

Sree Narayana Gurukulam College of Engineering

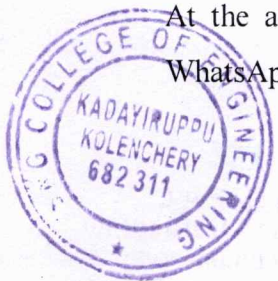
Annual Report of E-Governance Implementation 2018-2019


The Sree Narayana Gurukulam College of Engineering (SNGCE), Kadayiruppu has always been in the forefront of using latest technologies, including e-governance in its academic and administrative functions. The college regularly monitors and upgrades its equipment and procedures by reviewing the performance and make timely repairs/replacements.

E-governance refers to the use of Information and Communication Technology (ICT) in the working of an institution. Being an educational institution that values progress and innovations, SNGCE has always been keen in incorporating technological advancements for the betterment of its services. Every year, the college organizes brainstorming sessions with the faculty, students, academic community, S&T experts and other stakeholders in order to identify potential areas of improvement in the institution. Suitable and feasible changes are approved and implemented without compromising on the standards of the services offered. Over the years, the institution has spared no efforts in bringing the best of e-governance in the fields of operation in order to increase efficiency and transparency at all levels.

The e-governance initiatives implemented by the institution during the academic year of 2018-2019 are briefly summarised here. The year faced unexpected turbulence in the academic activities due to the devastating Kerala Floods of August-September 2018. Educational institutions of this region had to be closed for weeks in the aftermath of the floods. Fortunately, adoption of e-governance by the college helped to tide over the inconveniences faced by the students, teachers and administration. The students were able to adapt to the learning materials and methods and continue their academic pursuit smoothly. The teachers were able to promptly and adequately respond to the academic needs of the students by sharing e-contents for learning. The good social connectivity through e-platforms ensured that the students and teachers were able to cope up with the situations. The college also supported the flood-victims by starting up camps and units in the affected areas and mobilized food, clothes, medicines and other essential. Modern communication channels were used extensively to seek support for the initiative. Those in the camps were helped to apply and register online for governmental support schemes.

At the administrative level, communication and correspondence channels were shifted to WhatsApp, e mail and other social media for transferring urgent and necessary information to



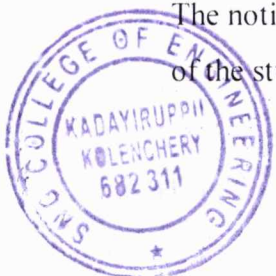

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faculty, staff, parents and students. Formal correspondence and communications were dispatched through web - enabled services. Important information such as budget, quotations for works and purchases, the strategic plans of the institution for the forthcoming 3 years etc... were communicated and discussed over electronic media and finalised. The college website was updated with timely changes and additional modules. This ensured that the necessary details are conveyed to the recipients instantly so that appropriate actions are immediately taken. The login register for faculty and staff was automated through the Biometric fingerprint scanner. The preparation of authentic salary statement and disbursement of the salary were done through e-media. BSNL and Reliance Wi-Fi access facilities were provided in the main campus as well as in the hostels. This made the entire campus Wi-Fi enabled whereby the students and faculty had the convenience of utilising the internet for academically beneficial purposes.

The student support activities and programs were also facilitated with the merging of e-governance into the routine working mechanism of the college. The fee collection, issue of certificates, marking of attendance, the disbursal of payments, remittances to PF, ESI etc... were done online to the extent possible and convenient to the other party. The students were encouraged to maximise the use of ICT learning platforms like NPTEL and MOOC. Library Management System was upgraded to include Top Score Library Solutions (later replaced by Koha Software), which facilitated centralised management, processes and library activities such as acquisition, cataloguing, circulation, administration, reporting etc... This integrated library management system is sharing a common database to perform all the basic functions of the library. The library also has introduced a bar code system by which a unique item number is assigned to each user and circulation item. It helped improved inventory management, faster check-in and check-out facility, easy sorting of books, reduced staff workload, increased efficiency, accuracy and circulation capabilities.

Examinations require meticulous preparations and collaborative efforts of the administration and the faculty base. The college used e governance means for hassle-free conduct of the examinations, arrangement of examination halls, assignment of invigilation duty and easy generation of student data. The publication of results and the application for re-examination were all made online. For internal and end semester examination, the examination wing of the college used the e governance platform in accordance with the guidelines of the University

The notifications for the examination were also made available in the website for the reference of the students and guardians.




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Bringing e-governance in the finance management was another major change. This has made financial transactions more transparent and clearer with authentic documentation proofs. Most of the financial transactions, payroll etc are also done online. The college is fully aware that bringing e-governance into various functions of the institution is essential in our journey towards excellence. With periodic upgradation of e-governance, the college hopes to achieve better management with transparency, efficiency and productivity.



A handwritten signature in green ink, appearing to read "R. Huse".

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