

BEST PRACTICES 1

Title of the Practice

Digitising Institutional Operations for Streamlined Academic, Administrative, and Financial Management

Objectives of the Practice

To enhance efficiency and transparency across all institutional operations through a unified digital platform.

To simplify academic, administrative, financial, and admissions processes, reducing manual tasks and improving accessibility.

To provide a robust Learning Management System (LMS) that supports remote learning and student engagement.

To ensure secure, real-time data management and improve decision-making with comprehensive data analytics.

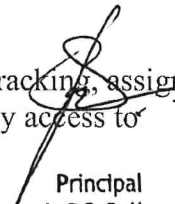
The Context

Recognising the growing need for efficient digital operations in higher education, Aurora's PG College (MCA) sought a solution to integrate its diverse operations into a single digital platform. Managing academics, admissions, finance, and administration manually was time-intensive and prone to errors. With the goal of building an agile, data-driven environment, the institution implemented an Enterprise Resource Planning (ERP) system to centralise and streamline all key institutional functions. This initiative aimed to modernise operations, foster seamless communication, and enhance overall productivity, aligning with the institution's commitment to excellence.

The Practice

The deployment of the Creatrix ERP system enabled Aurora's PG College (MCA) to digitise all major functions, including academics, administration, finance, admissions, and learning management:

Academic Management: The ERP supports course scheduling, attendance tracking, assignment submissions, and grade management, providing faculty and students with easy access to academic resources and real-time performance tracking.



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Administration and Finance: Administrative tasks such as payroll, leave management, and asset tracking are streamlined, while financial operations, including fee management, budgeting, and audit compliance, are digitised for improved accuracy and transparency.

Admissions: The ERP automates admissions, from application submission and document verification to fee collection and enrolment, ensuring a smooth process for prospective students and reducing manual workload for the admissions team.

Learning Management System (LMS): The integrated LMS allows faculty to upload course materials, conduct quizzes, and manage assignments, enabling a flexible learning environment. Students can access course content anytime, participate in forums, and track their academic progress.

Key features include:

- Real-time data access and analytics for better decision-making.
- User-friendly dashboards for students, faculty, and administrators to manage their respective functions.
- Enhanced data security with role-based access control, ensuring compliance with regulatory requirements.

Evidence of Success

The digital transformation achieved through the ERP has led to significant improvements in operational efficiency. Administrative tasks that previously took hours are now completed in minutes, and manual errors have decreased substantially. Student and faculty satisfaction has increased as they can access resources and manage tasks seamlessly. The ERP's analytics feature has provided valuable insights into student performance trends, helping faculty tailor their teaching approaches. Additionally, with streamlined admissions and financial processes, the institution has observed a 20% reduction in processing time.

Problems Encountered and Resources Required

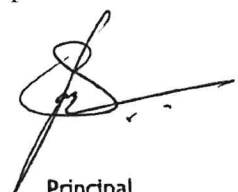
User Training: Initial training for faculty and staff was necessary to ensure smooth adoption of the ERP system, requiring time and investment.

Data Migration Challenges: Migrating data from legacy systems to the ERP was complex, demanding careful planning and technical support.

