St. Aloysius College

Elthuruth, Thrissur, Kerala - 680 611, India

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Criterion 6

Governance, Leadership and Management

6.2
Strategy Development and Deployment

6.2.2
E- Governance Reports

Submitted to National Assessment and Accreditation Council

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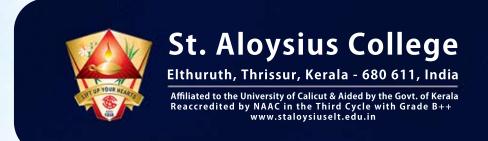www.staloysiuselt.edu.in

Annual E Governance Report

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1	2023-2024	3
2	2022-2023	7
3	2021-2022	11
4	2020-2021	13
5	2019-2020	15

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IQAC Co-ordinator
St. Aloysius College, Elthuruth
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Dr. Chacko Jose P
Principal & Professor of Economics
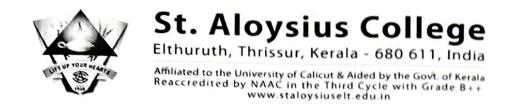St. Aloysius College, Elthuruth
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Annual
E-Governance

Report 2023-24

Submitted to
Governing Body

By

Internal Quality Assurance Cell

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ANNUAL E- GOVERNANCE REPORT 2023-2024

The increasing demand for transparency in administration, faster information transfer, and other demands has urged to move St. Aloysius college to choose E – governance. The systems and solutions implemented in the institution incorporate the latest in technology, and successfully handle all of the challenges of running a higher educational institution. The E- governance system has helped to administer and control the functioning, processing, and delivery of information and serve various stakeholders in a much better way. E governance is practised in the following areas.

1. Administration

- All the staff of the college use official e- mail id generated from IT services of the college
- The college use LINWAYS AMS (Management information system cum learning management system) for E- governance and academic management
- All important notices to students, staff on administration and academic matters are published on college website (https://staloysiuselt.edu.in)
- The faculty apply for leave in online mode which is approved by the principal through service and payroll administrative repository for kerala.
- The duty leave management of students is accomplished through LINWAYS AMS
- LINWAYS AMS is in use since 2019.
- Google form for data collection from departments/ students and for online feed back from students
- LINWAYS AMS permits sending email to parents,students and faculty ensuring easy and efficient communication facilities for proper administration
- Whats App Groups have been created in each academic department for sharing orders,information,direction and discussion on common platform.
- College is equipped with CCTV cameras at strategic points.

2. Examinations

- There is a fully computerized exam cell which complies with all guidelines and instructions by Calicut university regarding conduction of exams,maintains curriculum and publish results online for different courses/ programes
- Students can access college website for getting the updates of examinations related matters including dates and time tables
- Students with an attendance shortage can be identified using LINWAYS AMS
- Course outcome and programme outcome (CO and PO) mapping are done through academic Management system for maintain outcome- based education

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- Internal mark published on the college website
- Transfer of internal marks to the university is done in online mode through the university portal
- University examination application forms are filled out and exam fees are paid using online portals.
- Students pay the fee to college in online mode and the college in turn pay the fee to university head via e-chellan

- Question papers for university theory examinations are directly downloaded through the college login on the day of exam

3. Student Admission

- Students are allotted to various programmes through the university Centralized Allotment Process (CAP) which is completely in online mode.
- The allotted students are admitted to the college through Academic Management System(LINWAYS)

4. Student Support

➤ Benefits through LINWAYS AMS

- Equity in internal assessments : students can view their internal marks and progress in the LINWAYS
- Daily monitoring of attendance : students can view their hour wise attendance daily so that they can spot the mistakes if any promptly
- Parenal supervision : parents can login to LINWAYS and keep track of students progress
- Communication : official communications can also be made to students through LMS

➤ St. Aloysius College digital library

- Individual login ids enables the students and faculties to check the library account online and renewal of books

- The library is updated with ILMS,KOHA enabling online access of services and learning facilities
- Web OPAC of library enables the students and faculty to browse the catalogue out side the campus
- Plagiarism detection can be conducted through plagiarism detection software
- Access college and library blog services through the library's website

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- Students can access previous years university question papers, through the library's website

> **Other Initiatives**

- Entire campus has wi-fi connectivity
- ICT enabled class rooms and smart classrooms are available in the campus
- Google forms are used for the registration of national / international seminars

5. Finance and Accounts

- Payroll administration of empolyees is accomplished through integrated personnel, payroll and accounts information system called SPARK (Service and Payroll Administrative Repository for Kerala)
- Online payments to government heads is made through e- Treasury Receipt (Etr5)
- The public finance management system (PFMS) is used for administration of the governments and other agencies funds and purchase is carried through government E- Market place (GEM)
- Students can pay their fee in the online mode through the payment gateway of south indian bank incorporated in LINWAYS AMS
- The college managem group insurance scheme of permanent faculty members through online portal VISWAS

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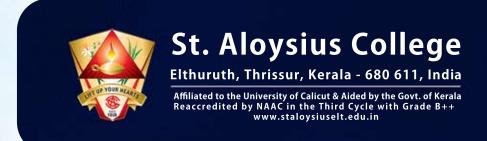
MANAGER
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Dr. Chacko Jose P
Principal
St. Aloysius College
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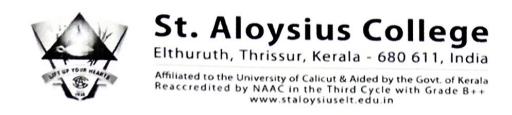**Principal & Professor of Economics**
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5

