have to mark their attendance Implementation of biometric attendance system can be used as an effective and convenient digital solution to recording the attendance of faculties, senior residents and tutors of medical colleges



➤ **Library Management System**

A Well equipped Library to be supported by an integrated library management systems Library Management Koha upgraded regularly in lines with the overall development in the outside world to provide the updated information to all the students and staff of the Institution

➤ **Hospital Information System**

Hospital information systems provide a common source of information about a patient's health history, and doctors schedule timing. The system has to keep data in a secure place and controls who can reach the data in certain circumstances.

The HIS implemented with the below software function modules

- Patient Registration
- Appointments & Scheduling
- Outpatient Management
- Emergency /casualty
- Patient Billing
- Credit Control/Insurance Management
- Doctor's Workstation
- Computerised Physician Order Entry
- Ward and Inpatient Management
- Nursing Management
- Laboratory Information System
- Radiology Information System – Reporting
- Pharmacy Management & Stores
- General Stores, Diagnostic, CAPEX & Consignment Stores
- Operation Theatre Management
- Electronic Medical record
- Dietary Management
- User reports and Management Information System
- Dashboard
- Interfaces



### IT Infrastructure

All classrooms, tutorials rooms, seminar halls, laboratories pertaining each department is enabled with ICT tools. The IT support team has created official e-mail ids for all the staffs and students in the using a web domain in the name of the Institution. Campus wise networking for all



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## **Trichy SRM Medical College Hospital & Research Centre**

### **E-GOVERNANCE ANNUAL REPORT 2019-20**

Trichy SRM Medical college implemented E-Governance facilities for the smooth functioning of the Institution . By introducing E-system in all the possible business /academic function, we ensure the optimum utilization of the technologies facilities and human resources of the institution.

#### **Agenda of the E-Governance Implmenation :**

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

#### **Facilities of the Institution under E-Governance :**

1. **Accounts and Finance –Tally**
2. **Biometric Attendance System**
3. **Library Management System**
4. **Hospital Management System**
5. **IT Infrastructure**

#### **➤ Accounts and Finance –Tally**

The Institution uses Tally ERP software to maintain its accounts. The Softwre assist staff in effectively and efficiently maintaining financial records. Profit and loss statements, as well as balance sheets, are generated solely by this software. Tally is also used to produce all of the analysis reports . Students pay their fees online through the payment gateway, which accepts net banking, credit card, debit card, UPI, and other payment methods. .

#### **➤ Biometric Attendance System**

Institution made mandatory in the Institution to get registration of faculty, residents and tutors under the new attendance system. Regularly monitoring the attendance database of the Institution, with the aim is to improve the medical



education system. Admin Staff provided with adequate training and development to keep them abreast with the new technology.

➤ **Library Management System**

The College maintains its academic excellence by maintaining a well-stocked library. Recommendations are taken from the faculty and students while subscribing to the e-resources. The College continues to subscribe new e-journals/printed version of journals and books regularly.

A Well equipped Library to be supported by an integrated library management systems Koha that upgraded regularly in lines with the overall development in the outside world to provide the updated information to all the students and staff of the Institution

- Delnet Database 6700 Libraries
- University E-Consortium- 750 Journals,
- National Digital Library – Access to 3,82,00,000 books periodicals
- Swayam- MHRD, NPTEL, IIT Madras with Google hosts 2000 courses,
- Archival of rare books, manuscripts – OG, DVL, CM, Tamil, Yoga, Education Books

➤ **Hospital Information System**

Hospital information systems provide a common source of information about a patient's health history, and doctors schedule timing. The system has to keep data in a secure place and controls who can reach the data in certain circumstances.

The HIS implemented with the below software function modules

- Patient Registration
- Appointments & Scheduling
- Outpatient Management
- Emergency /casualty
- Patient Billing
- Credit Control/Insurance Management
- Doctor's Workstation
- Computerised Physician Order Entry
- Ward and Inpatient Management
- Nursing Management



- Laboratory Information System
- Radiology Information System – Reporting
- Pharmacy Management & Stores
- General Stores, Diagnostic, CAPEX & Consignment Stores
- Operation Theatre Management
- Electronic Medical record
- Dietary Management
- User reports and Management Information System
- Dashboard
- Interfaces

#### IT Infrastructure

The college website serves as an information hub, conveying information about the college, its operations, relevant notices, courses offered, and so on. The IT Support team oversees the frequent update, maintenance, and operation of the website. The IT Support team also examines for any other changes that need to be made to the website. All critical announcements are made live on the website as soon as they are made available.

