

Report on E-GOVERNANCE IN STUDENT SUPPORT & ADMISSIONS

Approved by BOM vide agenda no 8.9 (G) on 20th October, 2022



DIRECTOR
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E-GOVERNANCE IN STUDENT SUPPORT & ADMISSIONS

Quantum University's E-governance program permits the use of information and communication technologies in the education sector to improve the delivery of education and information, and student participation in decision-making. It has made administration transparent and effective and given the university a new channel of educational unemployment. Introducing e-government in the education system, especially for the University will empower good education by providing new ways for communication between teachers and students, & teachers and their colleagues. This system will enhance and promote new methods of delivering the desired knowledge to the students and will offer new insights to organize and deliver the requisite services.

Implementation of the E-Governance system will enable effective monitoring of academic standards. The University defines the pathway of transformation that has been adopted by academicians and administration for providing support. This document brings ideas through the screenshots of various application modules available with a brief description. The multi-faceted benefits of e-governance under Student Support & Admission at Quantum University are described as under:

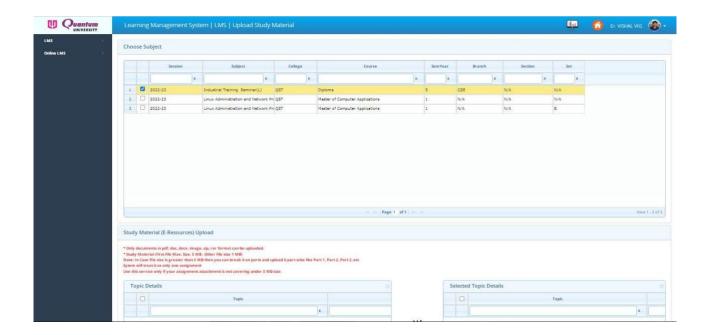
- **1. E-Content Management -** Under E-Content Management, Quantum University manages content data whether it's Uploading Study Material, Assignments, Viewing Assignments, Entering Marks, or Student Home Page and Dashboard.
- **2. Complete Attendance Management -** The attendance management system shows attendance data display and maintains attendance reports.
- **3. Students-Member Interaction-** Mentor details are displayed on the student login page so students can contact them for help or queries.
- **4. Examination Management-** Under the examination management system, the students can easily apply for their back papers, access their internal marks, and can apply for ESE.
- **5. Fee Management-** Online Fee Submission and Fee Transactions are maintained by the university using the Fee Management System.
- **6. Literacy Access & Search-** Under literacy access and search, students can access library books online and OPAC through student logins.
- **7.** Leave Pass Management- Hostlers can apply for a leave pass via Student Login under Leave Pass Management.

- **8. Document Request Management-** The University's Document Requests system keeps track of student Grievance Redressal Application requests.
- **9. Complete Admission Cycle Management -** It assists with admissions, registering students, generating Q-Care forms, generating PLAs, CLAs, and more.

1. E – Content Management

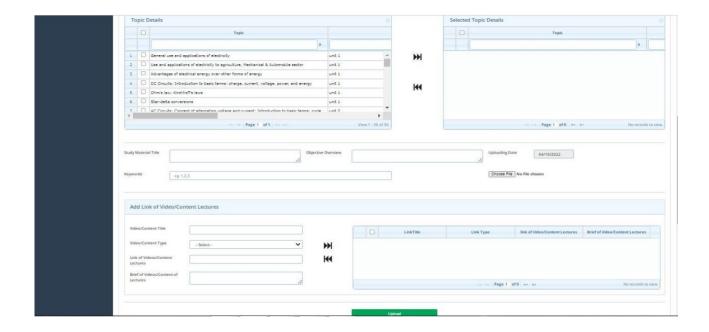
1.1 Upload Study Material-1

LMS system allows subject teachers to easily upload the study material. They are E-study materials that can be viewed and downloaded by students. The study material helps students to learn by themselves.



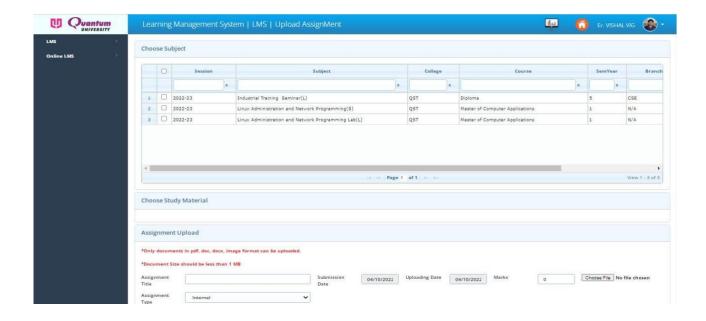
1.2 Upload Study Material-2

The faculty or the teacher has to enter the topic details and the units of the syllabus accordingly. They need to enter the study material title, and objective overview, upload files if any, and also have the facility to add video content lectures link for the student's convenience.



