

# Administrative Services

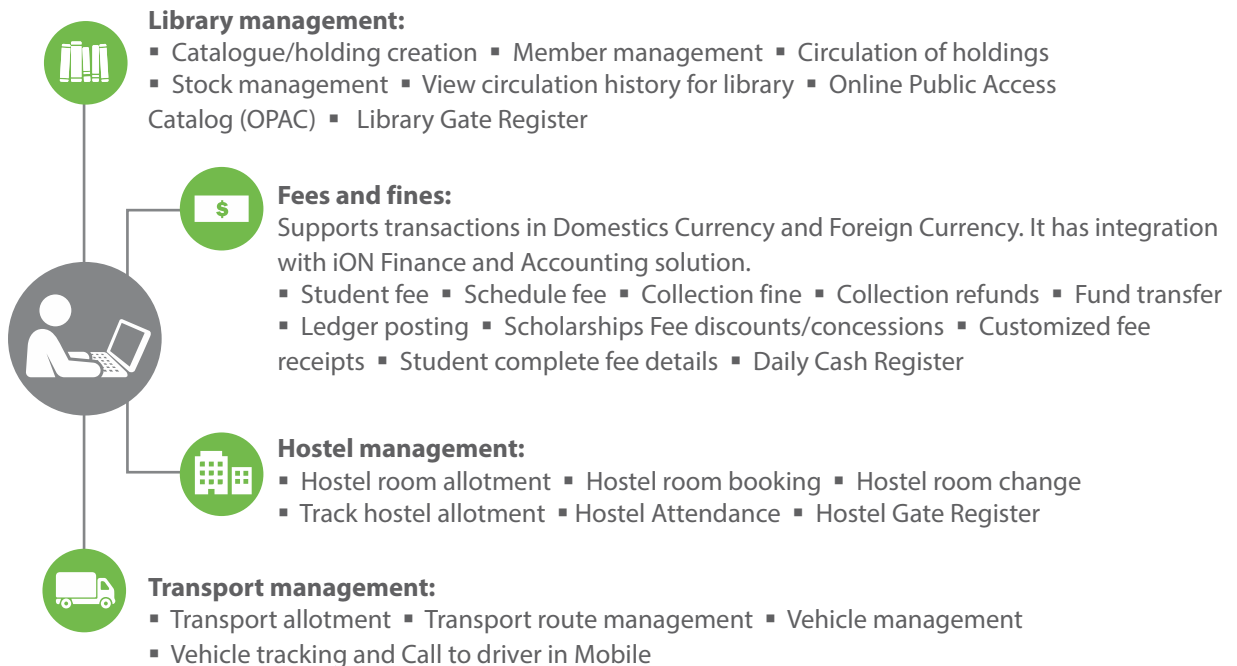
Routine administrative activities will no longer be time and effort consuming

*"iON's foremost benefit is the process integration and enforcing adherence to processes..."*  
–Prof S. Sriram , Executive Director, Great Lakes Institute of Management

Routine administrative activities will no longer be time and effort consuming.

Administrative tasks consume time and require a dedicated team to run them successfully, especially in an academic institution involving a large number of stakeholders ranging from students, faculty, staff and parents. Our Administrative Services offering automates and streamlines services in your institution, enabling you to effortlessly manage fees, fines, library processes, hostel functions, and transportation services

We manage:



## Benefits

- iON implements library, transport, hostel, fees and fines processes and delivers a configured system so that you can transact, extract output and update configurations, all in real time
- Provides individual holistic screens making it easy to check-in/check-out library books, collect fees and process transport and hostel requests of students
- Collect fee for a Student in less than one minute. Student/parent can also pay the fee easily through online payment gateway and receive SMS Confirmation
- Minimize leakage with better tracking of non- payments. SMS or email notification after due date
- Analytics give a picture of the actual receivables and help plan the budget or payments. It controls leakages by representing the total due amount, late fee and more. It also facilitates in mapping the usage trend of library stock
- Communication on students' due date for fees, start date for fee collection and reminders for fees and books due can be sent in a dynamic manner to students/parents through email. This ensures effective monitoring of revenue and resources
- Over 100 types of reports can be generated

## Contact

To know more about the iON Digital Campus  
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### About TCS iON

TCS iON is a strategic business unit of Tata Consultancy Services focused on enabling institutions, government departments and organisations from multiple industry sectors to be efficient in their recruitment/admissions process, learning and skilling and overall business operations with the use of Phygital platforms. These are platforms that overlay digital technologies over physical assets.

We deliver this with a unique IT-as-a-Service model that provides easy-to-use, secured, integrated, and hosted solutions in a build-as-you-grow and pay-as-you-use business model. We serve our clients with the help of best practices gained through TCS' global experience, deep domestic market exposure along with industry leading technology expertise.

For more information, visit us at [www.tcsion.com](http://www.tcsion.com)