Hardware Infrastructure • The College to ensure that it has adequate number of desktops and laptops for students and staff. • Computers and printers to be made available in the administrative block. • Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

Software Infrastructure • The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. • Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly



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## **Trichy SRM Medical College Hospital & Research Centre**

### **E-GOVERNANCE ANNUAL REPORT 2020-21**

Trichy SRM Medical college implemented E-Governance facilities for the smooth functioning of the Institution. E-governance envisages with the sole vision of enhancing the system of governance for development of the institute by leveraging new and cutting edge technologies.

#### **Agenda of the E-Governance Implementation :**

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

#### **Facilities of the Institution under E-Governance :**

1. **Academics Management**
2. **IT Infrastructure**
3. **Accounts and Finance –Tally**
4. **Biometric Attendance System**
5. **Library Management System**
6. **Hospital Management System**

#### **➤ Academics Management**

During the lockdown period due to COVID, The institution adopts various student centric teaching learning (TL) methods to enhance their understanding and interest in the programme .

The teaching learning process at TSRMMCH continued using WhatsApp groups, Google Classrooms, G Meets, YouTube live streaming, YouTube channel



of the college, Zoom meetings, Microsoft teams.

The various aspects of formative assessments like Assignments and quizzes were conducted using google forms, poll everywhere, mentimeter, kahoot. Internal assessments were also conducted using standardised questions and Viva in WhatsApp and G meetings.

➤ **IT Infrastructure**

- The website of the college revamped taking into account the new changes. The website act as a mirror of the college activities and information about all activities, important notices, etc should be made easily available to the staff and student of the institution .
- In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.
- Fully automated, wireless office with 24x7 internet facility
- ☐ Google sheet : For data collection from Various Departments ☐

Google Docs: To prepare notices and activity reports. ☐

Google Forms: To prepare Feedback forms and get online feedbacks of Students, Parents.

- WhatsApp Group helps to provide the brief notices of any event to be happened on college. WhatsApp Groups are also used for awareness and of smooth functioning of the same
- **Accounts and Finance –Tally**

The office continues to maintain its account on Tally. Latest versions of the softwar upgraded as and when required Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. Appropriate security measures should be taken for maintaining confidentiality of the transactions. .

The College also uses Public Financial Management System software which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system.

Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, etc.

- **Biometric Attendance System**



Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

➤ **Library Management System**

We have the privilege of having one of the best library in the country. The College maintains its academic excellence by maintaining a well-stocked library. Newer e-learning resources like journals, etc identified and subscribed taking into account the recommendations of the library advisory committee.

The College continues to subscribe new e-journals/printed version of journals and books regularly.

A Well equipped Library to be supported by an integrated library management systems Koha that upgraded regularly in lines with the overall development in the outside world to provide the updated information to all the students and staff of the Institution

- Delnet Database 6700 Libraries
- University E-Consortium- 750 Journals,
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- Swayam- MHRD, NPTEL, IIT Madras with Google hosts 2000 courses,
- Archival of rare books, manuscripts – OG, DVL, CM, Tamil, Yoga, Education Books

➤ **Hospital Information System**

Holistic COVID care Title of the practice: Holistic COVID care Objective of the Practice: • To develop state of art facility to cater Covid 19 patients efficiently. • Help protect students, faculty, and staff and slow the spread of COVID-19, by encouraging vaccinations •

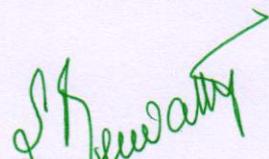
To strengthen infection control practices • To be a referral centre for complicated cases of COVID • To train health care workers in management of COVID patient in all is aspects • To organise training sessions for non-medical faculty, nonteaching staff and other personnel of Institution

The HIS implemented with the below software function modules



- Patient Registration
- Appointments & Scheduling
- Outpatient Management
- Emergency /casualty
- Patient Billing
- Credit Control/Insurance Management
- Doctor's Workstation
- Computerised Physician Order Entry
- Ward and Inpatient Management
- Nursing Management
- Laboratory Information System
- Radiology Information System – Reporting
- Pharmacy Management & Stores
- General Stores, Diagnostic, CAPEX & Consignment Stores
- Operation Theatre Management
- Electronic Medical record
- Dietary Management
- User reports and Management Information System
- Dashboard
- Interfaces

The E-Governance needs security for smooth information flow, best practice database and enhanced capacity for information analysis etc. It requires completely updated /Upgraded infrastructure, procedures, policies and working skills for producing and collecting online information.