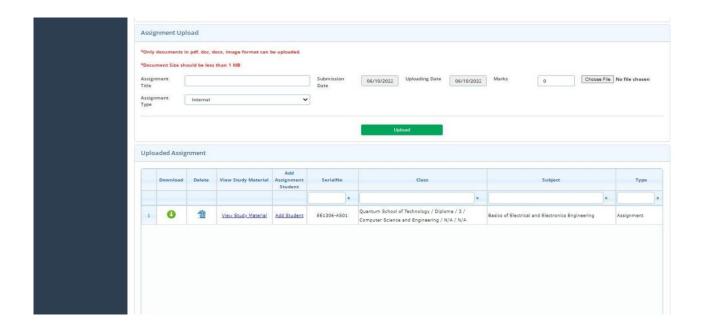
1.3 Upload Assignment

LMS system gives access to students to view and upload their assignments on time. First, they have to fill in the details like session, course, college, subject, etc, and then add the details regarding the assignment like assignment title, and assignment type, select the submission date, and uploading date, and upload their assignment file by clicking on Choose a file option.



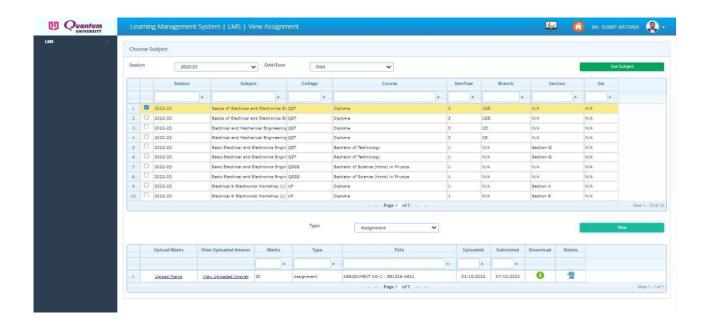
1.4 Upload Assignment – 2

The students can upload their assignments according to their subjects one by one via the LMS system. After logging in through their ids they can enter the details and upload the assignments following the same steps as above.



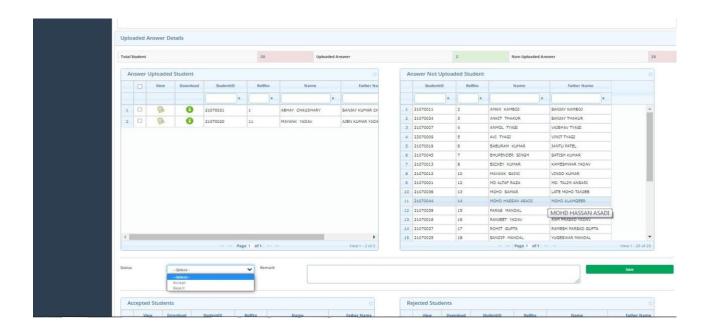
1.5 View Assignment

Students can view the assignments assigned to them by logging in through their ids. The assignments can also be viewed by the teachers after they have uploaded them to the software.



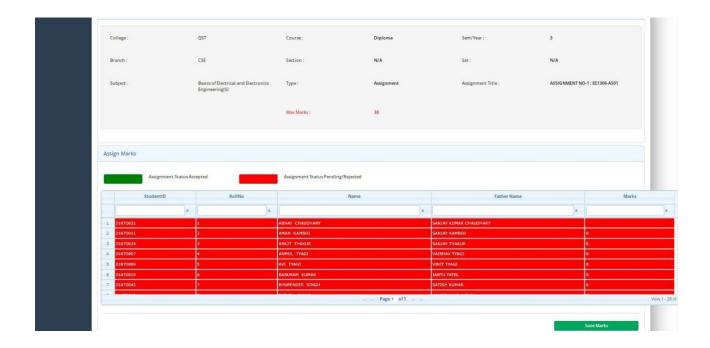
1.6 View Uploaded Answer

The teachers can check the list of the students who have submitted their assignments and can view their uploaded answers. The list of Answer Uploaded Students will appear on the left side whereas Answer Not Uploaded Students will appear on the right side.



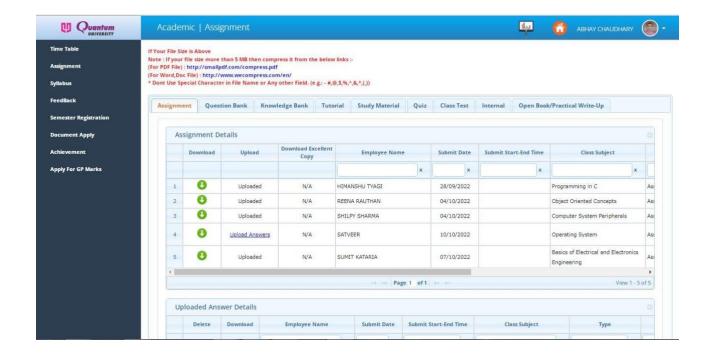
1.7 Enter Marks for Uploaded Assignments

After the faculty has viewed the assignments submitted by the students, they can go through them one by one and enter marks for the uploaded assignments. The assignment status is shown in two color bars – green which means assignment approved and red which means assignment rejected/pending.



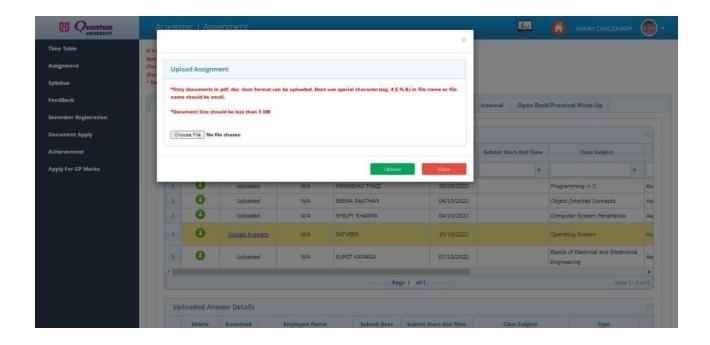
1.8 Assignment View on Student Login

Students can view their assignments by logging in through their ids. They can go to the Assignment section and check for any assignment updates by their faculty.



