MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN
Muttambalam P.O., Kanjikuzhy, Kottayam- 686004
(Recognised by NCTE, Affiliated to Mahatma Gandhi University)

Estd. 1953

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2: Strategy Development and Deployment

6.2.3: Implementation of e-governance

Annual e-governance Report

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ANNUAL E-GOVERNANCE REPORT – 2022-2023

Planning and Development

The institution makes use of e-Governance in various stages of planning, development and implementation of the academic as well as administrative aspects. The institution has been keen on adopting e-governance, so as to be in communion with the needs of the present educational scenario.

Administration

The College office is fully computerized and avails various websites and interfaces for its smooth functioning. SPARK is used for generating salary bills and related aspects. The work related to PF of the staff is maintained through IFMS. Online centralized system is used for the distribution of scholarships for SC, ST and OBC communities. The library is automated, so as to ensure its smooth functioning.

Finance and Accounts

The salary bills and other bills related to the payment of permanent employees is done through SPARK, an integrated personnel payroll and accounts information system for employees under the Government of Kerala. The salary of the teaching and non-teaching staff members are directly credited to their bank accounts. It makes the procedure more systematic and transparent. The monthly financial statements, annual budgets, annual income and expenditure statements are processed using technological support.

Student Admission and Support

At the time of admission, the student details are documented in digital files. The rank lists were tabulated based on the marks secured by the candidates in their qualifying examinations and displayed subsequently. The admission was carried out through centralized admission portal of M.G. University. The internal marks secured by the students were displayed and sent to the University through digital mode. The feedback from the students was collected using google forms. The details of the programmes and activities conducted within the institution are shared among the staff and students through various WhatsApp groups. The facilities like Google meet, Zoom meetings and YouTube links were used for providing online programmes and classes. All the classrooms of the college are ICT enabled and the faculty make use of technological devices during the transaction of the curriculum. The teacher trainees are also encouraged to use ICT in their curricular, co-curricular

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and extra-curricular activities. The College has a well-furnished Computer Lab and free wi-fi connection, which enhances the academic activities of both the teachers and students. The teachers and students can also make use of the well-automated library, so as to access learning material.

Examination

Most of the activities related to university examinations are done through the online portal of Mahatma Gandhi University. The portal is made use of for exam registration, student registration approval, entry of internal marks, downloading of hall tickets, procuring of result sheets, internal mark sheets etc.

Biometric/digital attendance for staff and students

Though biometric attendance was compulsorily practised earlier, the manual way of marking attendance is followed at present. The institution is equipped to follow the biometric/ digital attendance for staff and students as per the requirements prescribed by the university.

Analysis

The institution has tried its level best to adopt the practice of e-governance in the academic as well as administrative matters. Till now e-governance has been used satisfactorily in administrative matters, finance and accounts, student admission as well as for the conduct of examinations. Yet the institution is willing to implement more practices in e-governance in the area of academics and administration, provided more funds are available.

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