  
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### **ANNUAL E-GOVERNANCE REPORT FOR: 2021-22**

Trichy SRM Medical College has implemented E-governance services for sharing information online and to manage human resources efficiently with transparency through participation and accountability from all the stakeholders of the Institution.

The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like **E-administration and E-services**. It covers and caters the requirements of Academics Administration and Student Support Services

- E-administration uses ICT (Information and communication technology) for information processing and decision making by the head of the institution, IQAC and other staff members to decentralize the administration.
  - Teacher time table management was made online.
  - Teacher and student portals fully automated. College Website with subdomain to all departments and each of the faculty members.
  - All notifications are published in college website.
- E-services provide various facilities. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education
  - Student Admission process is fully automated. Admission register is generated.
  - The students' feedback on curriculum delivery and student satisfaction survey was conducted online. The IQAC then initiates the analysis of feedback and prepares the reports on the same.

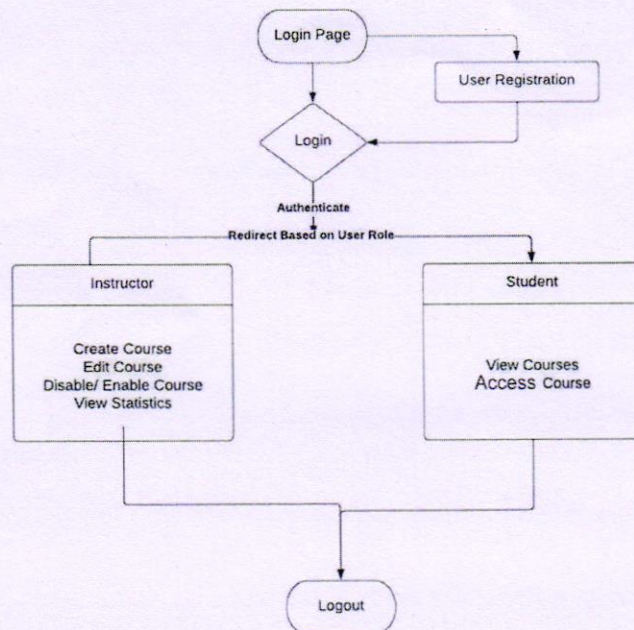
### **Learning Management System and Digital Library**

Online Learning Management System is the web application, developed and implemented by SRMIST –Digital Learning & Development for the academics' operations of Trichy SRM Medical College

This web application platform is used where



- **A Staff/Faculty member** can register as an instructor. The instructor would be able to create a course and provided with facility to upload their course content in the portal and students can enrol the course they desire after their registration. The instructor can later update the course details and can disable the course if required.
- **Students** can sign up and after logging into the application, they directed to the courses page and allowed to browse through a variety of courses by the Instructors. The students view the courses by a wide range of instructors and enrol them of their choice of courses based on the syllabus.



### Hospital Information Systems (HIS)

The HIS implemented and serves the mentioned below functions: .

- (1) It supports clinical and medical patient care activities in the hospital. This system captures and integrates the day-to-day activities of each department of the hospital
- (2) It facilitates administration of the hospital's daily business transactions, including financial, personal, payroll, and bed census, that helps in monitoring the Hospital's revenue cycle
- (3) It assists the evaluation of Hospital management performance, the costs, and long-term forecast projections.
- (4) Asset tracking or medical inventory management facility enable hospital staff to monitor inventory across the inventory lifecycle from purchase to delivery

