SREE AYYAPPA COLLEGE

ERAMALLIKKARA, CHENGANNUR, ALAPPUZHA DISTRICT
KERALA

(GOVT. AIDED COLLEGE AFFILIATED TO THE UNIVERSITY OF KERALA)
NAAC Accredited

POLICY DOCUMENT ON E- GOVERNANCE

The policy document for the institution encompasses the following areas:

- Administration
- College Website
- Library
- Finance and Accounts
- Student Admission
- Examination

POLICY

The college is committed to implementing e-governance across all aspects of its functioning, including administration, library management, finance and accounts, admissions, examinations, teaching, and more. The primary objective of this policy is to ensure transparency and accountability in every function of the institution. Recognizing the significance of establishing an e-governance system, the college management aims to efficiently coordinate the administrative functions as the institution expands its reputation as a prominent centre of higher education.

Objectives

Implementation of e-governance in all functioning of the institution in order

- To provide a simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the institution.
- To promote digital solutions throughout the institution, and contributing to a more sustainable and environmentally friendly campus.
- To ensure easy and rapid access to information
- To make campus Wi-Fi enabled.
- To facilitate ICT-enabled classrooms.
- To establish digitalized and fully automated Library
- To streamline and automate the processes related to student admissions and examinations.

Administration

The college is currently exploring the potential for automating certain administrative tasks such as student's scholarships, etc. To promote the implementation of comprehensive training and development programs to ensure that the administrative staff remains well-informed about emerging technologies. To enhance the data capacity of the official mail Ids and Google

classrooms with superior features, all teaching staff were provided with G Suite Account. ERP to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Progress Report should be generated to automatically calculate the Internal Assessment marks for attendance. Students must be able to obtain maximum services in online mode.

Website

The website will serve as an information hub for the college, providing a comprehensive overview of its events, major announcements, course offerings, department profiles, placements, and other relevant information. The college will provide training sessions to the administrative and teaching staff on how to make crucial website upgrades. This will enable them to contribute to the website's content and ensure that accurate and up-to-date information is available to visitors. A Website Committee will be constituted to oversee the administration of the college website. This committee will consist of members from various departments or relevant stakeholders who have expertise in web development, content management, and design. The Committee will also examine for any other website updates that are needed. The College strives to showcase its vibrant self and activeness through its website. All the important notifications, including event updates, major announcements, and other relevant information, will be promptly published on the website as soon as they are released. This will ensure that students, staff, and other stakeholders have access to the latest information in a timely manner.

Library

The college recognizes the crucial role of a well-stocked library in maintaining academic success. The college will continue to invest in and expand its e-learning tools, such as online databases, digital libraries, and virtual learning platforms. These tools will provide professors and students with access to a wide range of digital resources, including e-books, scholarly articles, research papers, and multimedia materials. The library administration, in collaboration with the faculty, will periodically review and evaluate the subscribed e-resources. This evaluation process will consider factors such as usage statistics, relevance to the curriculum, and user feedback. Based on these assessments, decisions will be made regarding the continuation, renewal, or addition of new subscriptions to ensure that the resources meet the evolving needs of the college. The college is dedicated to the establishment of a fully automated library, embracing advanced technologies to revolutionize the traditional library experience. This visionary initiative aims to digitize and automate various library processes, including cataloguing, circulation, and resource management

Finance and Accounts

The College also uses multiple software like Public Financial Management System (PFMS), Service and Payroll Administrative Repository for Kerala –(SPARK), Bill Information and Management System (BiMS), Government Aided Institution's PF System (GAIN PF), Pensioner Information System (PRISM) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary,

registering the Service Book of the employee. Thereafter PEN will be the important code to identify the employee in the SPARK database. It will also record the details of loans, advances and other subscriptions like SLI, GIS, GPAS etc. The system also includes a tool for computing the tax.

Students Admission and Examination

The college adopts an open and transparent strategy for the admission process, aligning with the ethical practices and regulations outlined by the University of Kerala. To provide clear guidelines and information, the college publishes a comprehensive brochure on its website, which details the admission process. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Application Form for taking admission to the college. The college establishes an Admission Committee for both undergraduate (UG) and postgraduate (PG) programs. The Admission Committee consists of faculty members and administrators who are responsible for overseeing and managing the admission process for UG and PG courses.

The faculty conducts regular internal and model exams to assess students' progress and preparation. To ensure efficient management of marks and assessments, the college seeks an e-governance partner to maintain and store the marks of these interior assessments and exams for easy reference and record-keeping.

PRINCIPAL

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