CH.S.D.ST.THERESA'S COLLEGE FOR WOMEN

(AUTONOMOUS)

Affiliated to Adikavi Nannaya University, Rajamahendravaram

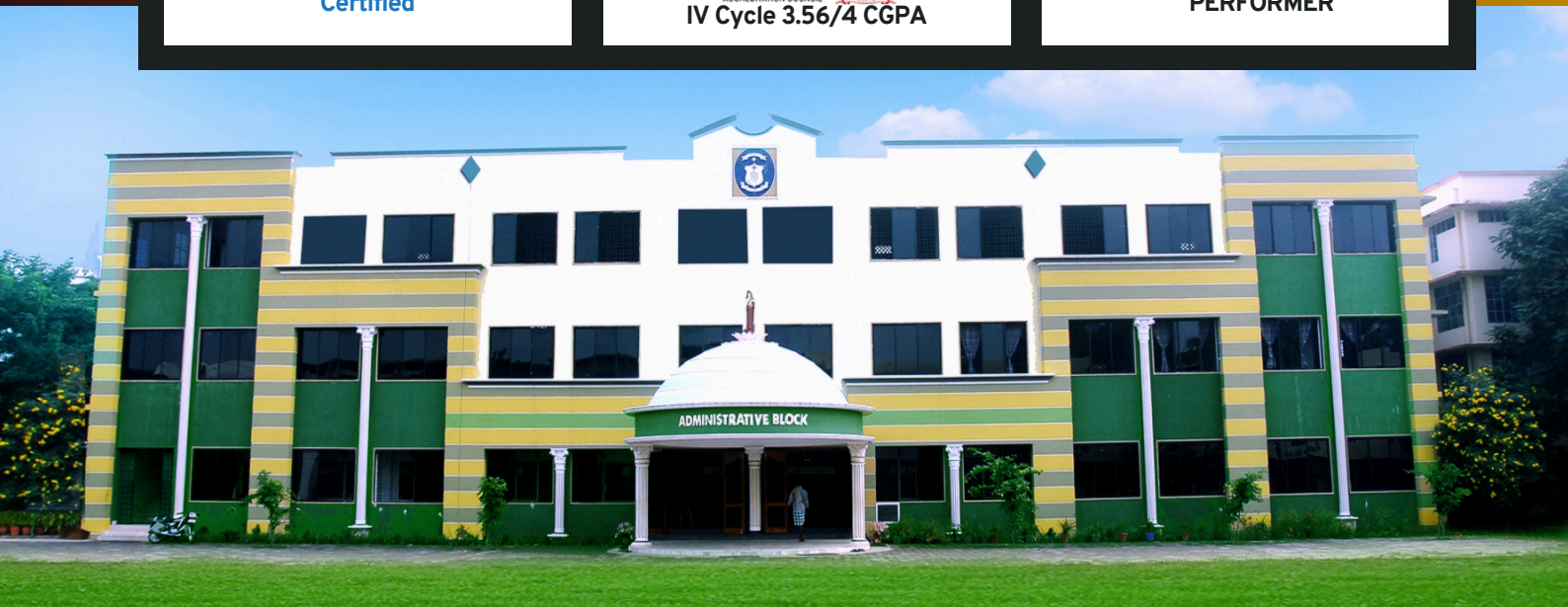**ISO** 9001:2015 Certified

A+ GRADE ACCREDITED BY **NAAC** NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL IV Cycle 3.56/4 CGPA

ARIIA ATAL RANKING OF INSTITUTIONS ON INNOVATION ACHIEVEMENTS BAND PERFORMER

ADMINISTRATIVE BLOCK

CRITERION - VI

6.2.2. E-GOVERNANCE REPORT

"Thamasoma Jyothirgamaya"

COLLEGE OF EXCELLENCE | AUTONOMUS SINCE 1987 | ISO CERTIFIED

Gavaravaram, Kattasubbarao
Thota,Sanivarapu peta road, Andhra Pradesh,
Eluru - 534003

CH.S.D.ST.THERESA'S COLLEGE FOR WOMEN, ELURU

E-GOVERNANCE REPORT 2018-19

At St.Theresa's College the E-Governance is under the purview of the Principal and the Financial Administrator who ensure that the policy is used for the advantage of the College in enhancing the quality of services. The policy aims to adopt the fast-changing technology to automate various functions of the College in an integrated manner in all the areas of Administration - Finance & Accounting, Admissions & Academics, Examinations and CCTV surveillance.