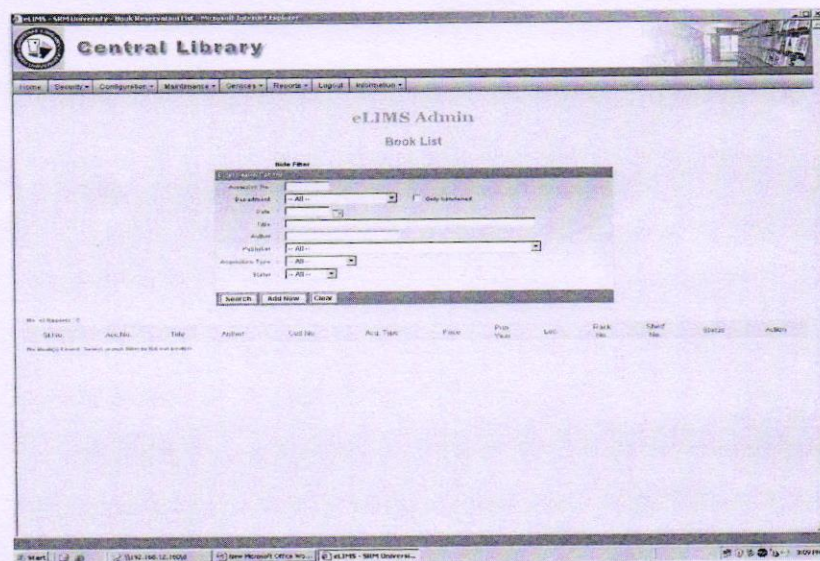


## Domain e-mail ids

The IT support team has created official e-mail ids for all the staffs and students in the using a web domain in the name of the Institution. Thus, all the staffs/ students of the College have their official College e-mail id, from where they can log in their lectures, and google classroom. They use the e-mail id for all the inter-college academics communication

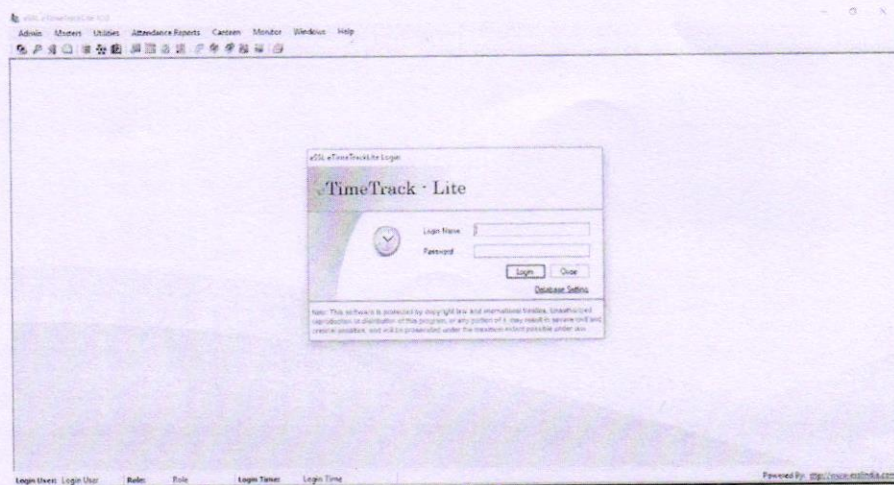
## Library Management System

The College uses the Library Management system which enables the students and teachers to search the learning resources online. Virtual Class room facilities made available in the library for the benefit of students get trained.



## Staff Biometric Attendance

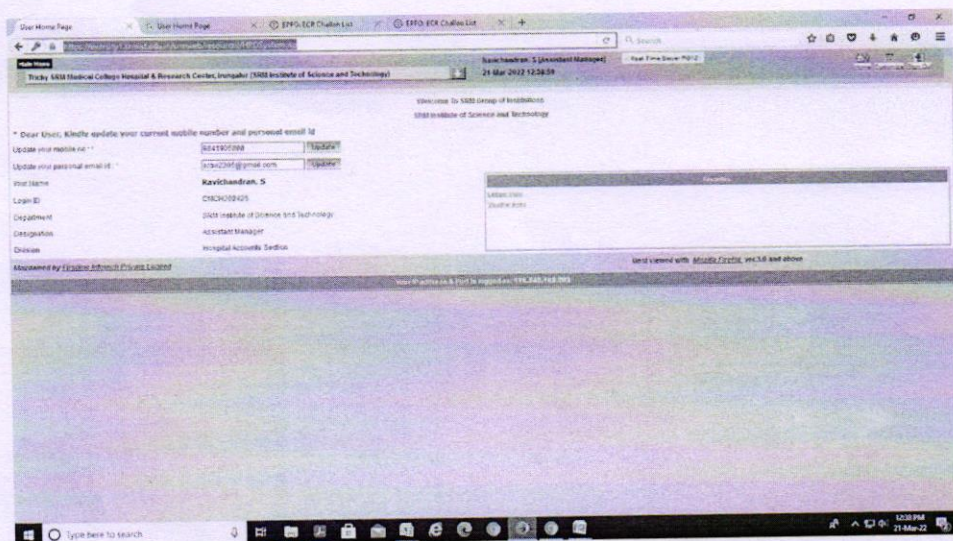
The staff attendance is continued to be taken with biometric devices when they come to the campus.