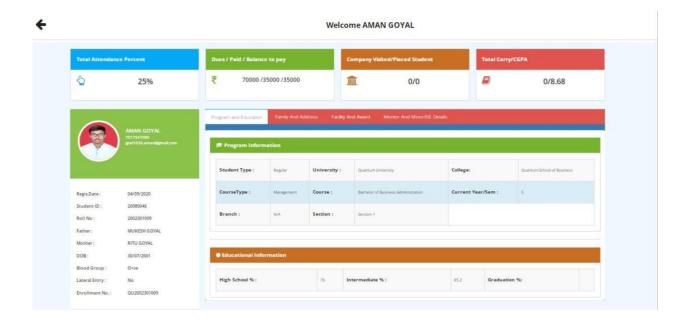
1.9 Upload Assignment Response from Student Side

Post working on the assignments provided, the students can upload them by choosing the file and uploading it.



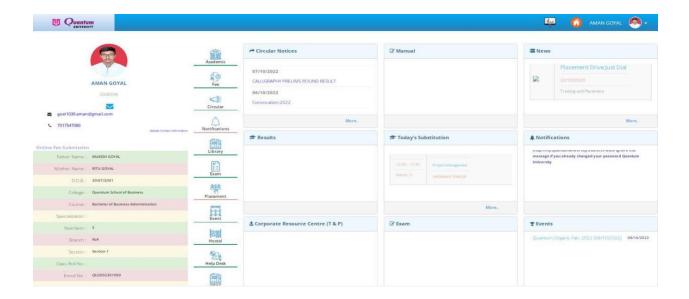
1.10 Student Home Page

Student Home Page includes all the information of the student regarding the program information, education information, Dues Paid/Balance, Company Visited/Placed Student, Total CGPA, etc.



1.11 Student Dashboard

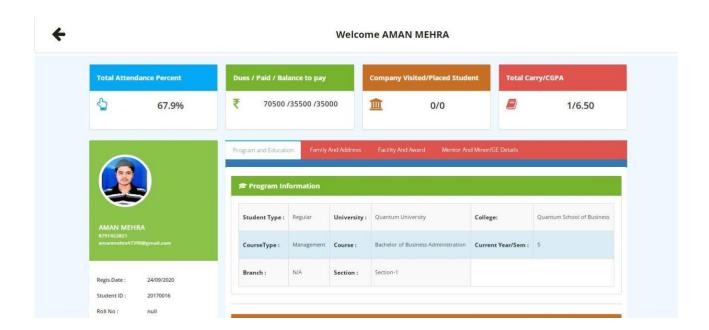
Student's dashboard consists of details such as News, Circular Notice, results, Today's substitution, Notification, Exam, Events, and Corporate Resource Center.



2. Complete Attendance Management

2.1 Attendance Display

Students can check their attendance record on the homepage by logging in through their id. Apart from this, it displays other information like Dues, Placed students, CGPA, Program info, and education info.



2.2 Student Attendance Performance Report

The student can easily view his year or semester-wise attendance record under the e-governance system. A pie chart is visible that denotes subject-wise attendance summary.



3. Student-Mentor Interaction

3.1 Mentor Detail on Student Login

On the student login, mentor details are provided for the students to access any help or query with their contact details provided.



4. Examination Management

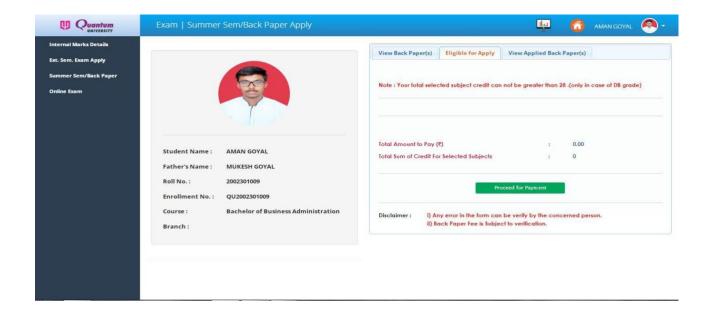
4.1 Student Apply for ESE

Course details are always available and up to date in the semester exam for the students to check the information.



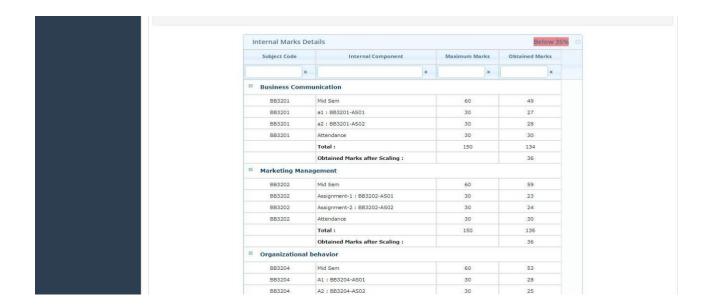
4.2 Back apply on student's Login

In case any student fails in a subject or was unavailable during any subject exam he/she has to give the back paper to cover up their semester and grades. Students can view their back papers, apply for the back exam, and check applied back papers.