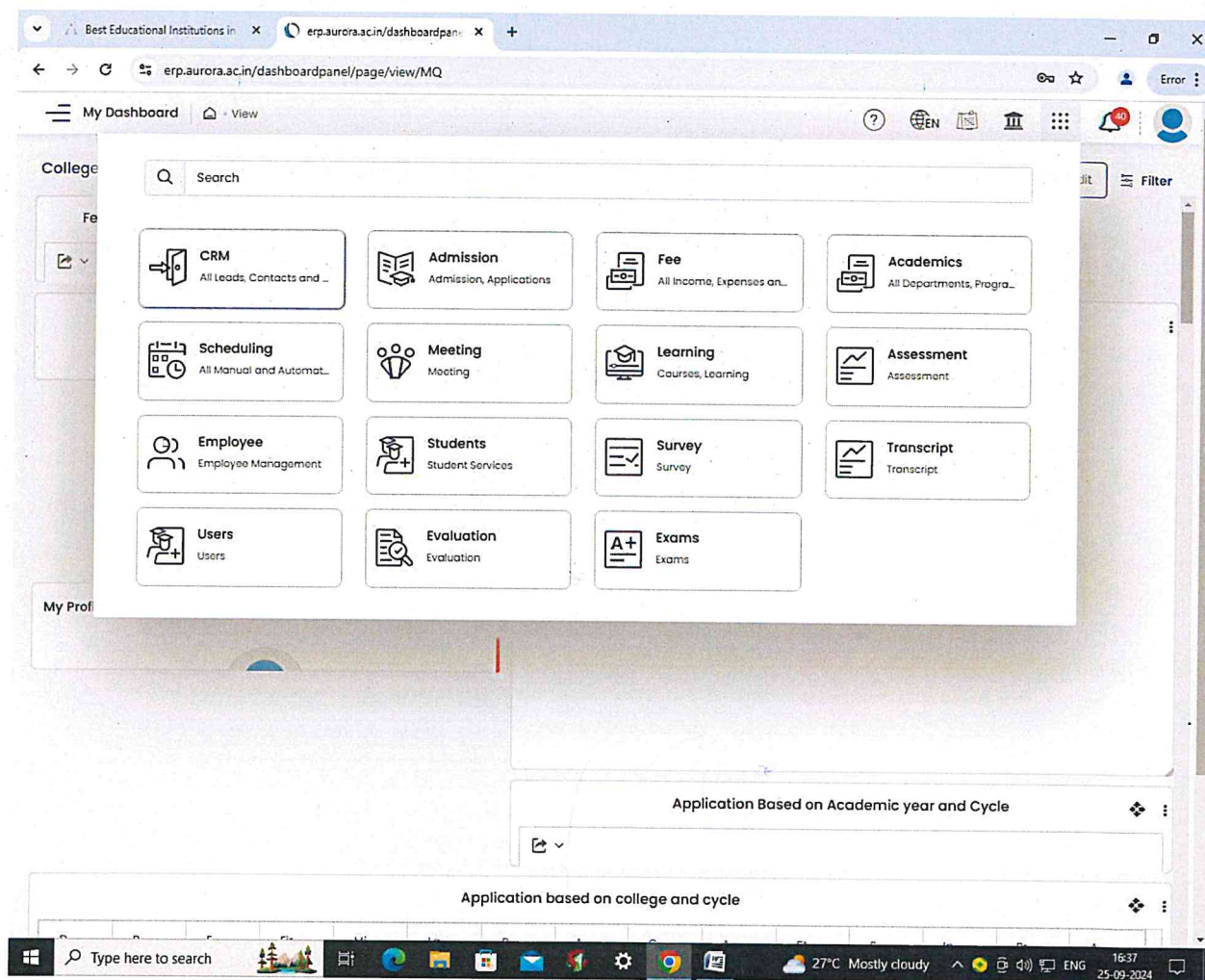
Technical Support and Maintenance: Regular updates and troubleshooting were required to maintain ERP functionality and address user concerns effectively.

To address these challenges, the institution collaborated closely with the ERP vendor for ongoing training and support, ensuring that all users could fully leverage the system's capabilities.

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All Modules of ERP




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Admission Module

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erp.aurora.ac.in/settings/admission/list

Admission

Search by Name Actions + Add

ID	Admission Cycle	Start Date	Cut-Off Dates	Application Form	Program	Status Rule	Status	Actions
35	2024-2025 Ad	Apr 24, 2024	Nov 30, 2024	Aurora PG Appl.	Master of Busin.	UG Application Pre	Active	
14	PG 2023-2024	Aug 01, 2023	Sep 30, 2023	Aurora PG Appl.	Master of Busin.	UG Application Pre	Inactive	

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Fee (Finance and Accounting) Module