## Tally

The Colleges uses Tally ERP 9 registered software license for Accounts and Finance purposes



## Internet Facility

The Wifi and Wired internet connection is provided as campus-wide access to the computers of the staff and students. Also the wifi internet access given to the Electronic Gadgets of the Staff and students based on the permission given by their competent reporting authorised. The Internet Leased Line service provided to the Institution by Reliance Jio and securely monitored by the IT Team using Firewall.

## E-waste Management

The College collaborated with Authorised E-waste Recycling Vendor Microgreen Pvt. Ltd for picking up e-waste of the Campus. The IT support team looked after the handing over the E-waste materials to the E-waste Recycling

  
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### **E GOVERNANCE POLICY:**

#### **Scope:**

The scope of this policy extends to the following areas in Trichy SRM Medical College & Research Institute:

- General Administration
- Student Admission
- Academic planning & development
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

#### **Objectives:**

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information related to functions of College.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.
- To support activities related to students including conduct of exams etc.

### **Policy:**

Under the Policy, the College will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

**Website:** The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

**Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Tamil Nadu MGR University. The College has well defined guidelines for the admission process which is displayed on the website. Number of students applying to each course, withdrawals, fee submission, all to be managed through an effective e governance system.

**Academic planning & development:** The College has adopted an online system where students can view their internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

**Accounts:** The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses software like ERP software (E VARSITY) which is used to manage the funds received, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all



Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

**Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated e LIMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.
- To encourage subscription & use of E journals and e books among faculties and students.

#### **Administration:**

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.
- Well defined biometric dash room system to be maintained and displayed in college Website.

**Alumni:** In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

**E-Waste Management:** Trichy SRM Medical College ensures that its usage of technology and generation of e-waste does not impact the environment.


### **ICT TOOLS**

#### **Hardware Infrastructure**

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Risograph, computer networking devices, scanners and interactive teaching board/smart board etc.

#### **Software Infrastructure**

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

  
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## E-Governance Architecture