4.3 Internal Marks on Student Login

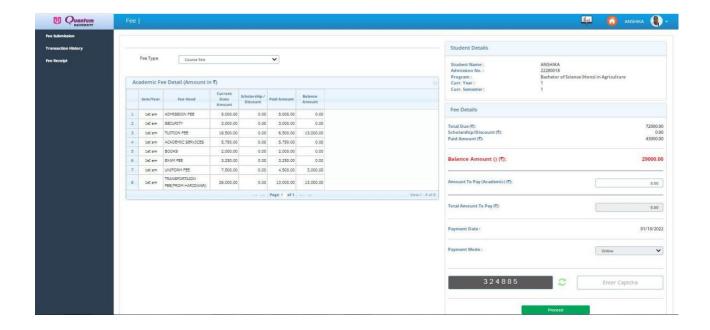
The student gets access to log in through his id and check his grades or score for the applied semester exam. In case he wants to check his internal marks, he can easily log in and click on internal marks details to go through his results.



5. Fee Management

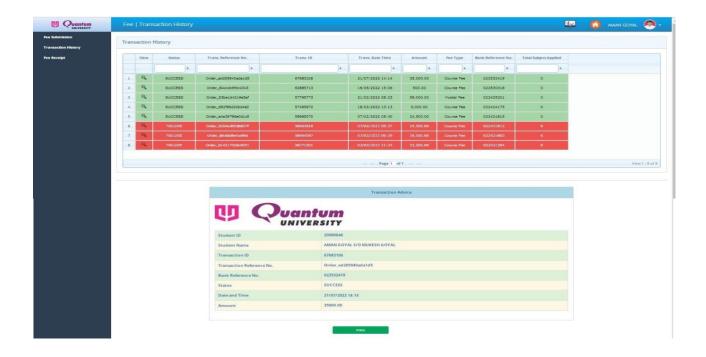
5.1 Online Fee Submission

Students get the facility to pay the fees online by logging in to their accounts and going to the fee section. He can check his academic fee details and can also check the balance amount if any.



5.2 Online Fee Transaction History

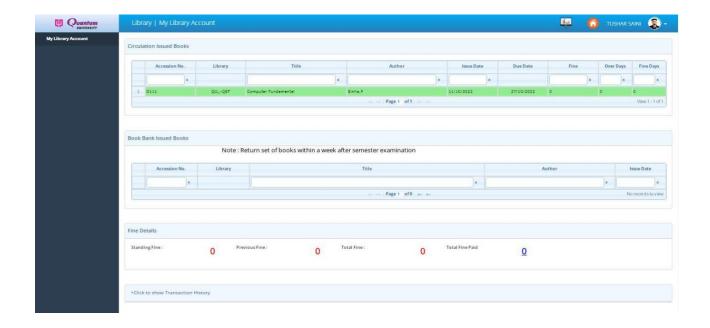
All the transaction details are available related to the fees on the fee section on the dashboard page. Students can check for free details by going through the transaction entries.



6. Library Access & Search

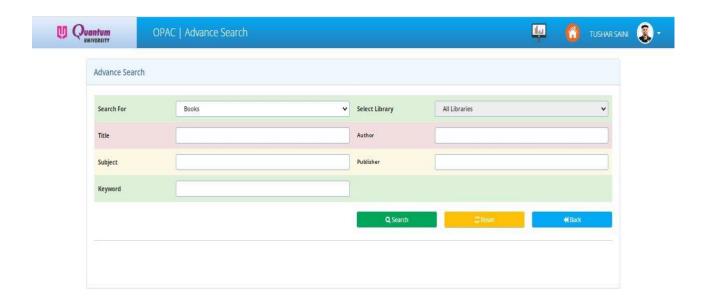
6.1 Library Book Detail on Student Login

On the dashboard page in the student login, students can click on the library section or feature to check the library books issued details.



6.2 OPAC on Student Login

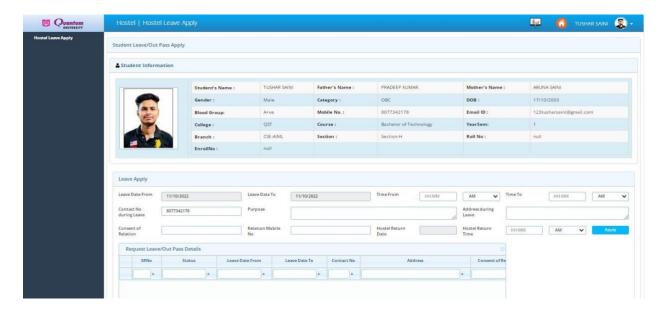
Online Public Access Catalog facility is provided to the students to access ebooks online. It is also known as a Library Catalogue which is a digital database of materials such as text files, e-books, journals, etc.



