

HHMSPB NSS College for Women

Policy Document of e -Governance

Academic Year 2023-24

E-governance provides transparency, accountability, efficiency, and effectiveness in the governing process in terms of reliability of information. The following aspects of e-governance are implemented in the institution to provide an efficient and transparent governance system as per norms of the University of Kerala. In the ongoing COVID pandemic situation, all activities of the institution would be as per the COVID norms of the Government.

Student admission and Support: The admission process is completely online and streamlined and as per the Government and University norms. Admission to Management seats will be conducted through direct submission of applications to the college. .

Applications to various Government and University scholarships should be submitted online in respective websites. Support for submission will be provided at college level

Library access is automated with the Grandha software system and INFLIBNET access provided for students. Students can utilize the browsing facility provided in the Library for accessing e-learning resources.

Administration: It is partially automated and transfer certificates are managed and issued in online mode.

To introduce technology in college administration, following procedures are introduced

- a) All information from the University will be through e-mail communications
- b) Official details from departments must be communicated to the Principal through e- mail/ whatsapp.
- c) Official Whatsapp will be used as a medium of communication by the Principal, College Council and IQAC for sharing notices and agendas on college related activities
- d) Official information is to be shared with students using class whatsapp groups or through e mails
- e) E mail id/ WhatsApp numbers of parents and wards is to be collected at the time of admission itself for ease of communication

- f) Notices, reports and photographs of events should be shared with the website committee within two days of events for update on the College Website.

Examination:

All information regarding University examinations will be passed on through WhatsApp groups.

Exam related activities like candidate registration, uploading of internal marks, result publication etc will be online through the university portal.

Finance and Accounts: Financial dealings pertaining to the salary of faculty and administrative staff will be handled through 'SPARK', Government of Kerala, which is a web based G2E integrated solution for Service and Payroll Management. It allows to trace service history, track records/bills/reports/orders etc. hence ensure error-free timely payments and statutory compliance.

Internal examination system is to be conducted online due to COVID pandemic related lockdown. Exams are to be conducted using Google forms/ telegram groups/WhatsApp groups etc. and as all information regarding exams are communicated to students through class WhatsApp groups. The final internal mark list statements are to be published in these groups for verification by students before uploading.

Special note for Pandemic Situation: As per strict instructions from the government and University, all faculty members should comply with the following additional norms:

- Classes can be conducted in online mode
- Classes should be managed through Google Classrooms created in GSuite and attendance of students noted therein.
- While using telegram/whatsapp for teaching, teachers should ensure attendance of students and record the same
- All faculty/student transactions should be by email/whatsapp only.
- All official information from and to the Principal should be through Whatsapp/E mail only
- All internal exams should be conducted in online mode only using facilities like Google Forms.
- Semester wise CE and attendance should be published in students' official WhatsApp group.
- Weekly work reports of faculty should be submitted by the HoDs
- Webinar/ online conference/ workshop can be conducted by Google meet/Zoom

- PG project valuation and viva will be conducted in online mode
- As per government instructions all department meeting/PTA meeting/tutorial meetings can be conducted by google meet as instructed by the principal.