Various teams and committees are assigned with the responsibilities of e-governance. The Superintendent and finance team supervise all the activities regarding data updation, maintenance and timely reporting of issues / grievances.

Administration work was to a great extent automated. The financial matters were managed online with the help of 'Entab' – a New Delhi based software. The Management Committees decided to change the software to accommodate new technological advancement.

Finance & Accounts:

All Government employees' salaries are paid by the Government on CFMS portal from 2018-19 onwards. The college adopted this system of Comprehensive Financial Management System (CFMS) from July, 2018.

Admissions and other Academic management was accomplished by infotech solutions, Vijayawada. However the general observation was not satisfactory. Hence the Management decided to look for better options. The academic process of admission to issue of Transfer Certificate is done using this Software.

Library automation is excellently functional. The software used is 'LIBMAN' software, Nagpur. Through this all transaction of book issue, return, book entry and cataloging is carried on. DEL-NET provides online lending, OPAC is another facility available. N-LIST is being used from 2009 onwards and IEEE from 2008 onwards. MIS reports are generated.

College website is managed by the MIS Committee.

CCTV surveillance covers all important areas of the campus. The service is provided by the APTEL, Guntur. The Superintendent and team monitors the activities.

Examinations: The College uses the software 'D-BASE' for all the exam related activities. Online free payment, examination Hall ticket generation, Scanning Barcodes for data entry, certificate generation and all work of the examination system is carried on with this software.

The Management was positive about the overall e-governance, though many things need updating of technology. The responsibility of technology update was entrusted to the Principal and team.

E-GOVERNANCE REPORT 2019-20

E-governance means Electronic Governance – using information and communication technologies at various levels of the college for the purpose of enhancing governance. St.Theresa's College always used technology to manage the various functions, keeping ahead of time in utilizing the technological advancements.

In 2019-20 all the Staff were given many awareness programs and training to use technology in teaching learning. MOOCS, MOODLE and other such concepts were introduced and some staff underwent TOT to train other staff.

Administration: There was no change in software but the College management expressed dissatisfaction about the software as it was not updated.

Admission and academics: The academic functions were carried on with the existing software. There were many issues arising and timely resolving of the issues were not encouraging. Hence the Management decided to look for alternatives. Attendance management was satisfactory. The parents would get messages of absence about their wards. The system incorporated bulk SMS sending provision.

Examinations:

With the outbreak of COVID 19 pandemic at the end of the academic year, the College started preparation for online management of examinations. The scheduled even-semester exams could not be conducted. The College enhanced its processes to conduct the exam online as the lockdown was indefinitely extended.

The College website was renewed and the team started giving it a fresh look with new updates.
CFMS and other online transactions increased by the end of this academic year. The pandemic and its outbreak enforced a great change in the way the college was functioning in all aspects. E-governance was at its best.

Software used for various options are:

1. Infotech solutions for Campus Solutions.
2. CFMS for finance management for aided staff.
3. PC-VOICE for Management Accounts
4. D-BASE for Examination
5. LIBMAN, OPAC, DELNET for Library

The College decided to change the College Management System.

E-GOVERNANCE REPORT 2020-21

During the year 2020-21 the College chose LINWAYS Technology Private Limited, Kochi for the college data management. It covers all the academic data management from admissions to the issue of TC including examination. It is an ERP program with the latest technological advancements. Previously we had difficult data entry points. By Centralized document repositions and this enables us to generate custom reports as we want. Examination data management with student, faculty logins. It also helps in documentation for NAAC accreditation by consolidating faculty & student achievements, performance, reports. Academic management and Admission management are made easy. The data of the current batch of I, II and III years with effect from their year of joining will be upgraded on this system.

Examination: The Staff can login and enter the CIA marks directly. Monitor their mentees performance in all subjects and guide. Online exam registration, hall ticket generation, result publication, certificate generation and many features.

Due to COVID 19 pandemic the classes were mostly conducted online using various technological advancements. 2019-20 Even Semester End exams were conducted online. The classes were also managed online. The Staff were given online training for digital classroom management.

The situation encouraged the Staff to organize and attend a number of FDPs, Webinars and Conferences online.

E-GOVERNANCE REPORT 2021-22

E-Governance in the education sector improves the education system, improving information, service delivery and encouraging staff and student participation in decision-making, and makes the administration transparent and effective. It enhances the departmental internal operations. Speed, saving costs, Accountability are some of the other advantages.