7. Leave Pass Management

7.1 Hostel Leave/Out Pass Apply on Student Login

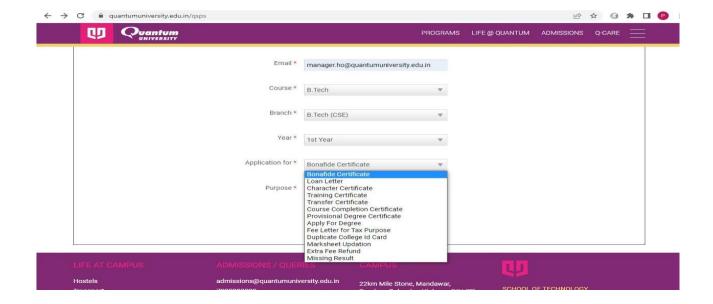
Any hostler can apply for a leave pass by logging in to his account and going to the Hostel Leave Apply section. He needs to fill in the details required like date from - date to, address, contact no, and other such details for record purposes.



8. Document Request Management

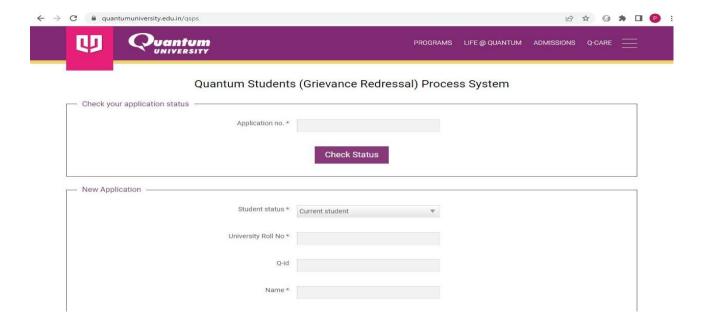
8.1 Grievance Redressal Application Process

Students of Quantum University can avail of the facility of Grievance Redressal in case of any issue. University looks into the complaints lodged by any student and redresses them as per requirement. They need to enter their email, course, batch, year, Application No, etc & Select Purpose.



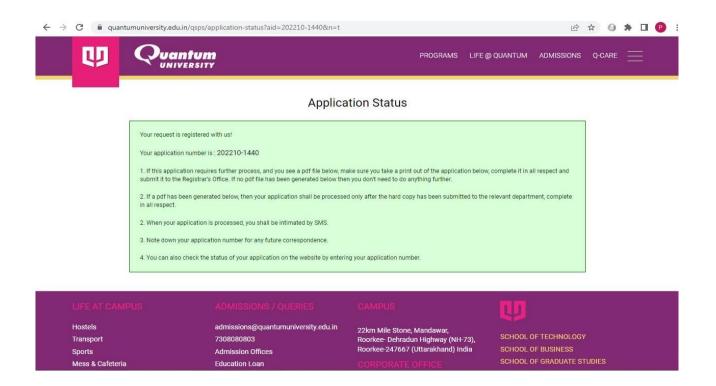
8.2 Grievance Redressal Process System

After entering the purpose, the student needs to enter his Application No to check their grievance status.



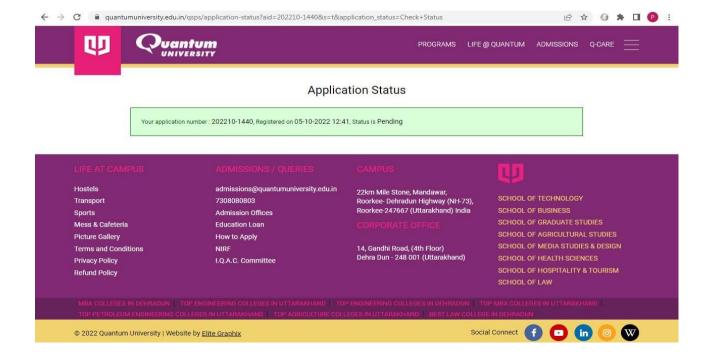
8.3 Grievance Redressal Application Status

After the student has entered his application number to check the status, he'll find another page that opens and states the application status. It shows that the applicant or the student's grievance has been registered.



8.4 Application Status Pending

A pending or in-process application status may appear.



9. Complete Admission Cycle Management

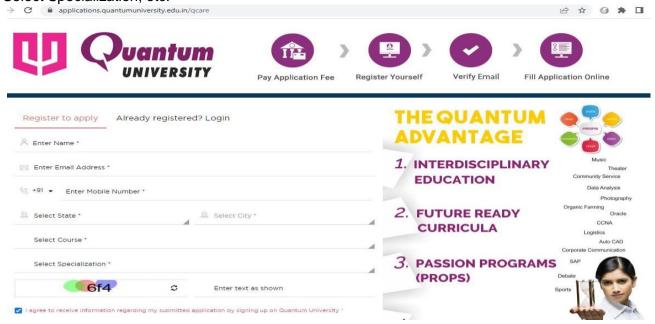
9.1 Admissions

For the admission process, Quantum University has the Admission section provided on its website homepage. Students can click on it and follow the steps one by one for admission to the university. Student Admission is carried out through the Students Module of ERP. The college website is a mirror of the college's information. Admission and online transaction interfaces are provided on the website.



