St. Joseph's College (Autonomous), Irinjalakuda
ANNUAL E-GOVERNANCE REPORT
2020-2021

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.

St. Joseph's College (Autonomous) has introduced a combination of e-tools enhancing the effectiveness of the teaching- learning apparatus to address the various issues related to the student admission, teaching- learning, examination, publication of results, library automation and mentoring. With every step taken in direction towards progress, the college has been able to add innovative strategies in its model of governance for encompassing an educational scenario that is transparent to its beneficiaries, efficient in meeting the needs of the time and accountable to all the expectations surrounding an educational institution.

The implementation of e-governance has been concentrated into primarily 4 areas:

1. Administration: The college has incorporated updated strategies to handle the huge bulk of data that cross in the administrative level. The college has shifted to paperless correspondence by utilising the online facilities. The committee meetings and conduct of events has shifted to virtual means without failing to include all its student and teacher population. The OBE was successfully implemented in the curriculum with all the course program successfully marked with the respective CO, PO and PSOs. These were made available in the college website for the reference of the aspirants. LINWAYS@SJC was updated to include facilities to save recorded classes and courseware. The website was updated and the stakeholders were given the facility of reporting grievances online through the official college website.

2. Finance and Accounts: The college relies on the values of transparency in financial transactions and hence has opted to resort to online means of fee payment. This has reduced the obstacles of direct payment during the pandemic and is found to be a safer mode of financial transaction that is automatically documented. The issuance of salary slips was also made online.

3. Student Admission and Support: The admission procedures are one of the most tedious tasks in an educational institution and to ensure impartiality in its functioning, the college has resorted to online modes of application for admission. This has made the admission

procedures far more transparent, systematic and efficient. Despite the pandemic, the college LMS-Linways managed the admission list and published the selected and waiting list of candidates based on the set parameters within the scheduled time and with minimum or no errors. Student registration is also facilitated through the college portal.

4. Examination: This is an area where the institution has witnessed great changes during this academic year with the digitalization of the examination section. The incorporation of the online question bank system QnSmart has eased the efforts of the faculty by aiding in the generation of infinite combination of question papers according to the blooms taxonomy based on the questions entered in the digital question bank software. The marking of CO, PO and PSO was also made online for accurate analysis of student progression. The schedules of the examination and the publication of the results were made online.

5. Library: Livraria, a library automation developed by the BCA students, is developed with the main goal to manage the library procedures in an automated manner. This is a multi-user system that helps students to apply online. The App helps to easily access journals and some books online from various online devices. There are two modules in the system namely Admin module and user module. The admin module keeps on updating the information regarding the latest additions, deletions, new editions, and book reservation. The user module is used to search and reserve books for issuance. The main options available in the App are option to login with phone number and admission ID, search option with subject, topic, author and title, list available topics, list book list with review, submit to issue, notification to issue with date and time, return notification with date and time, fine notification, book issued details till date, option to post book review and enquiry option.

6. Mentoring App: The Online mentoring and Counselling App developed by our Computer Science department acts as a medium between mentor and mentee and helps the mentor to guide their mentee and record the mentoring activities. The mentors can enter their appointment details and record all the data of their mentoring sessions through this app. Four sign-in options – Mentor, Student, HOD, and Counsellor are available. The Heads of each department can go through the details entered by the mentors of that respective department.

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ST. JOSEPH'S COLLEGE
(AUTONOMOUS)
IRINJALAKUDA - 680 121
THRISSUR DIST., KERALA