



St. Joseph College of Teacher Education for Women Ernakulam



CRITERION VI

6.2.3 Implementation of e-Governance

Annual e-Governance Report

Submitted to

**National Assessment and Accreditation Council (NAAC)
3rd Cycle of Assessment**



**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN ERNAKULAM
KOCHI-682035, KERALA**

6.2.3 Annual e-Governance Reports

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ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

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(Affiliated to Mahatma Gandhi University, Kottayam)

Annual e-Governance Report-2022-2023


St. Joseph College of Teacher Education for Women, Ernakulam has implemented e-governance for the purpose of bringing transparency and efficiency in the working of the institution. SJCTEW introduced the Cloud-based Centralised Campus Management System - Enterprise Resource Planning (ERP) in the year 2022-2023. The college utilises ERP mechanism to make the activities transparent in the areas of Planning and Development, Administration, Finance and Accounts, Students Admission and Support, Examination and Biometric digital attendance. Ten laptop computers, Eleven desktop computers and six projectors were added to the existing IT infrastructure of the institution.

Planning and Development

ERP give provisions for student information management which can manage essential student data such as student details, student subject mapping, fees details of students, feedback of students etc. The intimation concerning the important meetings are conveyed to staff through whatsapp messages.

Administration

ERP give provisions for recording student attendance and setting up timetable. Communication to students regarding various matters are conveyed through whatsapp messages and e-mails. College website provides details of the courses offered by the institution, infrastructure facilities, faculty details, student support etc. CCTV cameras installed in the institution helps in the smooth the functioning of the college. The bandwidth of internet connection is increased from 10mbps to 300mbps.


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Finance and Accounts

Different categories of fees are outlined in the ERP system. Fee receipts can also be generated through this system. Accounting softwares like COMPTES and TALLY are introduced for accounting in the year 2022-2023. EXACT software is used for finance and accounting from 2015 onwards. The salary for teaching and non-teaching staff are provided through Service and Payroll Administration Repository for Kerala (SPARK). Stipend and scholarships of students are provided through e-grant website of state government.

Student Admission and Support


Admission

The admission procedure takes place through the University Centralised Allotment Process (CAP) mechanism. The merit list is published in the university website. The details of admission procedure for B.Ed and M.Ed are uploaded in the college website. Admissions to the B.Ed and M.Ed programme are notified in the Website. The provision for online registration is given in ERP. Student data is stored and gets reflected in the admission module which makes it easy for further processing. The facility for document verification is also given and a document repository is created in the ERP.

Student Support

The highlight of ERP is Interactive Teaching-Learning Environment (ITLE) module which is a software that makes use of modern technologies to increase student engagement. The faculty can create assignments, make announcements, share e-library links, create syllabus, teaching plans, and give lecture notes using this module. Feedback from students is collected via ERP. A library website is fulfilled in the year 2022-23. The library automation software




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KOHA and digital library software D space are active from the year 2019-2020 onwards.

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Examination System

The matters relating to University examinations are done through the examination portal of Mahatma Gandhi University. Examination registration, entry of internal marks, downloading of hall tickets, downloading of question papers and result sheets are done through this portal. The institution conducted internal and model examinations through online mode in the Google forms and by posting Question papers in the Google Classrooms.

Biometric Digital Attendance

The web based software (eSSL) for biometric/ digital attendance was functioning from 2019 onwards.

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Annual e-Governance Report-2021-2022

The college uses e-governance mechanism to make the activities transparent in the areas of planning and development, Administration, Finance and Accounts, Students Admission and Support and Examination system.

- Common e-mail ID is created for the institutional journal, EDUFOCUS.
- Intimation concerning the important meetings is conveyed to staff through whatsapp messages.
- Communications to students regarding various matters are conveyed through whatsapp messages and e-mails.
- Twelve CCTV cameras are installed to monitor the functioning of the college.
- The salary for teaching and non-teaching staff are provided through Service and Payroll Administration Repository for Kerala (SPARK).
- COMPTES software is installed for finance and accounting.
- An open Source repository software package - D SPACE is used for smooth functioning of the library.
- Library automation software, KOHA is used in the college library.
- N- List subscription is renewed in this year.
- The admission procedure takes place through the University Centralised Allotment Process (CAP) mechanism from the year 2020 onwards.


