ANNUAL E-GOVERNANCE REPORT FOR THE ACADEMIC YEAR OF 2019-2020

St. Joseph's College (Autonomous), Irinjalakuda

Every activity of an educational institution reaches its fulfilment with the coordination and cooperation of various groups of people situated at different levels of the academic framework. It has been a growing realization for St. Joseph's College (Autonomous) in introducing E-governance into its academic and administrative areas thereby ensuring accountability, efficiency and transparency of its functions.

St. Joseph's College gained its autonomy status in the year 2016 and thereafter it has constantly striven to perfect its ways of governance. The college Learning Management System (LMS)- Linways has been a part of this autonomy journey assisting the college in maintaining quality through centralised automated administration in all its academic and non-academic endeavours. Over time, upgradations were invited in all aspects of the institution resulting in refining and polishing the mode of governance applied in the institution.

Other than the upgradations in the LMS-Linways, the institution has undergone numerous changes in the academic and non-academic field. These alterations have led the institution to excel in its endeavours that aid in the fulfilment of the stated vision and mission of the institution that promises in the holistic improvement of the student making her competent in the globalised e-world.

The changes in the institution can be categorised broadly into the following categories:

Administrative

The college administration is a level that is constantly buzzling with paperwork and documentation activities. With the determined intention of reducing paper waste, the college opted to shift its mode of working into online guaranteeing paperless correspondence and convenient, easily retrievable and safe documenting procedures. Moreover, the Wi-Fi connectivity in the campus was boosted for faster information transfer. The college LMS-Linways was redesigned to incorporate the admin module that facilitated the services of observing student progression, generation of TC etc. For registering the attendance, a biometric finger scanner is placed for the faculty and staff.

Website and social media

The website is an open-door access to the institution and hence the official college website was made more user friendly during this academic year. The visitors now had the facility to contact and report grievances to the concerned authorities via the website. The annual feedback mechanism was successfully carried out via online and offline modes as per the convenience of the stakeholders pointing to the flexibility of the institution in adopting any means for self-improvement strategies. The college avails the services of social media platforms and instant messaging applications like WhatsApp for the quick transfer of

information. This modification has made the institution more approachable and conscious of its commitment towards its stakeholders.

Academic

The classrooms were upgraded to include new and updated ICT tools for student-teacher access supporting and underlining the concept of learning by doing. As a result, the students were able to expand their technological skills and widen their possibilities of learning. In addition to the technological advancements in the academic level, the college LMS- Linways was modified and added with Courseware that supported the teachers with their online classes during the pandemic that started by the end of the academic year. This ensured that the path of learning was never obstructed for the students. Students are given the assistance to seek e-resources and skill enhancement via ICT platforms such as NTPEL and MOOC

Library

The semi-automated library ensures that the students easily find their way through huge repository of online and offline books available for their reference. The students are clearly briefed on the ways to access these e-books and reference materials with the college login ID and password during their induction programs. All the students are issued with their respective smart cards which allow them to log in and locate the required books. Future Soft Info Solutions and Koha are the software used to manage the library activities. Access to N-List, Inflibnet services avails the optimum utilization of e-resources. Scanning, reprography and color-laser printing are some of the other available facilities. An Internet-Kiosk is also attached to the library. The institution has adopted technologically advanced software for the PWD students for accessing library books and preparing for competitive examinations.

Student admission and support

The admission procedures are tasks that has to be carried out with proper planning and in a well organised manner in order to ensure transparency and equal opportunity. The college was engaged in both online and offline modes of admission but this year the institution decided to shift completely to online mode of admission, which was considered a boon during the pandemic as aspiring students could now send in their applications from the comfort of their homes. Understanding the difficulties in travelling during Covid-19, specialised cells were made available in the campus to support the students with their online applications for several scholarship schemes offered by the governmental and non-governmental agencies. In order to make the students self-sufficient in handling the e-procedures, empowerment sessions were organised in the institution for sensitizing the students in utilizing their phones and the different applications beneficial for academic purposes.

Finance

Financial transactions require great precision and accuracy. Manual handling of expenses is bound to create errors and in order to minimise these errors, the college adopted online

modes of fee transactions during admissions. This is a reliable and authentic means of fund transfer that is automatically documented in the devices used for transferring of funds. The payment of salary was also made online and directly transferred to the accounts of the employers through SPARK. The other accounting procedures were also conveniently shifted online and is managed by various softwares like Icon, Tally ERP 9, IFMS by the Kerala Government, eFinance Solutions and Payroll. E college solutions, college automation software, is used for fee collection, TC issue, attendance marking and disbursal of SC/ ST scholarship GAINPF is used for provident Fund System, PF learn and closure. GAINPF is used as a management tool for the faculty's provident fund system and loan details.

Examination

This academic year, the examination section witnessed a cardinal change in the technical aspects of conducting examination. The software- QnSmart was purchased with the intentions of gearing up the examination procedures to include impartial accurate means of evaluation and time saving modes of examination preparation works. Formation of question bank through this software was initialised for a few courses in the beginning and it was found to produce exceptionally good results. With this observation and with the aim of digitalising the examination section, this software was further enhanced with the addition of OBE that produced mapped question papers according to the CO, PO and PSOs of a course program. For Internal and end semester Examination, the Wing uses Linways AMS for exam seat allotment, marking exam absentees, uploading student details, assignments and internal marks. Exammate Solutions was used for arrangement of examination halls, invigilation duty and generation of student data.