



Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

Metric 6.2.2

Annual e-governance report

REGISTRAR
BIHER



6.2.2 Institution implements e-governance in its operations. ACM submitted to BOM. The following sections have been automated and submitted for approval.

1. Admission
2. Finance and Accounts
3. Faculty & Student Administration
4. Stock Register
5. Examinations process

Extract of BOM:

The above automation process has been approved by the BOM and is made functional for the university.



**REGISTRAR
BIHER**





Bharath

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BOM approval of Annual E -Governance Report



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Proceeding of the 47th Meeting of the Board of management held at 11.30 A.M on 29th December 2020 in the Board Room of the University

Members Present:

1. Dr.K.Vijaya Bhaskar Raju Vice Chancellor, BIHER	Chair person
2. Dr.S.Praveen Kumar Dean School of Management Studies	Member
3. Dr.M.K.Ilampoornan Dean School Electrical Sciences	Member
4. Dr.S. Neduncheliyan Dean School of Computing	Member
5. Dr. M. Sundaraj Dean School of Aeronautical Sciences	Member
6. Dr M Senthil Kumar Dean School of Incubation Center.	Member
7. Dr Ravindhar S Dean School of Architecture	Member
8. Dr.R.Vasuki Dean School of Biomedical	Member
9. Dr.Jeyanthi Rebbaca Dean School of Biotechnology	Member
10. Dr. Milton Dean School of Hotel management	Member

The proceedings of the 47th meeting of the Board of Management was initiated following the Chairman extending hearty welcome to the esteemed members and after exhaustive deliberations on scheduled agenda items the Board resolved as under:

Agenda No	Agenda Items	Resolution
1	Confirmation of the proceedings of the 46 th meeting of the Board of Management held on 14 th December 2020.	Confirmed
2	Appraisal of Note on Action taken on the minutes of the 46 th meeting of the Board of Management.	Noted
3	Appraisal of the minutes of the 12 th meeting of the planning and monitoring board	Appraised and Approved
4	Change in nomenclature of the Institute of dental Sciences.	Approved the change in nomenclature of the Institute of Dental Sciences to "Dental college and Hospital.
5	Approval for opening second campus of the Institute of Medical Sciences and Medical College and Hospital	Resolved to approve opening of second campus of the Institute of Medical Sciences and Medical College and Hospital attached with the school of college of Nursing.
6	Approval to modified Hostel Rules and Regulations for Students	Approved

The deliberation on the scheduled agenda items having been concluded, the Chairman took the opportunity of informing the Honble Members that in the context of AICTE's initiative to incorporate Universal Human Values in all the programs administered by it, a core committee with all Deans among others, has been constituted and scheduled to meet on 7th January 2021 to examine the proposals for incorporating Human Values in different programs run by the university. The Board while appreciating the move, observed that the Deans may be requested to form similar committees at their level and come up with concrete proposals for discussion and formulation of suitable proposals which may be presented before the board through the Academic Council for decision.

The meeting ended with thanks from and to the Chair.

Chairman

ANNUAL REPORT ON E-GOVERNANCE

Academic year 2019-20

1. Administration

- 1.1 **Employee Module:** All members of staff and faculty who join Bharath Institute of Higher Education and Research are being registered here with their complete details. This has enabled the University to generate the employee records automatically whenever required.
- 1.2 **HR-Officer:** HR-Officer creates individual accounts of newly appointed Faculty members and staff in the ERP. By taking the information the HR- Officer prepares the HR planning, facilitates the recruitment process, plans for faculty and staff training & development programmes. The entire employee profile shall be maintained by the HR Officer through HRMS of ERP.
- 1.3 **Biometric Attendance System:** Log-in & Log-out timing record with fingerprint machine was installed in all the campuses. Time Attendance Application software is used for extracting reports on timings and attendance.
- 1.4 **Creation of Faculty / Departments Modules:** The constituent units of Bharath Institute of Higher Education and Research and respective Departments have been created in the ERP software with unique code.
- 1.5 **ERP Academic Modules:** The ERP Coordinators have generated Master Database for Students, Faculty, Staff, Academic Batch Branch, Learning Outcomes, Course Matrix, Examination Grading, Class Timetables, Student registration activities and Approval of Student details and Report generation, etc.
- 1.6 **ERP Examination Modules:** The ERP Coordinators have created Exam Duty Master, Fee master, Exam Hall allocation, Question paper Documentation, Exam Attendance, Exam Timetable, Malpractice, Coding, Rechecking, Grade sheet Preparation, Result Declaration, Promotion of Students, transcript creation, Creation of the Migration Certificates, Transfer Certificates, Degree Certificate, Provisional Certificate, Duplicate Grade Sheet and Degree confirmation, etc.