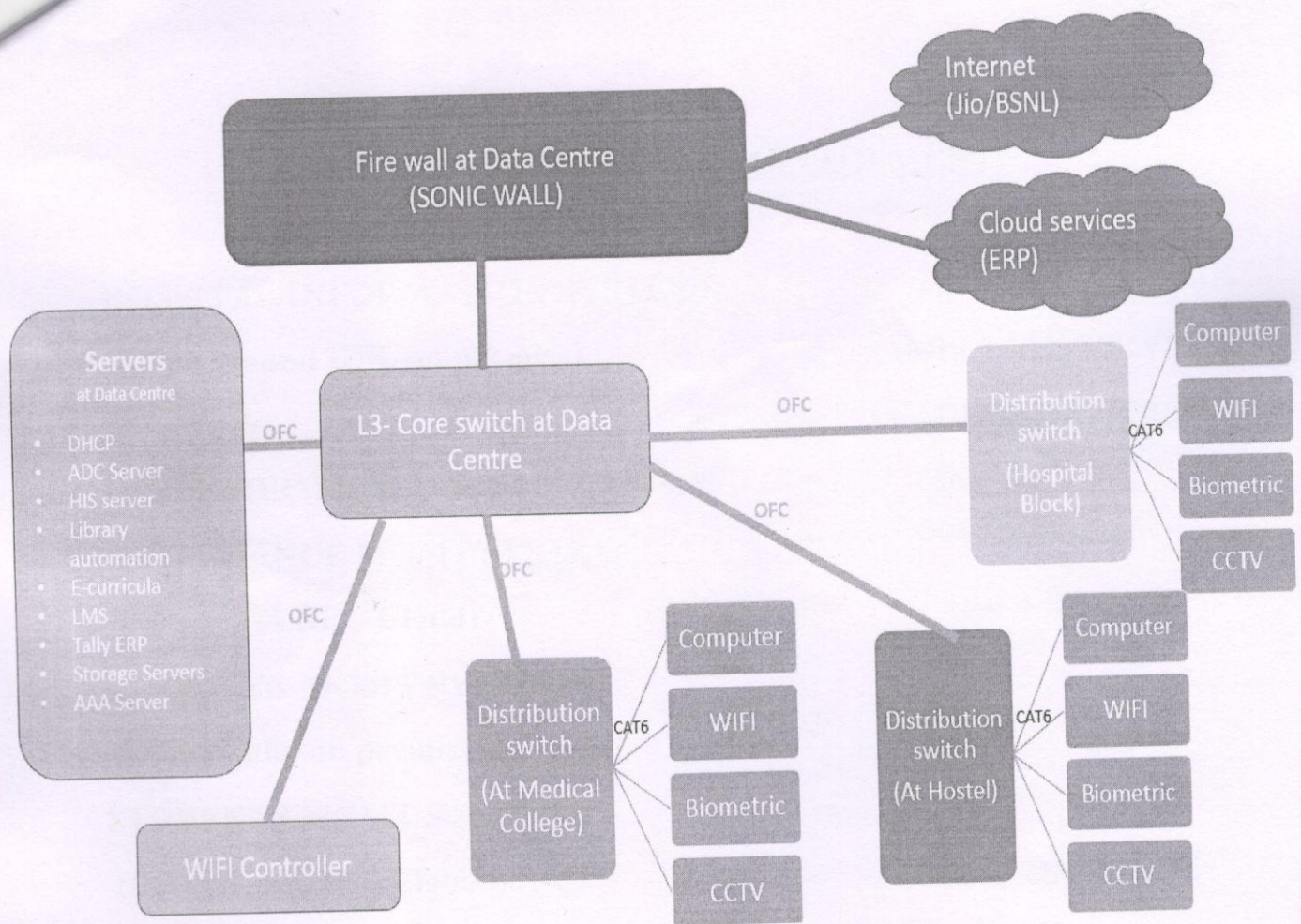
### **About E- Governance:**

- E-governance / Electronic governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values.
- Information and Communication Technology (ICT) plays a vital role in supporting powerful, efficient management and administration in education sector.
- E-governance is a very important tool to the governing body of the institute as well as to the stakeholders. The e-governance policy is drafted in such a way that it provides timely dissemination of information.
- It facilitates efficiency and ease of administration. The transparency of the process adds strength to the institution.
- The areas of operation include website, student admission and support, pay roll and financial accounting, library, administration, examination, alumni, social media, outreach.
- The implementation of E-governance offers several benefits such as transparency and absolute clarity in administration; empowerment of faculties, students, and encouragement of their participation in governance process; better delivery of services to students; improved interactions with business and industry; greater convenience; cost reduction.
- Purpose of e-governance report is to show the efficiency in the Resources, Technology, Process and People of the organization.

### **Administration of E-Governance**

- A well-equipped IT Service Department is established in the institution to monitor and regulate smooth functioning of computer systems and to address all IT related issues. Students and staff-members are provided help-desk pattern assistance and support through IT-Cell in case of software and online portal related issues.
- The Network diagram of the institution is given below





- L3 Core switch is deployed with redundancy
- All the Distribution Switches are managed switch
- Each floor has Edge switch and connected with distribution switch
- All the distribution switches are connected with L3 switch with redundant path



## **ICT IN E-GOVERNANCE MANAGEMENT:**

### **HOSPITAL INFORMATION SYSTEMS**

**(Home ground HIS -on premise)**

**MEDICAL SERVICE**

**DIAGNOSTICS**

### **LAB INFORMATION MGMT SYSTEM**

### **ATTENDANCE MGMT SYSTEM**

**(Heraizen -ERP – Cloud)**

**BIOMETRICS**

### **LEARNING MGMT SYSTEM**

**(e-curricula -on premise)**

**TEACHING**

### **STUDENTS MGMT SYSTEMS**

**(Heraizen -ERP – Cloud based)**

**PERFORMANCE**

### **EXAMINATION MGMT SYSTEM**

**(Heraizen -ERP – Cloud based)**

**ASSESSMENT**

### **HR MGMT SYSTEM**

**(Heraizen -ERP – Cloud based)**

**RECRUITMENT**

### **FINANCE & PAYROL MGMT SYSTEM**

**(Tally ERP)**

**ACCOUNTING**

### **ALUMINI MGMT SYSTEM**

**(Heraizen -ERP – Cloud based)**

**GLOBAL CONNECT**

### **BULK MAIL & SMS SYSTEM**

**(G-Suite)**

**CIRCULARS**



## **E Governance in Administration:**

- **Profile Management:** (with digital repository of employee/student records incl. IDs)
- **Admission:** Admitted students can register themselves using simple registration forms that will create logins for them. Complete admission information is captured, and the whole process is automated.
- **Fee Collection & Tracking:** The integrated fee module is used to track every single transaction of all the students of every term/year. Intensive reports on the dashboard will help the accounts department to track fees, scholarship etc., irrespective of the mode of payment.

- **HRM**

Faculty Information System.

Leave Management system.

