



# MADRAS SCHOOL OF SOCIAL WORK

NO.32, CASA MAJOR ROAD EGMORE, CHENNAI-600008

Website: [www.mssw.in](http://www.mssw.in)

## E-GOVERNANCE POLICY

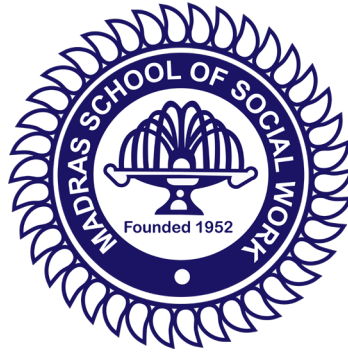
Criterion 6 – Governance Leadership and Management

Metric ID 6.2.3 - Implementation of E-Governance in Areas of Operation

DVV Clarification 3: Policy Document on E-Governance

Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal  
Madras School of Social Work (Autonomous)  
No.32, Casa Major Road,  
Egmore, Chennai - 600 008.





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## **E-GOVERNANCE POLICY**

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# E-Governance Policy

Madras School of Social Work has introduced the e-governance to enhance good governance through transparency, participation and accountability from the stakeholders. The Education Management System of Madras School of Social Work provides various privileges to its stakeholders. Two major fields under e-governance is e-administration and e-services. E-administration uses the ICT for information process and decision making by the administrators. E-services provides various service facilities.

## Goals

- To improve internal process of governance
- To provide better information and service delivery to stakeholders
- To increase transparency of the college
- To reinforce accountability and credibility in stake holders
- To promote stakeholder participation through a decentralized approach.

## Users and Privileges

The Education Management System of Madras School of Social Work provides various privileges to its stakeholders. The Principal, Controller of Examinations, Additional Controller of Examinations, Academic Department Heads/Dean, Programme/Semester/Time Table Manager, HR-Administrator, Faculty, Non-teaching staff, Students and Parents. Each of the stakeholder has got access to various relevant data and functions to be performed at their level through EMS. Each of the stakeholder will have a unique username and password through which they need to log in the EMS. The Privileges available in iBOSS EMS is attached as Annexure.

## The Principal

The college Principal has got access to details of students, their attendance percentage, internal and external marks, time table for each semester, academic workload of each faculty member, feedbacks from the student, fee payment details of student, individual profile of the students and faculty members, examination schedule, mark entry status,

student admission status. Principal can also access the list of failed/passed students of each programme through iBOSS EMS.

## Controller of Examination

The controller of examination has got access to examination related functions of entire academic programmes of the college. The CoE can access the examination schedule, student attendance status, exam application status, condonation status of students, access to mark entry done by faculty members (internal score), semester examination result, eligibility list of students from each programmes for applying examination, status of examination fee paid, generation of hall ticket and preparation of semester marklist.

## Administrative Officer

Administrative Officer has the duty to create individual accounts to newly appointed Faculty members, staff, students in the EMS - iBOSS. Administrative Officer will assign privileges to various stakeholders in iBOSS EMS.

## Head of the Department

Each department head has got access to creating various academic programmes in the EMS, structuring the academic programme in EMS, managing the semester in EMS, exporting students from one semester to the other semester, creating time table for various batches and making necessary adjustments in the time table. The HoD can allocate subjects, perform the entire admission process, download various reports like, Application list, Time table report, Marks report etc.

## Faculty

Faculty members will have access to student attendance of respective batches in which they are engaging sessions. They will have access to mark entry portal, time table, attendance status of individual students, number of sessions engaged for each batch. Faculty members can notify the students regarding their attendance status, assignment status and other relevant matters using EMS - iBOSS.

## Non-Teaching Staff

The non-teaching staff, who are working in various administrative and other departments will have access to various privileges in EMS - iBOSS. The personnel who are in charge of college financial accounts will have access to student profile, fee payment details etc.

## Student

The students of Madras School of Social Work has an extensive use of iBOSS EMS. The complete life cycle of the student in MSSW is managed in iBOSS. Right from the application to different programmes to admission list, fee payment, time table, attendance, internal marks, semester examination result, application for examination, examination schedule, academic time table and other relevant academic matters can be accessed from this ERP.

