

SREE AYYAPPA COLLEGE, ERAMALLIKKARA

ANNUAL E-GOVERNANCE REPORT FOR THE ACADEMIC YEAR 2018-2019

The Sree Ayyappa College has been optimistic about incorporating and taking the initial steps in e-governance in all reworking spheres of the institution.

Administration

In the administrative field, the college provided good computing facilities for its faculty, staff and students to ensure maximum productivity, at all levels. Notices and circulars are regularly uploaded to the college website and promptly communicated to different departments through email. In this academic year, newsletters have been published and uploaded to the college website.

Finance and Accounts

The salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through IFMS software. The financial sphere of the institution employs SPARK for managing the fund transactions of the employers. SPARK has the provision to trace service history, track records/bills/reports/orders etc. E-tender is notified as per the government guidelines for the purchase of items. Payment for the work orders is done through PFMS according to government guidelines.

Student Admission and Support

The student support and admission procedures correspondence all takes place via e-mails. Applications are submitted for admission to different courses through the online admission portal. The admission procedure for a course program is facilitated through the college's official website where the students/guardians can download the prospectus of the college and have the facility for online registrations.

Examination

The examination-related activities and online registration of semester examinations were taken care of partly by manual methods and partly by a computerized process. The final report of the Continuous Internal; Evaluation CIE is uploaded to the university portal as per the direction of the University of Kerala for the summative evaluation of each semester.


Principal

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Principal & Professor
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Manager

SECRETARY
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