erp.aurora.ac.in/finance/invoice/list

Payment - List

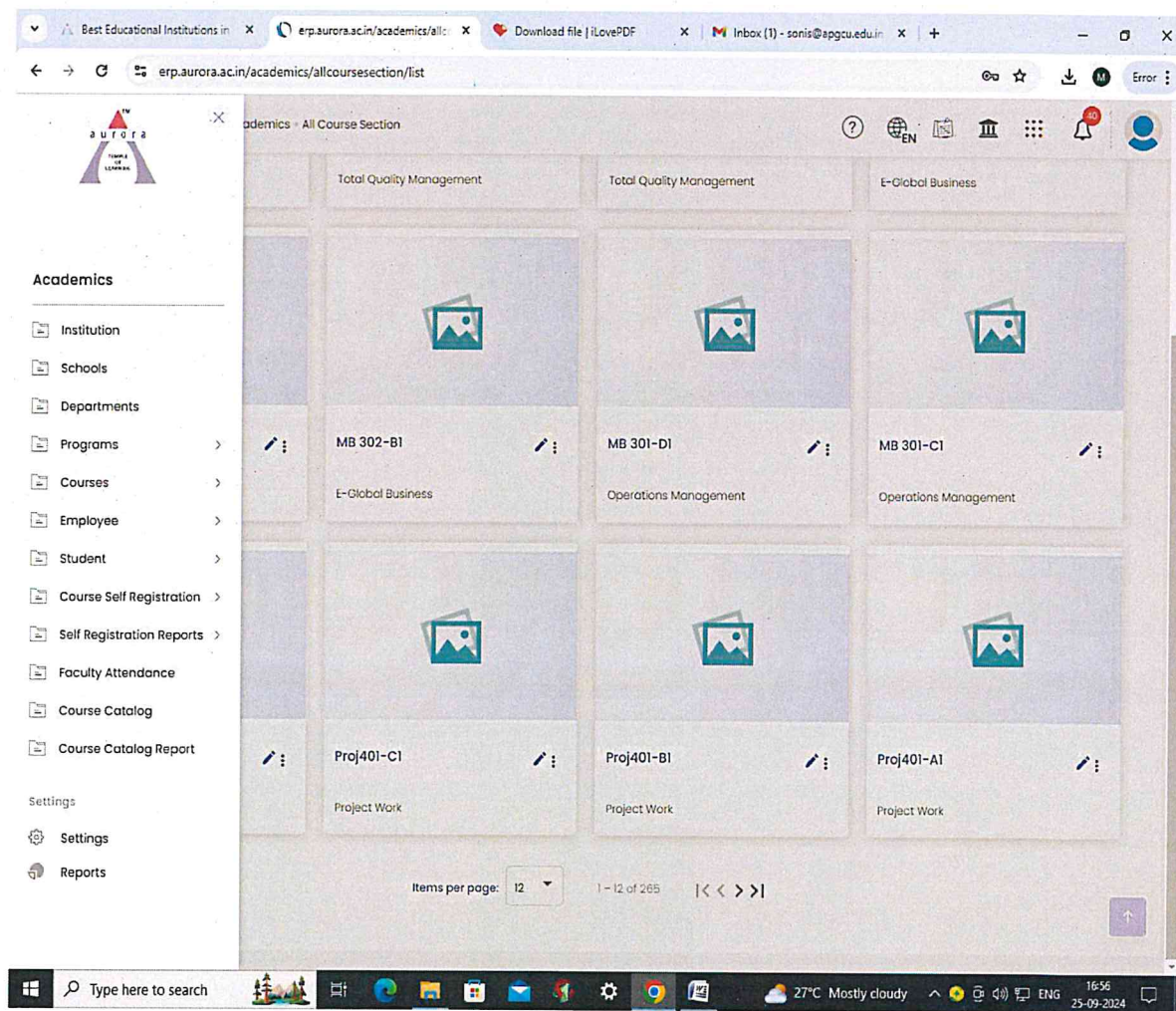
Search by Name

Student	Name	Fees category	Invoice amnt	Credit Note	Paid amount	Create Date	DueDate	Status	Invoice :	Actions
bollu lah		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71489	
Chintha		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71482	
kashi Na		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71481	
DESHAB		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71478	
nellutla		Applicat...	2000.00			Sep 25, ...	Sep 25, ...	Due	71467	
PAVUDE		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71460	
Kumma		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71427	
MAHIMA		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71420	
shaik ha		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71404	
Kanaka		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71393	
VISLAVA		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71392	
CHITIKAI		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71376	
YASA KY		Applicat...	2000.00		2000.00	Sep 25, ...	Sep 25, ...	Paid	71348	