## Other Electronic Activities

### E-mail & SMS

iBOSS EMS will also generate E-mails and SMS to students and parents regarding matters which are relevant to them. These E-mails and SMS are generated on special commands provided.

## Administration / Operations

Roles / Privileges	Controls associated with this privilege
Principal	Access to entire modules
Admin	Access to entire modules except Examination module
COE	Access to all master data and Examination modules and reports
HOD	Access to student details of all batches. View/Edit student academic activities like attendance, Mark posting and ICA Submission All kind of department specific reports on student data

Faculty	Access to student academic activities like attendance, Mark posting and ICA Submission
Student	Online payment of Academic fee, Exam (Arrear and Retotaling fee), Elective choosing, Feedback submission, Certificate Program and Placement activities View provision for Marks and attendance
Class Coordinator	Access to entire student details of respective class for certificate program
Sub Admin	Access to entire modules
Second Entry Operator	Access Semester Mark Entry alone
Admission - Head of the Department	Access to Admission module alone
Admission - Data Entry	Access to Data entry for Admission module
Finance - Head of Department	Access to student fee related operations and reports
Hostel Admin	<p>When this privilege is assigned to a User / Employee, can manage (add, view, edit and delete) hostel details in the Hostel module.</p> <p>Manage (add, view, edit and delete) room details Allocate rooms to the students.</p> <p>Create hostel fee collection date.</p> <p>Will be able to Pay hostel fee sections wise.</p> <p>View hostel fee defaulters.</p> <p>Pay hostel fee student-wise.</p> <p>Create hostel fee collection date</p> <p>Will be able to Pay hostel fee sections-wise.</p> <p>View hostel fee defaulters.</p> <p>Will be able to generate Reports of the hostellers.</p>
Custom import privilege	<p>Privileged employee can import data into iBOSS using csv file, thus saving time on manual entry</p> <p>Using Custom Import the following information can be recorded in iBOSS:</p> <ul style="list-style-type: none"> <li>• Employee admission details including salary structure, any additional details, bank details, and employee privileges</li> <li>• Student admission details including any additional details.</li> </ul>

Custom Reports Control	When this privilege is assigned to a User / Employee, will allow the user to create custom reports using the admission information of students and employees. By specifying filter criteria, you can retrieve only the data you require and hide the data that you do not want displayed. Custom reports can be downloaded in comma separated values (.csv) format.
Custom Reports View	When this privilege is assigned to a User / Employee, the user Can view and print custom student and employee reports. The User can only have the control of viewing and printing custom student and employee reports.
Placement Activities	When this privilege is assigned to a User / Employee, the User can announce the placement events to students. Eligible students can be authorized to participate in the event and the result can be declared. Students can submit their resumes through iBOSS and the recruiters can shortlist the candidates through iBOSS.
File Management	When this privilege is assigned to a User / Employee he can Upload, View and Share documents to the employees and students. The user will have the privilege of creating privileged folder, where we have an option to add members with 'Upload' privilege while creating the folder. And those people can upload files/documents to the specific folder in addition with accessing the documents within the folder. The privileged user can create User specific folder where in the user can add the documents which are specific to that user.

## Students Management

Admission	When this privilege is assigned to a User / Employee, the user can use the Student admission form, to admit a new Student in iboss. The user will have the privilege of entering all the details of the student (Name, Admission Number, Parent details etc.,) who is newly admitted to the institution into the iboss.
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Students Control	<p>When this privilege is assigned to a User / Employee, the User can admit students into the iboss. The User will be able to manage (view, edit, send emails and delete) student's profile, by searching their details based on the type of students (present academic year students and former students).</p> <p>The User can also manage the details of all the students by searching their profiles based on their section/class using "View all" option.</p> <p>This privilege has "Search" option to search the details of the students.</p>
Student Attendance Register	<p>When this privilege is assigned to a User / Employee, can mark the attendance of the students present in iBOSS.</p>
Student Attendance View	<p>When this privilege is assigned to a User / Employee, can view and generate attendance report (monthly and daily reports) of students according to their sections based on monthly, custom, overall.</p> <p>The user can add extra information (date of birth, gender, section etc.,) of a student in attendance report by customizing the columns which are to be saved in the report.</p>
Manage Student Records	<p>When this privilege is assigned to a User / Employee, the User can Create and manage record groups (A record group is a collection of records used to capture details about students that are specific to a section. E.g., maintain the Health Records of students such as Height, Weight, Vision). Assign record groups to classes and sections Enter and manage student records</p>

