ST. THOMAS COLLEGE OF TEACHER EDUCATION, PALA

6.2.3 Annual e Governance Report

Report on E Governance

The college is striding towards total e-governance and transitioning to a paperless office environment. All administrative functions, including academics, admissions, scholarships, examinations, fee management, faculty and staff services, salary disbursement, and library administration, are now conducted in a partial digital format.

Academics – The college recently installed an LMS. It facilitates online teaching, posting of learning materials, submission of assignments, evaluation, assessment, and for organising online classes. Prior to the installation of the LMS, the college utilized Google Workspace with an "ac.in" domain, providing institutional email addresses to all faculty members to enhance service access and collaboration.

Administration – The college office functions in a partially digital format. The administrative functions related to admission, examination, fees collection, service matters related to faculty and staff are carried out through the respective portals.
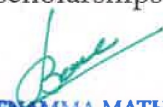
Admission – The Admission process is conducted through the **Centralized Admission Process (CAP)** of the university. The college accesses all details of the newly admitted students through the university portal. The portal receives the applications of the students and allots them to the colleges under the university according to their merit and options given.

Examination – **The MGU PAREEKSHA** portal is the university portal for examination-related tasks. The college uploads the internal marks and access result sheets through the portal. On exam days, question papers are accessed online and printed at the college under CCTV surveillance. Examinations are conducted in halls under CCTV surveillance. This online dissemination of question papers and examination under CCTV surveillance began in 2019.

Finance Management- The college transacts its financial management through:

Public Finance Management System (PFMS): The college operates financial transactions related to RUSA funds, NSS funds, and scholarships (such as
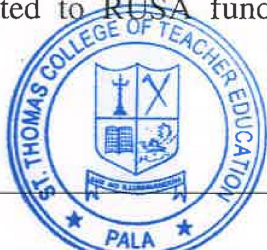
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ICSSR scholarships) through the PFMS. It enables effective financial management and accountability.

College Library – The college library is digitalised with CampusNet ERP College Library Software. The library management system is KOHA Version 23.11.06.000, which is an Integrated Library Management System (ILMS) that supports various functions. This version of Koha includes critical modules such as Acquisition, Cataloguing, OPAC, Serial Control, Circulation, Patron Management, Reporting, and Tools. These modules help streamline library operations, from acquiring and cataloging new materials to managing patron accounts and facilitating efficient resource circulation. The OPAC module improves accessibility by allowing users to search the library's catalog online. The Reporting and Tools modules provide valuable insights and utilities for library staff, enabling data-driven decision-making and effective service management. The implementation of Koha has significantly improved the library's operational efficiency and user satisfaction.

The Library and Information Centre has 13 computers, five of which are dedicated to library administration including the RFID Koha e-gate and Library Information KIOSK (OPAC), while the remaining computers are available for browsing, project work, statistical analysis, and printing.

Faculty and Staff Service matters – The service-related matters of the staff are all managed by digital management systems. The college utilises the digital portals.

The salary disbursement is through Service and Payroll Administrative Repository (SPARK). The SPARK ON MOBILE APP gives all details regarding leave availed of, outside duty, salary details of the staff.

The provident fund matters of the staff and faculty are transacted through the portal of KPCPF (Kerala Provident Fund) and **Government Aided Institutions (GAIN PF)**.

Insurance - The insurance matters of the faculty and staff are managed through the portals of the **SLI (State Life Insurance) and GIS (Group Insurance Scheme)** through the Viswas portal of the Kerala State Government.

BiMS (Business Information Management System) – The college remits the tuition fees of the students to the treasury through this portal.

MEDISEP (Medical Insurance Scheme for Employees and Pensioners) – The health insurance of the staff is accessed through MEDISEP portal.

Biometric attendance system – The college had established a biometric attendance system. The faculty, staff and students recorded their attendance through the system. It was stopped during the COVID times.

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