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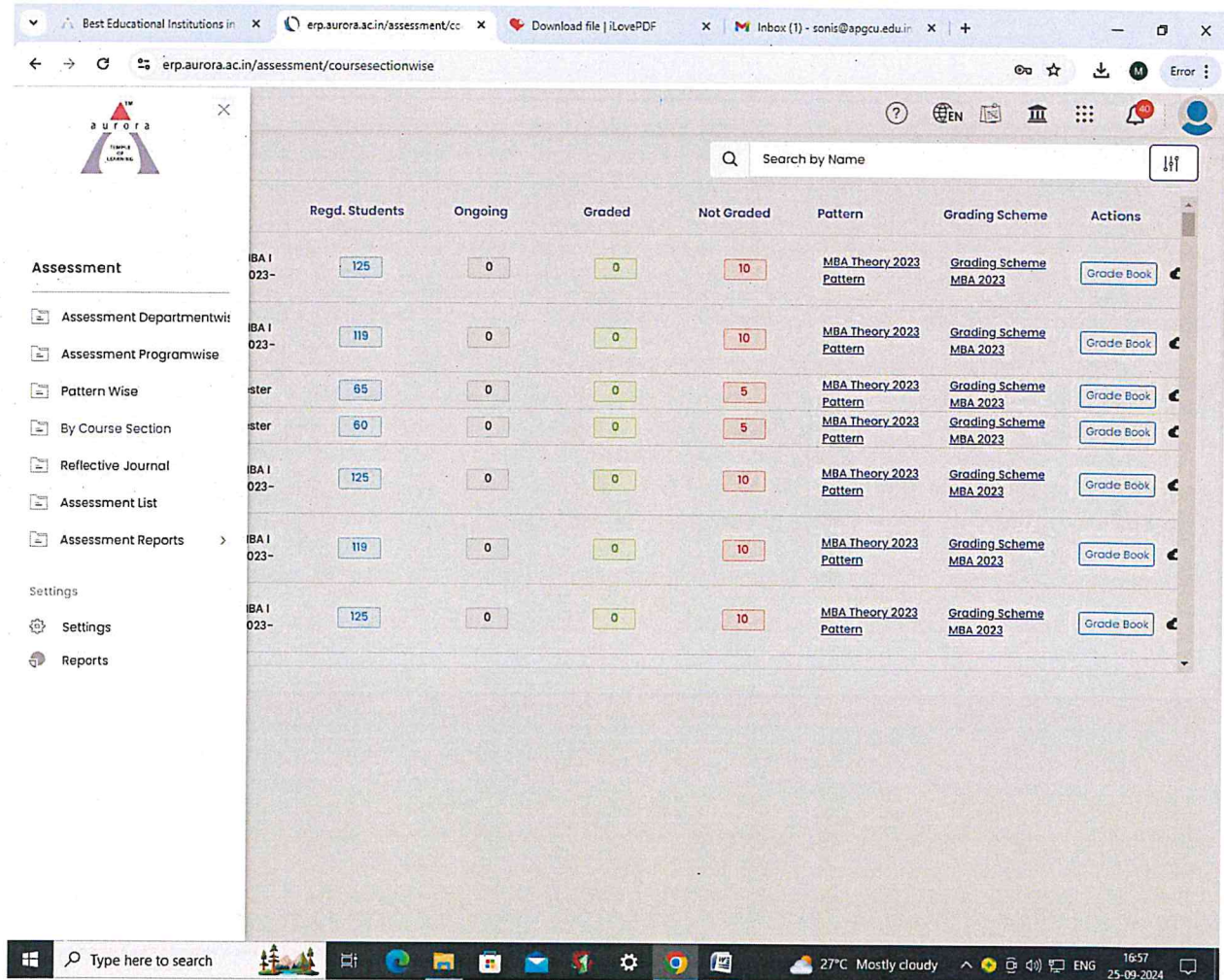