## Academics

Examination Control	<p>When this privilege is assigned to a User / Employee, the user can manage Grading Levels, Ranking Levels and Class Designations.</p> <p>Can Set grading levels, Ranking Levels, Class Designations, Grades, Weightages etc.</p> <p>Manage groups and association to subjects.</p> <p>Manage Basic Report Settings, Detailed Report Settings, Configure grade, upscale settings for scholastic subjects.</p>
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	<p>Manage CGPA Settings, Report Settings for Exam, Grouped Exam and Transcript Reports. Configure how students are sorted in report cards and mark entry pages. Create new exams, enter marks Generates Student Reports for Grouped Exams. Generates exam-wise reports, subject-wise reports, Grouped Exam reports for archived students, reports for subject-wise student ranks, reports for sections-wise student ranks, reports for class-wise student ranks, reports for overall student ranks for this school, reports for sections-wise student rank per attendance, reports based on different ranking levels, student transcripts, combined student reports, combined student reports.</p>
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## Finance Control

Manage Fee	<p>Can do the necessary settings for fee configuration of the institution like receipt template, tax settings, invoice generation etc... Can create master fees, master particulars and master discounts. Create new fee collecting dates. Can view fee structure of students. Manage and pay instant fees. Manage all imported fees for any student. Can set the duration of the financial year, configure printer settings and configure the details of the receipt pdf.</p>
Fee Submission	<p>Can collect fees based on section, student wise or particular wise. Can view students with fees dues. Manage and pay instant fees.</p>
Manage Refunds	<p>Can view all refunds. Create refund rules for fee collection. Apply/Revert refund for student.</p>
Finance Reports	<p>Can view income and expense transactions for all accounts. View fee receipts of student, employee and guests. Compare financial transactions of two different periods. Generate detailed particular wise student transaction report and particular wise daily transaction report. Generate report of tax collected.</p>

Approve/Reject Payslip	Can view the employees assigned to a payroll group, their payroll details and the payslips generated. Approve or reject employee payslips generated for a pay period. View payslips generated for an employee. Generate simple and advanced payslip reports.
Revert Transaction	Can collect the fees as well as revert the collected fees in case of any errors. Collect instant fees as well as revert the collected instant fees in case of errors. Can also view fee defaulters and collect and revert fees from them.
Miscellaneous	Can view all refunds. Create refund rules for fee collection. Apply/Revert refund for student.

## E-Governance in MSSW Library

Library Management Software - AutoLib

Institutional Repository Software – Dspace (Open Source)

Software to support the Visually Challenged students – NVDA (Open Source)

- I. MSSW Library is fully computerised and introduced with bar-cod facility. The features/ advantages are;
- Library database can be accessed by students and faculty members from anywhere any time
  - OPAC/Web OPAC/ Mobile App
  - Cloud based and 24/7
  - Possibility to check the transaction details like books issued/ returned/ reserved/ over due details
  - Can renew/ reserve books online
  - Possible to search the entire library collection – books, journals, journal articles, reports
  - Users can view the Librarian's message, library rules and library statistics
  - Users can change their password
  - Can change the password and view librarian's message
  - Can access open access ebooks/ejournals from the library web OPAC as the library opac has been integrated with open access e-resources.
- II. MSSW Library maintains the institutional repositories in the Digital Library Section with the help of the software D-Space which is open source software.
- The Digital Library has collection of theses and dissertations of research scholars and students from the year 2003 onwards
  - Books published by MSSW
  - Issues MSSW Journal, Journal of Madras School of Social Work
  - Reports published by MSSW
  - Course materials and copyright free e-books
  - End semester Question paper collection from the year 2016 for all the departments

The digital library gives the advantages of

- Searching the documents by author, title, subject, year and guide wise
- Full-text of the document can be viewed either in HTML or pdf format
- Documents can be downloaded for later use and sent by email

III. Open Source Software, NVDA (Non Visual Desktop Access) installed in a computer enables the visually challenged people to follow the screen menu and the documents through a voice over.

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