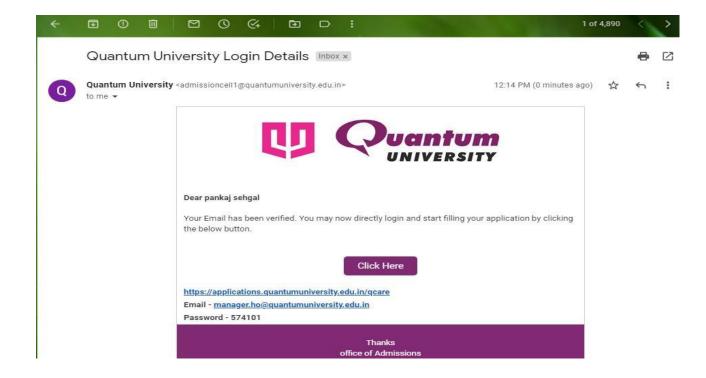
9.2 Registration Process

A candidate who is applying for any programs like ug, or pg programs will have to first register himself by entering in the details such as Name, Email, Phone No, Select Status, Course, Select Specialization, etc.



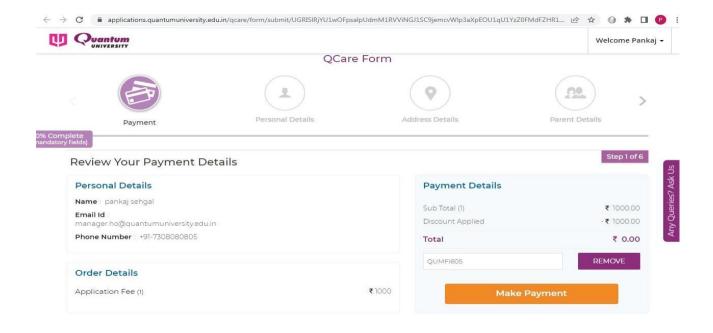
9.3 Quantum University Log-In Details

After registration forms are filled out by the candidates, they will receive an email verification on their email id from the university. It will provide them with a new password for their login after which they can continue with their application form filling and submission.



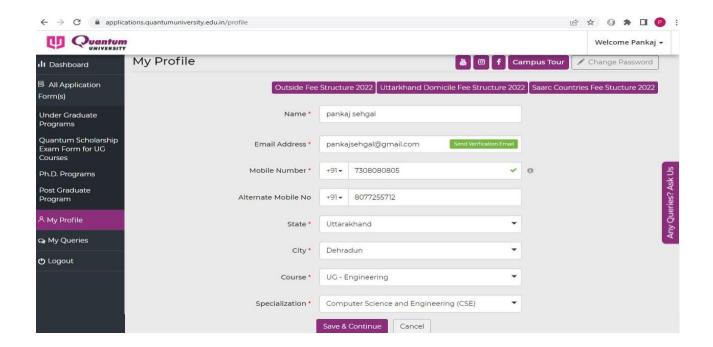
9.4 Q-Care Form

Q-Care Form or the Application Form at Quantum University will open up the Payment detail page for you to make an easy, quick, and reliable online registration fee payment.



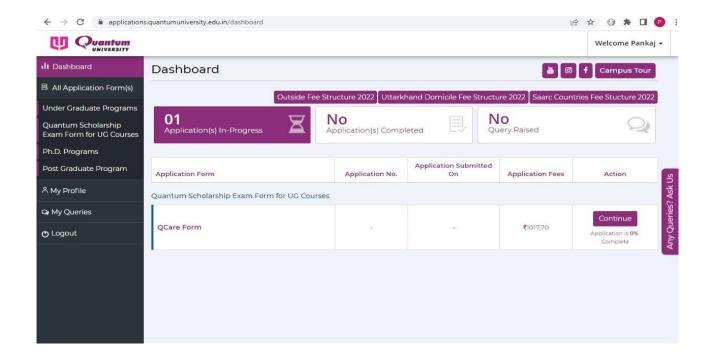
9.5 My Profile

After the registration fee payment is made by the candidate, he can visit the My Profile section and fill in the required details like Name, Specialization, Email, Mob No, State, etc.



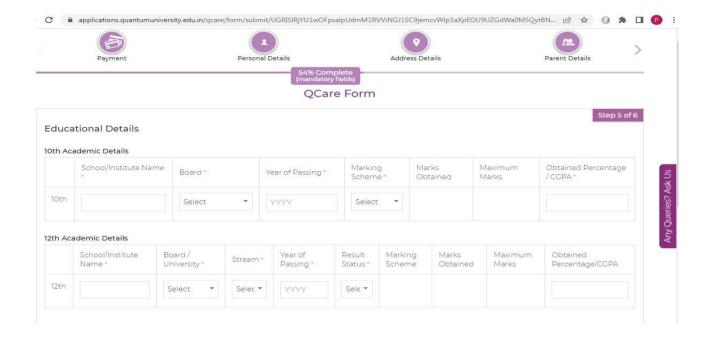
9.6 Q-Care Form Status

On the dashboard page, the candidate can check his application status.



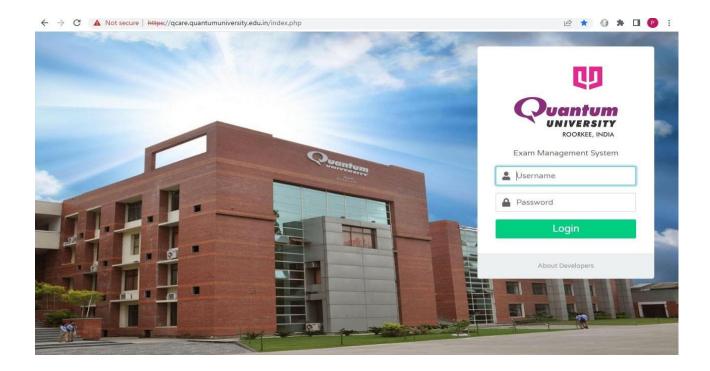
9.7 Q-Care Form Status 2

Candidate can check his Application or QCare form status online. There are 6 steps that need to be completed only then will the candidate be able to complete his entire QCare form.



