

Sree Narayana Gurukulam College of Engineering

Annual E-Governance Report 2022-2023

E-governance in an institution allows the use of information and communication technologies with the aim to improve communication, promote transparency and accountability and also to increase cost and time effectiveness. The overwhelming response of human resources to digital technology has strengthened the prospects of e-governance in different areas of operations.

The college has been practising E-governance in academic and non-academic functions for few years. E-Governance review meeting of the college is held periodically. For the year 2022-23, the review was done in the second week of May 2022. Different issues related to the implementation of e-governance system were discussed in the meeting. Review of the proper functioning of the important available software is considered in the meeting. It was generally felt that E-governance will be more efficient and convenient with the related modules of ERP in terms of planning and follow-up. Maintenance of transparency in the admission process by sharing information to the stakeholders is smooth through ERP and website.

Some of the major organizational functions conducted through online mode are:

- 1) All the staff of the college use official e-mail id generated from IT services of the college.
- 2) Minutes of Meeting of Governing council, IQAC, various committees etc... are made available on the website for the consumption of stakeholders.
- 3) The smooth functioning of the library, data of the books and journals, processes and library activities such as acquisition, cataloguing, circulation, administration, reporting etc. is done using the Top Score Library Solutions which facilitated centralised management. The software is further updated using the Koha. This helps to carry out day to day activities more efficiently and saves time.
- 4) Computer awareness programs are conducted regularly for teachers and students.
- 5) Dedicated WhatsApp Groups have been created in each academic department for sharing orders, information, direction and discussion on a common platform.

Following are the operational fields of e governance system implemented in our college.

Administration:

As far as possible, communications and information flow are paperless and online in the college. Staff and students communicate with each other through email and other digital




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platforms. Committed and strictly monitored WhatsApp Groups have been created for sharing orders, information, direction, important announcements and notices to all the employees.

The College has a biometric attendance system which is compulsory for all the staff. The staff attendance can be monitored through this. Salary is paid to the staff through net banking and salary slip is duly issued online to all the staff members. Student satisfaction survey is conducted online to check the satisfaction level of the students.

Finance & Accounts:

As a key ingredient of the e-governance concept and as per the guidelines of the authorities, all kinds of financial transactions above the stipulated limit have become online cashless.

Few important activities carried out digitally are as follows:

- 1) The salaries and other benefits of employees are paid online through Bank/NEFT/RTGS.
- 2) The payment of scholarships, honorariums and all purchase transactions are executed cashless and online.
- 3) Tally and ERP 9 software are used to track fee payment of every student. Some of the other functions include generation of receipt, generation of financial reports etc. Necessary reports and books of accounts are generated from the software which helps in quick retrieval of data and auditing.

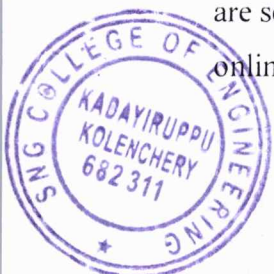
Students Admission and Support:


For smooth functioning of the admission process and tracking of the admission enquiries, modern online communication channels are used.

Admission and related procedures/activities including disclosure of admission rules/schedule, verification of documents, payment of fees & other admission formalities, and counselling of the students are done online to the extent possible. Wherever necessary, relevant details are published on the college website. Disclosure of students-centric information is also done on website. Regular conduct of computer awareness programs is carried out for students and staff.

Examination System:

There is a fully computerized exam cell which complies with all guidelines and instructions by KTU/other agencies regarding conduct of exams, maintains curriculum and publishes results online for different courses/programs. Students can access college website for getting the updates of the examination-related matters including dates and time tables. Online messages are sent to students, whenever needed, regarding examination dates, rules and regulations. The online interface has become an integral part of the system. The e-governance procedure is not




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only accurate and cost effective but also creates transparency in the working system of the Institution.



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

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