Integrating the LINWAYS software for all management aspects concerning academics came into full effect from this academic year. In the light of the above changes the e-governance policy considered the points below:

Information Management: The system gives access to the staff assigned with various tasks, information within their purview.

Online Portal: The staff and students can access a variety of services, including certain administrative functions, reports and resources.

Online Payment: The system permits online payment of fees, receipt generation, reducing the administrative burden of manual payments.

E-administration: The administrative tasks like maintaining student records, managing course schedules, syllabi and notification are electronically managed.

Training: The Staff were given training initially and periodically to get acquainted with effective utilization of all the components for effective e-management.

Examination: There is a greater e-management in the evaluation and assessment area. All the process of examination is managed digitally.

Website: The website was updated and used as a means for communicating to the world and our alumnae. To avoid use of paper
E-news letter was continued. All information is made available on the website making the governance transparent and accountable.

E-GOVERNANCE REPORT 2022-23

St.Theresa's College gives importance to the welfare of the faculty and students. All the policies are focused to promote this zeal. E-governance policy is one of the policies that encourages accountability and transparency and enhances efficiency of the college.

During the academic year 2022-23 besides the ongoing e-governance practices few more adaptations were made. The include

- ☐ Governing Body meetings and Academic Councils on digital platform to ensure the participation of officers and save time.

- ☐ Notifications for staff and students and academic information published on the website.

- ☐ Whatsapp groups of staff, student6 union leaders, ward classes, Non-teaching staff, Retired Staff etc. makes communication faster and more effective.

- ☐ All the staff and students are provided with email on the college domain.

- ☐ To achieve Sustainable Development and reduce paper usage data collections are done digitally. Feedbacks, surveys and data collections from every group are done using google sheet, google docs, google forms.

- ☐ Coverage of CCTV cameras in every classroom, labs and public spaces.

- ☐ Free internet services to all departments.

- ☐ E-class rooms, sharing of digital notes to reduce use of paper.

- ☐ Digital payment of fees, salaries and all other financial transactions, QR Code for various financial operations saves time and speeds up the work.

- The Staff prepares and shares video lessons on the college youtube portal.

- Google classroom, recorded classes, blended learning, online courses, MOOCS. SWAYAM and other platforms are encouraged.
- **Student Admission and Student Progression** is easily managed through ERP solutions.

- Online internship training by the corporate world is also used sometimes.

The management expressed satisfaction in the way the e-governance is proceeding to the integration of technology in all its management aspects.

E-GOVERNANCE REPORT 2023-24

The academic year 2023-24 had special significance as it was the Platinum Jubilee Year of the College. St.Theresa's was established in 1953 with the aim of giving quality Education to women. The college was a trend-setter in quality education as seen from its credentials of autonomy for 36 years and 4 cycles of NAAC Accreditation. Committed to its Quest for quality the e-governance policies were strengthened to offer all its services free of hassles, efficient and quick, accurate and student-friendly.

Assessing the College Management System it was observed that it was highly effective. Special mention is to be made of the Examination Management System (EMS). The college has effectively used its various modules and found it very good.

The college had always been focused on Outcome Based Education (OBE). The process was based on Bloom's Taxonomy. This academic year the attainment Calculation of Cos and Pos and PSOs was made possible through LINWAYS. The staff were given training to set question papers and assess the students on the lines of Cos, Pos and PSOs.

- Academic Bank of Credits (ABC): This year on the lines of e-governance the management decided to go ahead with National Academic Depository (NAD) registration followed by ABC registration of all the students in line with the directives of UGC, APSCHE and Affiliating University. The process was initiated and registrations are in progress.

- Accepting online requests for certificate verification and issuing of transcripts was another initiative.

- Since the inclusion of CSP project, Short term internship, Semester-long internship has been made mandatory for the I, II and III years respectively, greater enhancement of digital data management has been made. Dividing the students and assigning mentors, recording the institutes where they do internships, noting the topic of the project work, conduct of viva-voce,

granting grades all all digitally managed for ease of transfer of data to the affiliating University, APSCHE and Examination Cell.

☐ Placement Cell was involved in digital management of the data of the students. There was a greater percentage of placements.

☐ The IT facility and technology was used for contracting the alumni and inviting them for the Platinum Jubilee. There was greater participation by the alumnae even from the early stages of the college's foundation.

The college management was satisfied with the way the e-governance was moving progressively. The management suggested paperless administrative functioning. The administrative team decided to start working towards this end.