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- The matters relating to University examinations are through the examination portal of Mahatma Gandhi University. Examination registration, entry of internal marks, downloading of hall tickets, downloading of question papers and result sheets are done through this portal from 2020 onwards.
- The College conducted internal and model examinations through online mode in the Google forms and by posting Question papers in the Google Classrooms.
- The biometric punching system was functioning from the year 2019 onwards.

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Annual e-Governance Report-2020-2021

The college uses e-governance mechanism to make the activities transparent in the areas of planning and development, Administration, Finance and Accounts, Students Admission and Support and Examination.

- G Suite account with institutional ID is for each faculty.
- The intimation concerning the important meetings is conveyed to staff through whatsapp messages.
- Communications to students regarding various matters are conveyed through whatsapp messages and e-mails.
- The college maintains a website that provides details of the courses offered by the institution, infrastructure facilities, faculty details, student support etc.
- Ten laptop computers added to existing IT infrastructure.
- CCTV cameras in the institution facilitates the smooth functioning of the college.
- Stipend and scholarships of students are provided through e-grant website of state government.
- The salary for teaching and non-teaching staff are provided through Service and Payroll Administration Repository for Kerala (SPARK).
- EXACT software is used for finance and accounting.
- The admission procedure through the University Centralised Allotment Process (CAP) mechanism started during the year 2020-2021.
- An open Source repository software package (D SPACE) and the library automation software, KOHA is used in the college library.



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- N-List subscription is renewed.
- Internal and model examinations through online mode in the Google forms and by posting Question papers in the Google Classrooms.
- The question papers of University examinations are released through the online portal of Mahatma Gandhi University.
- The web based software (eSSL) for biometric/ digital attendance was functioning from 2019.

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Annual e-Governance Report-2019-2020

The college uses e-governance mechanism to make the activities transparent in the areas of planning and development, Administration, Finance and Accounts, Students Admission and Support, Examination and Biometric digital attendance.

- The intimation concerning the important meetings is conveyed to staff through whatsapp messages and college mail.
- Communications to students regarding various matters are conveyed through whatsapp messages and e-mails.
- The college maintains a website that provides details of the courses offered by the institution, infrastructure facilities, faculty details, student support etc.
- The salary for teaching and non-teaching staff are provided through Service and Payroll Administration Repository for Kerala (SPARK).
- CCTV cameras installed in the institution eases the smooth functioning of the college.
- Stipend and scholarships of students are provided through e-grant website of state government.
- EXACT software is used for finance and accounting.
- An open Source repository software package (D SPACE) is installed in the library.
- Library automation software, KOHA is installed in the college library.
- N-List subscription is renewed.





- The hall tickets of University examinations are downloaded from the online portal of Mahatma Gandhi University. University examinations are recorded using CCTV cameras.
- The web based software (eSSL) for biometric/ digital attendance is installed.

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Annual e-Governance Report-2018-2019

The college employs an e-governance system to enhance transparency in various areas, including planning and development, administration, finance and accounts, student admissions and support and examination system.

- The important meeting notifications are disseminated to staff members through WhatsApp messages and college email.
- Communication with students is through emails.
- The college maintains a website that provides details of the courses offered by the institution, infrastructure facilities, faculty details, student support etc.
- CCTV cameras have been installed to monitor the functioning of the college.
- Salaries for both teaching and non-teaching staff are managed through the Service and Payroll Administration Repository for Kerala (SPARK).
- Student stipends and scholarships are disbursed through the state government's e-grant website.
- Financial and accounting tasks are facilitated using the EXACT software.
- Admission procedures for B.Ed and M.Ed programs are detailed on the college website.
- The college library is equipped with Librarika software.
- The hall tickets of University examinations are downloaded from the online portal of Mahatma Gandhi University.
- University examinations are recorded using CCTV cameras.