2. Finance and Accounts

- 2.1 **Finance & Accounts Modules:** The entire accounting and financial reporting functions of Bharath Institute of Higher Education and Research were managed with AccountsModules of ERP and Tally.
- 2.2 **Payroll System:** Attendance of all the employees were processed, salary was computed after Tax Deduction and bank transfer.
- 2.3 **Fee Management:** The fee collection, pending fees and ledger balance are efficiently managed through ERP.

3. Student Admission and Support

- 3.1 **Admission of Students:** The admission process is managed through e-governance system starting from application, counselling to final admission. Candidates seeking admission had used the University website for applying for admission by filling up their eligibility details for the academic programmes for 2019-20 batch. The candidates were selected based on the eligibility requirements of statutory Regulations.
- 3.2 **Fee Collection and Admission:** Eligible Students for AY 2019-20 were admitted to a Degree and made use of ERP software for payment of the fee and issuance of online receipts.
- 3.3 **Post Admission activities:** Allotment of branches and option for branch change. Uploaded student details including their photo image and other documents.
- 3.4 **Admission Approval:** Student Admission Approval and Registration No. allocation after verification are taken care in the sub module of the ERP Software.
- 3.5 **Student Support:** Bharath Institute of Higher Education and Research gives access to the students to use ERP Student Module. The application was provided with Dashboard that consists of Academics, Examinations, Events, Certificates and Feedback, etc.
- 3.6 **Academics:** Students were given provision to select Elective Courses from the Choice Based Subjects. Students are provided with information about

the Calendar of Events, Class Time Table, Class Attendance, Assignment and Test Schedule, Internal Marks and Learning Management System.

- 3.7 Examinations:** Generation of list of eligible Students for examination as per the Examination Regulations, Examination fees management, etc. are managed through ERP during the AY 2019-20.
- 3.8 Events:** Students were informed on all the events happened in Bharath Institute of Higher Education and Research like Academic events, Value Added Courses (VAC), Sports Events, Cultural Events, NCC, NSS, etc. and they provisions was made to register for different events of their interest.
- 3.9 Feedback:** Students gave their feedback with regards to Curriculum, Teaching-Learning Evaluation, Grievances and other difficulties.
- 3.10 Certification:** Students have applied for various certificates like, Convocation Certificate, Duplicate Grade Sheet, TC, Migration Certificate, Bonafide certificates for Education loan, etc.
- 3.11 Placement Activities:** The Placements Cell of Bharath Institute of Higher Education and Research introduced Placement ERP Module as our official Communication channel for all Placement communication from 2019-20.
- 3.12 Alumni:** The ERP also provides a module to manage the alumni database of the University. Bharath Institute of Higher Education and Research has an active alumni association that operates through a common portal for registration, information and sharing of information of different activities like alumni meet, outreach activities, etc.

4. Examination

- 4.1 Examination Automation System:** Creation of Exam Duty Master, Fee master, Exam hall allocation, Question paper Documentation, Exam Attendance, Exam Time Table, Malpractice, Coding, Grade Sheet Preparation, Result Declaration, Rechecking, Promotion of Students, transcript creation, Migration Certificate, Transfer Certificate, Degree Certificate, Provisional Certificate, Duplicate Grade Sheets, Degree confirmation, etc.
- 4.2 Result Analysis:** Generation of Subject / Programme wise performance analysis report of the students is automated through ERP.



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173, Agaram Main Rd., Selaiyur, Chennai, Tamil Nadu 600073

www.bharathuniv.ac.in