Faculty Appraisal Management System (Goal setting, self-appraisal, AGP)

The faculty performance appraisal module provides comprehensive and real-time scores for every individual to monitor their own performance. With over 25 attributes on which every faculty can be measured, the institute can configure the system differently at an individual level. Authorities can view real-time reports of all the daily activities of every. The system provides multiple scores for every user which indeed makes appraisal, salary revision and promotions hassle free and transparent.

## **E-Governance in Academics**

The Academics Automation supports the following features:

- **Timetable:** Timetable can be uploaded to the system in two methods. If the TT is already created and available, it can simply be uploaded using a specific template or the In-Built Timetable generator can create the Timetable for the entire institution within a few minutes by providing the constraints. Once created, TT can be viewed either day-wise or date-wise with edit option in both views.
- **Attendance** (incl. Biometric integration)



Marking of attendance, communicating to parents through SMS/Push Notifications/Emails from time to time, viewing different reports and providing attendance for students attending college approved events all these can be done with a click of a button. Attendance can also be linked or de-linked with Lesson Plan.

- **Lesson Plan:** Creating of lesson plan at the beginning of the term can be a tedious task. The in-built lesson plan generator can create a day wise plan for every course with a click of a button. This will be in line with the syllabus prescribed by the governing university considering the timetable and calendar of events along with the holiday calendar. It can then be edited by the faculty to fit their needs. Once approved, lesson plans will be visible to all stake holders. Therefore, keeping everyone updated and informed. Lesson plan can also be linked or de-linked with Timetable.
- **Internal Assessment:** All activities from creation of Question papers, getting approvals from internal committees, downloading in the required format, tabulating marks at question level for each student calculation can be done easily and quickly along with graphical analysis of results. Other assessments like quiz, unit test, etc. can be published as additional learning evaluation methods. Internal Assessment can be configured to suit the needs of the institute.
- **Co-curricular Activities:** Different types of activities such as events (workshop, seminar, conference), projects, industrial interaction (Signing MOU, Lab setups, student visits), Publications, patents, awards, Memberships can be added and tracked. Reports can be generated.
- **Feedback:** Be it course level feedback or feedback on infrastructure of the institute. Student can also provide feedback anonymously.

### **Student Information System**

- **Counselling/ Mentoring:** Faculty student relationship is a key factor for students to perform well. This can be achieved through the counselling program. The software allows for mapping of specific number of students to a faculty for all mentoring purposes. Mentors can then schedule meetings with students on specific topics and update progress for future reference.

- **Learning Management system:( e-curricula):**

Learning Management Systems (e-Curricula) is installed in a dedicated server for online teaching.

E Curricula exploits us to the digital resource development and utilizing the digital resource through e-learning into quality courses and education. The use of technology to maximise the student learning experience is a vibrant area of interest across all tiers of global education.



The changeable learning environment and the design of e-Learning facilities all contribute to a potentially more flexible organizational structure of higher education.

- **Library Automation:**

The library functions and activities have been made fully automated in information systems service software (KOHA) for utilising internet/e-resources in the library.

- **Examination Automation:**

The integrated examination module comprehensively covers every step of conducting an exam. Processing the student eligibility list-based criterion configured by the institute, allows students to register for exams, issues hall ticket, set and scrutinize multiple question papers, automatically generate seating arrangements and allocates invigilator, captures student attendance, packets answer script, evaluate, moderate, tabulate and automatically calculates results based on the rules of the university/institute.

Salient high-level features:

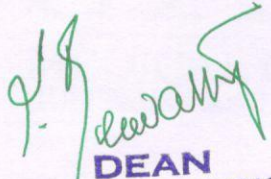
- \* Exam Registration
- \* Hall-ticket Generation
- \* Question Paper Setting
- \* Seating Arrangement
- \* Invigilator Allocation
- \* Evaluation & Tabulation
- \* Results Publishing

### **E-Governance of IT Infrastructure:**

- After the implementation e-governance, we have improved the delivery of services to students, faculty by providing services like enrollment, examination, result, feedback, requests for documents, requests for certificates, issuing admit cards and ID cards, employment etc.
- The system provides timely alert to the users through SMS /Emails.
- Attendance is being captured by means of Biometric Sensors / Device at each location and institute.
- All the desktops, laptops and Servers are licensed with proper Microsoft Licenses and are protected by Updated Antivirus system.



- The whole campus is Wi-Fi enabled.
- Users can use the system and find out the required information. Higher education coordinating and regulating bodies could easily obtain the reports on various issues about future planning like budget, demand of courses etc.

