# E – GOVERNANCE POLICY DOCUMENT

**OBJECTIVES**

1. Attempt towards paperless transaction of information –measure to conserve nature.
2. Faster communication within the college and with the agencies associated to the college.
3. To get digitalized and move along with the development of the technology.
4. To increase the transparency to activities.
5. To compensate the deficiency of manpower and economy.

**POLICY**

The college has E – Governance in following areas:

**1. Administration**

*College website*: This module is used to manage the college website. All necessary information like details about the college, courses offered, admission, services offered, fees, departments, campus, activities in the college, resources etc. are provided and updated in the website. A webmail portal is also available in the website. All permanent teachers are provided with official email ID (@catholicatecollege.ac.in).
*Vendor*: KodsInfotech, Pathanmthitta

Zoom platform was also purchased for conducting meetings by the college.
*Vendor*: KodsInfotech, Pathanmthitta

*Communication*: This module was used to send information to the staff in a common platform via SMS and email.
*Vendor*: Infoweavers, Kottayam

## 2. Finance and Accounts

These are the government portals through which the finance and transactions are done in the college.

*SPARK- BIMS Payroll*: This portal is used for the transaction of the salary of the staff.

*PFMS*- This portal is used for the transaction of the funds received for various projects, seminars, workshops and the like.

*VISWAS*- This portal is used for the welfare of the staff like SLI, GIS, GPAIS, Pension etc.

*PD Account*: Personal Deposits are maintained in the treasuries in the nature of banking accounts. This account helps in meeting the financial needs for purchase of books, instruments, specimen, equipment and also for other support activities of students like NCC and Sports.

This account is used for financial transaction of various students' oriented activities. The fund for various activities under NSS is mobilized through this account.

## 3. Students' Admission and Support

Student admission to various courses is through centralized allotment procedure managed by the University. Timely notification for the same is provided by the University for each kind of admission (General Merit- I II III allotments, SC/ST quota, Management admission, Community admission, Sports and Cultural Quota). The dates for management seat admission are also notified by the University through the portal; the same is managed by the college through the college portal.

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*Admission Details*: This module is used to maintain the details of the students admitted in the college in various courses. This application allows to sort students based on gender, second language etc.

*Vendor*: Kinsys Solutions pvt. Ltd., Cochin

*Student Admission*: This module is associated with online admission Portal for Management, Community and Self Financing (PG & UG courses). This allows the students to view the updates of the admission in each course. Details regarding the seat availability, seats admitted, seats vacant and the like are provided in the webpage.

*SBI portal*: The admission fees of the students are transacted in association with the SBI Pathanamthitta. A portal is created with the SBI for the same and reports are generated in daily basis. This depicts the transparency in the functioning of the college.

*Students Feedback and Complaints*: This module is used to register student's feedbacks and Complaints on various activities of the college. The link is provided in the college website.

*Office Management*: This module is used to manage the files in the college office for easy reference. This is an initiative towards office automation.

*Time table Manager*: This module is used to manage the time table online. During the online classes with remote education, teachers were provided with the application to upload the hours managed by them for different classes, so that all the classes are engaged and to maintain effective transmission of teaching-learning process.

*Vendor*: KodsInfotech, Pathanmthitta.

*Scholarships*: Various scholarships instituted by the government as listed here are managed through the respective governmental portals. The details of the students selected for each scholarship is provided to the agency and the amount is transacted directly to the bank accounts of the students

Scholarships: eGrants, Snehapoorvam, National Scholarship portal, Fisherman's scholarship, Higher Education scholarship

*Library Management System*: This module provides easy search modules to access catalogued books, new arrival list, periodical links etc. **OPAC**: is used to catalogue all the books in active use in the library. These books are bar coded and entered in the computer thus making the search easy. **Library Information Portal**: Library portal is provided in the college website. Students can search the availability of the texts through remote access. Top speeches and books are displayed through Library Portal with cover pages. Website provides the link to open access resources.

