

6.2.3 *Implementation of e-governance in areas of operation* Implementation of e-governance.

- 1. Administration,
- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examination

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6.2.3 Implementation of e-governance in areas of operation

1. Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4. Examination

Administration	SIVA INFOTECH 10/119- A1,Cape road Near Asramam Bus Stop Nagercoil Contact:9334488172	2019
Finance and Accounts	ELUCIDA .Elucida Mindware Solutions DD complex mulagumoodu .9843244371	2017
Student Admission and Support	SIVA INFOTECH No 10/119- A1,Cape road Near Asramam Bus Stop Nagercoil Contact:9334488172	2019
Examination	MS University portal (Affliating university)	

Policy Information :

Policy Title:	E-Governance Policy
Category:	Non-Academic
Initiated by:	IQAC
Approval Authority:	Management Board
Monitoring Authority:	IQAC Coordinator
Development and Reviewed by:	IQAC

Scope :

This policy extends the following areas:

- Administration of Students Information System.
- Admission
- Attendance
- Library Information System
- Accounts and Finance

Policy :

The college implements E-Governance in the following operational areas of the institution to provide easier, paperless, transparent, accountable and effective system of governance within the institution.

- Admission
- Accounts and Finance
- Library Management
- Students Attendance
- Maintain Faculty Profile
- Website Maintenance
- SMS

Admission :

Activate the e-portal for admission module during the month of May. Students can enroll through the portal by filling up the online forms. Once get approval from the admission authority the students can get admission and pay the first installment of fee for admission confirmation. The affiliating university rules and eligibility criteria is followed for admission.

Accounts and Finance :

The office continues to maintain its account on Tally. The software is used by the college to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software. Report on fee balance is prepared through this software. Receipts are generated for fee payment also generated by this software.

Library Management :

QR code scanning system from the identity cards being enabled in the academic year.Book borrowing, stock registers are maintained through the library management system.

Students Attendance :

Class in-charges update the daily attendance of the students through the e-portal. Absentees would be informed through SMS to parents.

Staff Profile :

Individual login credential will be given to staff. They have to maintain their profile with periodical updates.

Staff should upload their subject notes in website, if necessary.

Website Maintenance :

The vendor who developed the system continues the maintenance of the website and the software until if any change of the contract.

Also the staff committee responsible for website maintenance will do the updates of college events periodically.

Revision of the Policy :

The IQAC committee does the revision if any changes required.

Annual E-Governance Report 2023 – 2024

The E-Governance system of our institution is used for Admission, Students Information System, Accounts Maintenance, Library Management and Students attendance maintenance.

A new software being assigned for the holiday sms alerts. The inclusion of Examination management is in proposal and planned to be implemented from the next academic year. The system is maintained by ELUCIDA MINDWARE SOLUTIONS and the same company will continue to maintain the system and develop the examination management system.

The college website is periodically updated with the current events by the computer science department.

There are no updates in the existing E-Governance policy.

Prepared by:

IQAC

The E-Governance of our institution is through the portal https://stjohnskk.ac.in/eportal/

The modules are

- Basic Information no of Students
- Attendance for students
- Fees collection details
- Mentoring System
- SMS to Parents about students' absence and fee balance
- Library Information System

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Screenshot of Admission portal: Screenshot of Fee Collection

Student Mentoring System

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Students Information System

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- Master
- Cataloguing
- Circulation
- Serial control
- Acquisition
- Admin
- Search web based On-line Public Access Catalogue
- Gate
- Report



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St. JOHN'S COLLEGE OF ARTS & SCIENCE

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Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Dr. V.Y. DASAPPANTIA, MPNI, Ph.D

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