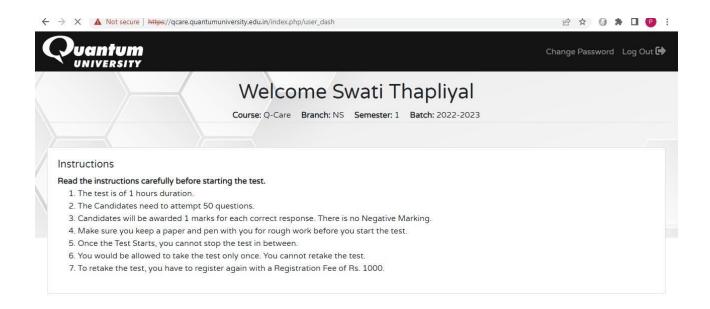
9.8 Student login

Student or the candidate can enter his username and password to access the application form and other details.



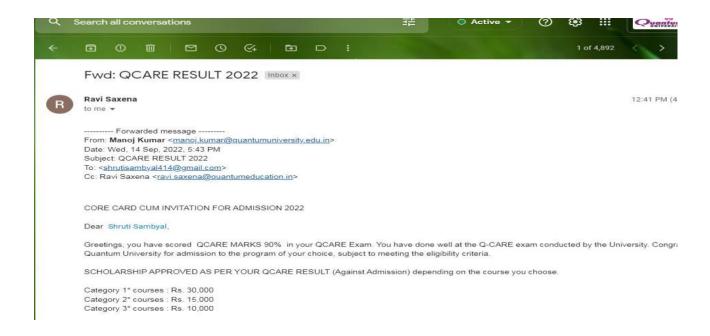
9.9 Q-Care Entrance Test

After you have logged in, the student can go to Q-Care Entrance Test to apply for the same. Instructions are provided before the student starts his test just like in any other competitive exam.



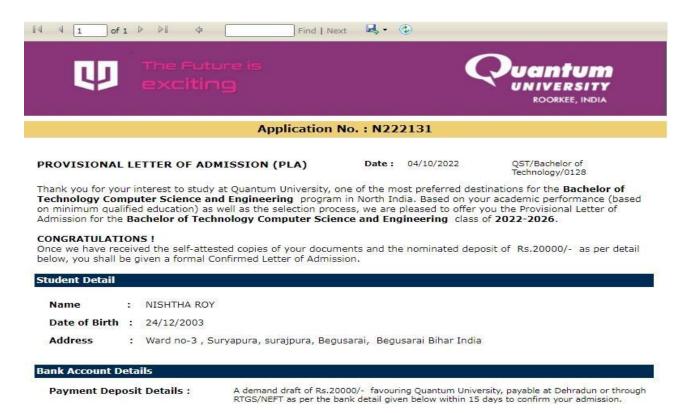
9.10 Q-Care Result Announcement

After the student has taken the Q-Care test, he will receive an official email from the university within a week regarding his Q-Care result.



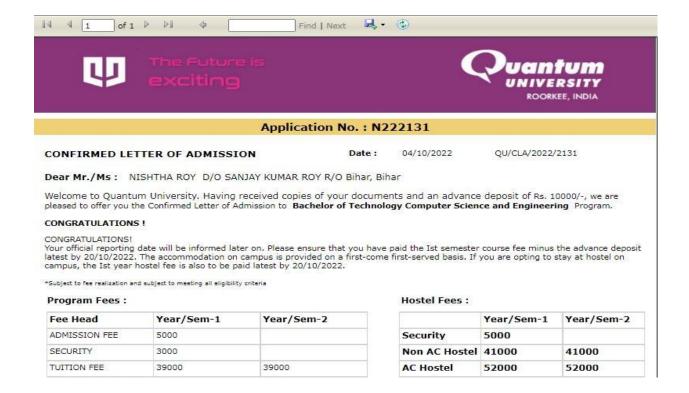
9.11 Provisional Letter for Admission (PLA) Generation

A provisional letter for admission will be sent to the email ids of all the students who have cleared all the admission criteria and passed the Q-Care exam.



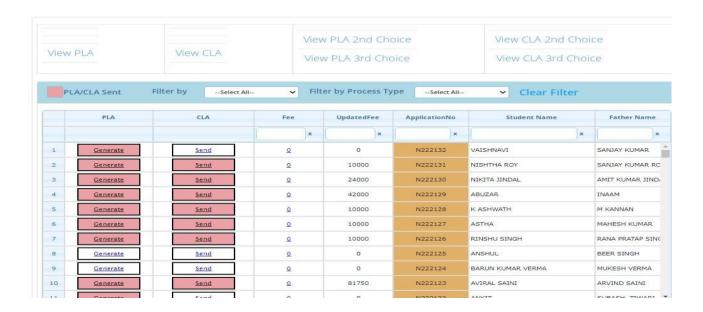
9.12 Confirmed Letter of Admission (CLA) Generation

CLA or Confirmed Letter of Admission is received by the students who have submitted their self-attested documents to the university and made the required fee payment for confirmed admission.