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Annual
E-Governance

Report 2022-23

Submitted to

Governing Body

By

Internal Quality Assurance Cell

ANNUAL E – GOVERNANCE REPORT 2022-2023

E-Governance is the use of information and communication technology in the field of administration for increased efficiency and proper record keeping. Based on the novel ideas of sustainability and goal oriented activity the institution has adopted e- governance as a quality practice. E - governance procedure is not only accurate and cost effective but also creates transparency in the working system of the institution. The various requirments for E-governance included computerization, purchase and installation of software, equipment and management of pr

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➤ St. Aloysius College digital library

- The library is updated with ILMS,KOHA enabling online access of services and learning facilities
- Orientation sessions were conducted to increase the use of e –resources especially NLIST e-

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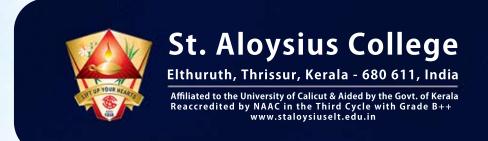
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Annual
E-Governance

Report 2021-22

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ANNUAL E-GOVERNANCE REPORT 2021 -2022

During the academic year 2021-2022 various measures were implemented to enhance the effectiveness of e-governance across different aspects of administration, finance and accounts, student admission and support, examination processes and library management. The solutions implemented by the college are user- friendly, time- saving and cost effective and many of them are flexible enough to adapt to the changing educational environment, efficiently and quickly

- The college use LINWAYS AMS (Management information system cum learning management system) for E- governance and academic management
- All important notices to students, staff on administration and academic matters are published on college website (https://staloysiuselt.edu.in)
- The college has embraced E –governance and academic management through the utilization of the ERP college manager
- This comprehensive system not only facilitates administrative processes but also incorporates an online feedback system, empowering students to directly assess the performance of teachers in a discret manner
- Faculty used Moodie ,Google meet,Webex and Zoom Platforms for live online classes and Google Classrooms for sharing of study materials and online exams
- Library automation software changed to open source software KOHA integrated library management system.
- Web OPAC of library enables the students and faculty to browse the catalogue outside the campus.
- The college uses ICT tools in the process of planning college events,activities and academics
- Official Whats App groups were created by teachers for each batch to ensure proper communication with students
- CCTV camera surveillance systems are used to maintain safety and security in and around the campus.

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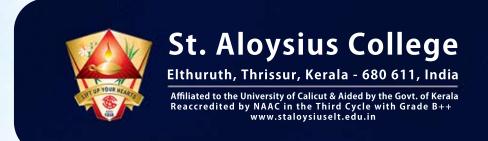St. Aloysius College, Elthuruth
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Annual
E-Governance

Report 2020-21

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ANNUAL E- GOVERNANCE REPORT 2020 -2021

St. Aloysius College Elthuruth's annual E-Governance Report for 2020-2021 offers a comprehensive overview of our college digital transformation initiatives and accomplishments in the realm of e-governance. The focus was on optimizing digital systems and technologies to streamline operations and enhance overall efficiency in these key facets of academic management.

- The college use LINWAYS AMS (Management information system cum learning management system) for E- governance and academic management
- All Important notices and announcements about academic matters are published on college website (https://staloysiuselt.edu.in)
- Meeting of all statutory bodies like Governing body,Academic council, board of studies of all departments were held online using either Microsoft Teams or Zoom platforms due to pandemic
- Since the ERP college manager provides internet/server-based services students's feedback were collected using Google forms as students were not coming to college due to COVID 19
- Updated ICT facilities in new class rooms
- KOHA for online library management, facilitating functions such as book borrowing, returns and catalogue searches within the library
- N-LIST (National Library and Information Services Infrastructure of Scholarly Content) subscription is provided for faculties and students for books anf journals.
- WhatsApp and Gmail have become official coomunication channels for reaching students and faculty members.

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Annual
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ANNUAL E- GOVERNANCE REPORT 2019-2020

E-governance in educational sector facilitate the processing and maintenance of information, improves transparency in administration and provides faster information dissemination. E-governance will be used to strengthen various areas of administration, student support, finance and accounts, library and examination

- The college use LINWAYS AMS (Management information system cum learning management system) for E- governance and academic management
- All Important notices and announcements about academic matters are published on college website (https://staloysiuselt.edu.in)
- LINWAYS AMS is in use since 2019
- Login IDs and pass words are given to all stake holders to access the services.
- Google meet and Zoom are used to conduct online classes during COVID lockdown
- Google classroom serves as a central hub for communication, resource sharing and assignment submission
- Monitor and encourage use of ICT facilities in Library, Classrooms, Seminar Hall and auditorium
- Library automation software changed to open source software KOHA Integrated Library Management System
- Web OPAC of Library enables the students and faculty to browse the catalogue outside the campus
- Optimize wi-fi facilities in library, Offices and Departments

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IQAC Co-ordinator

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