KIOSK machine (2015): Kiosk facility is provided in the library for easy reference of availability of all books, journals, periodicals using touch screen. Top library users photo and details and top book moved are also displayed dynamically. Library e-Gate (2015): All the library users enter the library through e-Gate using their ID card. Barcode reading of the ID card is used for Login and Logout.
*Vendor*: Campus Net ERP Software Infoweavers

## 4. Examination

*MGU- Exam portal*: External Examinations are managed by the University by sending question papers online. This is then printed by the college examination committee and conducted in a well planned manner. **Question Banks**: are also maintained by the University in which teachers of Catholicate College participate. All these are done through various portals created by the University. **Internal Mark Entry**: University also maintains the portal for internal mark entry into which the internal and continuous assessments of the students are uploaded.

Internal Exams: During 2020-2021, with the scenario of COVID Pandemic, Internal examinations were also conducted in the online platform using Google meet and Zoom.

# ERP DOCUMENT

Apart from the above mentioned electronic facilities, an additional ERP was purchased and agreement for the same was signed on 29th July 2022 with MeshiLogic, Software Consultants, Kinfra Techno Industrial Park, Kakkancheri, Calicut University P O, Kerala.

'Online Total Campus Solution (Online TCS)' software is installed with following modules and features.

### 1. Academic Management

It includes academic calendar, student management, faculty management, customized certificates like TC, Course and conduct certificates etc & report generation (more than 30 reports with various details in Academics).

### 2. Attendance

Various types of attendance entries & report generation is performed in this module.

### 3. Time Table

Semester wise, daily, class wise, paper wise timetables can be entered and viewed in this module; holiday adjustments work adjustments and report generation are also possible.

### 4. Examination

Examination schedules, room setting for examinations, exam hall view, external examination attendance entry, assessment settings, grades in the examination with setting options are the facilities provided in this module. Reports of the assessments can also be generated in different formats.

### 5. Staff/Campus Performance evaluation

Evaluation keys, evaluation item settings, evaluation attributes under each items, evaluation details, evaluation remarks and reports are the features of this module.

### 6. Portals

Portals for teachers, students and parents are present in this module. The facilities provided are attendance entry, faculty dashboard, internal exam mark entry, work adjustment request and acceptance, syllabus, question paper and assignments upload, staff profile entry with details.

### 7. Placement Management

This module helps to maintain data of shortlisted students to excel file, manage create placement cell & members; track and manage placement process of each job posting individually; send notifications to students etc.

### 8. Fee management

This module includes fee demanding facilities by accrual system, fee chart setting, class wise, student wise and item wise demand register, daily fee collection register, DCB statements, receipt printing defaulters register

### 9. HR management

It includes staff attendance management, leave management, loan management, allowances and deductions, pay slip generation, salary slip & reports, integration facility to Bio Metric System, RFID, Electromagnetic cards and several reports including Dynamic reports.

### 10. Financial accounts (In Double Entry system)

This module supports ledger keeping and reporting, journal voucher entry, cash receipt/payment voucher, Bank receipt/payment voucher, bank reconciliation entry, debit note/credit note/voucher, balance sheet etc.

### 11. Hostel management

This module manages the details regarding Hostel- hostel details (block capacity), registration and room allocation, hostel fee and mess fee demanding & collection, hostel attendance, students visitor's record, mess management- income & expenditure, different types of mess facilities.

### 12. Alumni

This module helps to manage alumni registration- individual & bulk, integration with student management system, alumni communication, alumni post- job & courses, alumni events, campus performance evaluation.

### 13. Android and IOS mobile app for teachers and parents

The facilities provided under this module are

Teachers App: marking attendance & assessment details of students, work adjustment- requests & acceptance, social media like message posting, individual & group messaging, facility to group discussions, view student details, principal dash board with various facilities.

Parents & students App: view student profile with performance, attendance view with detail, overall performance in examinations with option for details, notices circulars & assignments download.