  
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**Policy and Guidelines for the use of Learning Management Systems (LMS)**

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Institution: Trichy SRM Medical College Hospital & Research Centre.

**LMS : E-Curricula – on premise**

Applies to: Staff, Students and LMS administrators of the Institution

The following guidelines can be verified in the management of LMS.

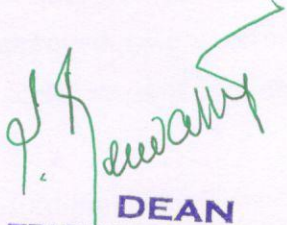
1. **Access:** Access is covered by the LMS policy. Staff and student access will be granted with approval from the Dean. Users are responsible for ensuring their network and devices used for learning, meet the minimum technical requirements to access the learning environments. Access to subjects for students is controlled by the Student Information System. Students may not access a subject to which they are not enrolled. Courses will remain available to students as indicated in the approved course proposal. Changes to availability will be at the discretion of the owning academic unit in consultation with the Dean.
2. **Use:** All Users are required to comply with the Institution's "IT Policy" implemented by the Information Technology Management centre (ITMC) for usage of IT Systems, Network, Data Classification, and accreditation standards. Users should be able to access the LMS from any type of device of their choice, whether it's a desktop, laptop, tablet, or smartphone.
3. **Sharing of Course Content:** Course creators are strongly encouraged to follow standard file management practices and are responsible to maintain backup copies of all materials outside of the LMS is easy sharing of content across courses. Student/Staff may not copy or share any data with persons outsiders without written consent from the authorities.



4. **Procedure to add content provider and students:** The LMS Administrator will create the course and add the staffs and students within 3 working days of receiving approval from the Dean/Principal Office. All requests for course deletions must be sent to the LMS Administrator in writing duly approved by their respective Dean. Course Creators should not upload any materials which would breach the Institution's acceptable usage policies (such as illegal or obscene content) or add links to any web pages that host such material.

5. **Training:** Staffs and Students can have access to various resources to make the use of the LMS. Such resources can include, but are not limited to, web based instructions, workshops, webinars, email, and phone help. The LMS Staff may conduct regular training in the form of professional development workshops, one-on-one consultations, webinars, and group trainings. The training is scheduled according to the need of the Users.

6. **Analytics:** Staffs will have access to analytics for their course, and LMS administrators will have access to aggregate campus wide analytics. These analytics can be used to report on the use of the system and components, learning data to measure effectiveness of modules and objects. This includes eLearning assessment tools. Instructors and administrators must be able to view and track their online training initiatives to determine if they are effective or need adjusting.

  
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### **Policy and Guidelines for the use of Enterprise Resource Planning (ERP)**

**Institution: Trichy SRM Medical College Hospital & Research Centre, Trichy**

**ERP : Heraizen – Cloud Based**

Applies to: Staff, Students and ERP Administrators

An ERP system integrates many functions across the business, such as financial management, human resources, Student information to deliver benefits such as increased productivity and efficiency.

The process includes installing the software, transferring the data, both financial and transactional data, mapping our processes and training the users to use the software.

**1. Planning:**

Gathering workflow information of all the departments and documenting them is very important.

**2. Project Alignment and Change:**

The project team should determine which data is relevant to the process and avoid irrelevant data.

The roles and responsibilities of the users who involved in the ERP implementation process should be properly assigned. The project team should take care of timeline, budget of the project.

**3. Understand the Processes**

Map the processes to focus what changes are needed for the improvement. Define the value of change you want to see so you can effectively communicate it to the rest of your business and get them on board early.

**4. Right Solution**

Identify the strategies that help in finding the right solution for the business process execution. This will help to avoid dead ends in the process and help you find the best fit for your business.



**5. Process Definition of Requirements**

Define ERP requirements in terms of the business process that you are trying to streamline. This will provide you with a systematic evaluation of how the business operates and its information needs, and allow you to strategize the best routes for the future.

**6. Document Rationale for Each Decision**

The reason for every decision is often as important as the decision itself. Without documenting the rationale for each decision, those tasked with implementing the project are likely to make more wrong assumptions that will drag out the project than if they understood why a decision is made.

**7. Clear and Unambiguous Authority**

An ERP project is a strategic initiative and the process must be managed with no ambiguity in the decision-making authority

**8. Deployment:**

The project team should be readily available to answer questions, help users understand the system and attempt to fix any issues



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