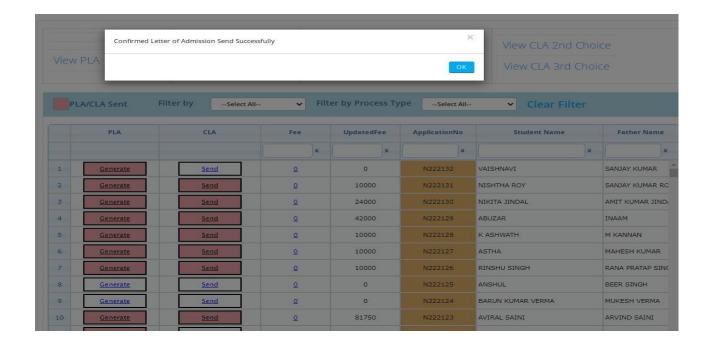
9.13 PLA & CLA Records

All the Provisional and Confirmed Letter of Admission data is maintained by the administration for record purposes.



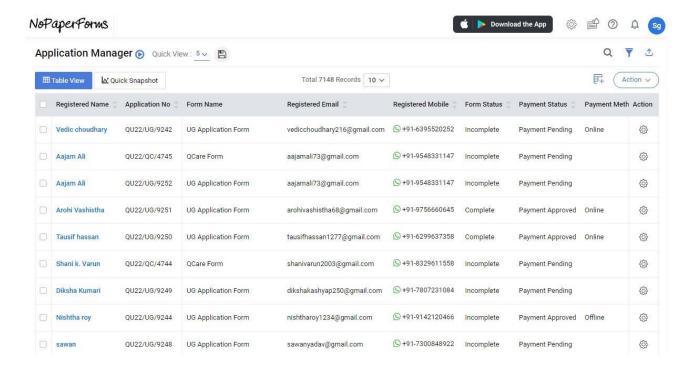
9.14 CLA Record

Confirmed Letter of Admission when sent to the email ids of the respective students shows a confirmation notification.



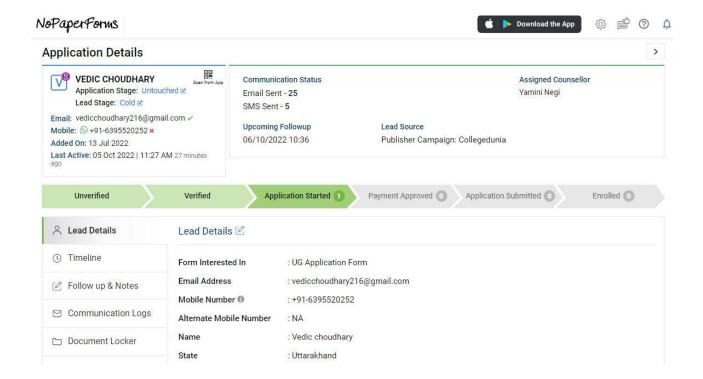
9.15 Application Record

Data of all the applicants or students who have been confirmed admission to the university are recorded and maintained by the application manager system.



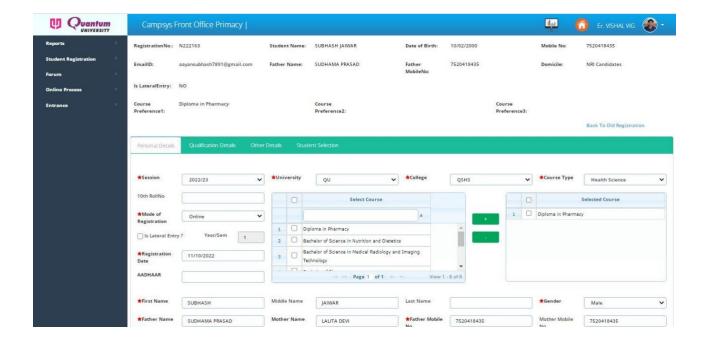
9.16 Application Details

Below screenshot provide the details of the application status that consists of info such as: Unverified, Verified, Application Started, Payment Approved, Application Submitted, and Enrolled.



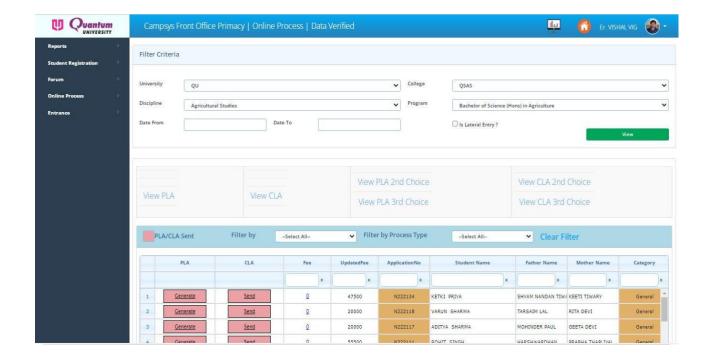
9.17 New Student Registration

The record of the students who have recently registered by filling in the application form and settling payment will be recorded by the administration under the e-governance system.



9.18 Student Admission

The data of the students who have taken admission to the university is maintained under the e-governance system.



9.19 Student Personal Detail after Admission

Personal details of the student is kept in records after their admission to the university.

