

PROJECT PROFILE

1. TITLE OF THE PROJECT

Study, Streamlining and Automation of Work Processes of the Centre for Distance Education, ANU

2. CLIENT

Centre for Distance Education, Acharya Nagarjuna University.

3. PROJECT OBJECTIVES

The objective of this project is to study, streamline and automate the academic activities carried out in CDE-ANU, so that the staff concerned can discharge their activities in a streamlined, predictable, efficient and effective manner.

4. PROJECT SCOPE

- The scope of this assignment encompasses the following thematic areas
 - Student admission activities
 - Fee collection and accounting
 - Study material management
 - Student examinations (pre & post)
 - Student Support Services
 - Study Centres Management
- The scope of this assignment is limited to the CDE activities only.

5. KEY STAKEHOLDERS

The key stakeholders of this project are as below.

- Students studying in CDE, ANU
- Staff of the CDE, ANU
- Centre for Distance Education, ANU
- Acharya Nagarjuna University

6. PROJECT ACTIVITIES

The following activities were carried out in order to accomplish this project objectives.

- Study & Streamlining of the Work Processes
 - Study of the existing processes
 - Streamlining of the processes
 - Stakeholder consultations
 - Preparation of process documentation
- Software Application (by the E-Governance Division of APCFSS)
 - Design of the software application

- Development of the software application
- Testing & Deployment of the software application
- Maintenance of the software application

7. PROJECT DURATION

The project duration was 9 months.

8. DELIVERABLES OF THE PROJECT

The following deliverables were submitted, as part of the project.

- Process documentation
- CDE Portal (by the E-Governance Division of APCFSS)

9. KEY FEATURES / BENEFITS

This project offers the following benefits / features for the stakeholders.

- Standardization of the key activities carried out in CDE, ANU
- Provision of detailed business requirements through process documentation, for the subsequent software development
- Improvement of effectiveness in the student service delivery
- Enhancement of efficiency of the staff due to process streamlining and automation
- Compliance to certain norms prescribed by the Distance Education Bureau, because of automation of student admissions and other services