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Academics Module



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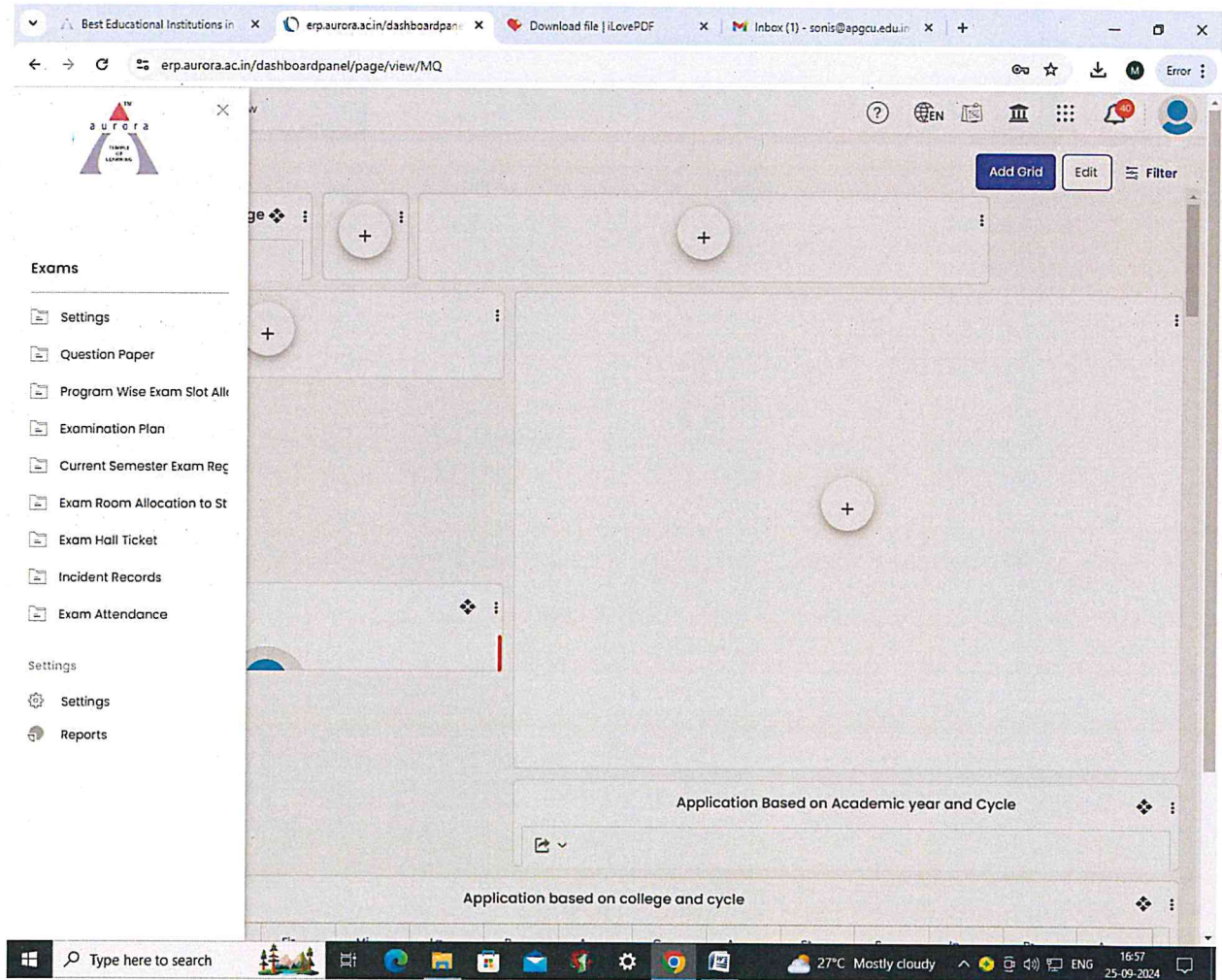
Assessment Module



	Regd. Students	Ongoing	Graded	Not Graded	Pattern	Grading Scheme	Actions
IBA I 023-	125	0	0	10	MBA Theory 2023 Pattern	Grading Scheme MBA 2023	Grade Book
IBA I 023-	119	0	0	10	MBA Theory 2023 Pattern	Grading Scheme MBA 2023	Grade Book
ster	65	0	0	5	MBA Theory 2023 Pattern	Grading Scheme MBA 2023	Grade Book
ster	60	0	0	5	MBA Theory 2023 Pattern	Grading Scheme MBA 2023	Grade Book
IBA I 023-	125	0	0	10	MBA Theory 2023 Pattern	Grading Scheme MBA 2023	Grade Book
IBA I 023-	119	0	0	10	MBA Theory 2023 Pattern	Grading Scheme MBA 2023	Grade Book
IBA I 023-	125	0	0	10	MBA Theory 2023 Pattern	Grading Scheme MBA 2023	Grade Book

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Examinations Module



The screenshot displays the Aurora's PG College (MCA) Examinations Module dashboard. The browser address bar shows the URL `erp.aurora.ac.in/dashboardpanel/page/view/MQ`. The dashboard features a sidebar menu on the left with the following items: Exams, Settings, Question Paper, Program Wise Exam Slot All, Examination Plan, Current Semester Exam Reg, Exam Room Allocation to St, Exam Hall Ticket, Incident Records, Exam Attendance, Settings, Settings, and Reports. The main content area is a grid with several empty slots, each containing a plus sign (+). At the bottom of the grid, there are two application filters: "Application Based on Academic year and Cycle" and "Application based on college and cycle". The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray information including the date and time (16:57, 25-09-2024).

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