



UNION CHRISTIAN COLLEGE ALUVA-2



Criterion 6

SSR 5th CYCLE 2023

6.2.2 E-governance Report (2018-23)



UNION CHRISTIAN COLLEGE, ALUVA.

E-GOVERNANCE REPORT 2018-2019

The e-governance policy of Union Christian College prioritizes the needs of students, faculty, and staff, and aims to streamline administrative processes while improving the quality of education and services offered by the college. The policy aims to leverage technology to enhance services and enable all citizens to access services from anywhere and at any time. E-governance has been implemented to automate the various functions in an integrated manner in the areas of Academics, Administration, Finance & Accounts, Admissions, Examinations, Library, Planning and Development, Student Support, Placements, Alumni Portal and CCTV Surveillance.

Various committees are formed to monitor requirements in relation to e-governance and a Computer Network Facility Committee, & Website committee formulated accordingly. Website Committee has formed for the administration of the college website. The Committee is responsible for the process of updating, maintaining and working of the website on a regular basis. The Computer Network Facility committee has the responsibility for provision of network connectivity in the campus.

Administration including Complaint Management, Student Admission & Support

During the year 2018-19 **Total Campus Solution** Software purchased from Mishilogic Software and enabled information and communication technology in Administrative work. TCS software integration with campus community, reduced repetitive entry and enhanced ease of communication across the institution's various departments.

Library automation is the use of technology to perform various tasks and services in a library, such as cataloging, circulation, acquisitions, reference, and digital collections. It can offer many benefits, such as improved efficiency, accuracy, accessibility, and user satisfaction. Union Christian College library uses **Alice for windows** free software for automation in library activities.

College website is a hub of various information. It disseminates information to the students as well as to the society at large. College profile, faculty profiles, important events, exam notifications, alumni registration etc. are made available on the website. College website is enabled with the feature of **Student Grievance Redressal Mechanism** through which students can register their complaints regarding ragging, harassment, internal complaints, any problems faced by SC/ST students.

FINANCE AND ACCOUNTS:

Union Christian College has introduced **Tally Software** in Accounting from the year of 2005 onwards and renewed every year regularly. The office continues to maintain its account on Tally. Latest versions of the software are purchased and used by the college. Advanced features



helped the staff to maintain financial records effectively and efficiently. Appropriate security measures have been taken for maintaining confidentiality of the transactions.

The College also uses multiple software's like **Public Financial Management System (PFMS)** which is used to manage the funds received from the govt. like UGC Project fund, JRF etc. The college also resort to the State govt.'s **SPARK (Service and Payroll Administrative Repository for Kerala)** for salary dispersal.

EXAMINATION: Examination cell of the college and internal assessment committee monitor university as well as internal exams. Internal marks of students are regularly uploaded through university portals.



UNION CHRISTIAN COLLEGE, ALUVA. E-GOVERNANCE REPORT 2019-2020

E-governance is the use of information and communication technologies in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence, the purpose of e-governance is to bring transparency and efficiency in the working of an organization.

Union Christian College, Aluva is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. Like in the previous year this year also website Committee and Computer Network Facility committee entrusted with the responsibilities of website administration and network management.

As per the recommendations of the staff council, the college introduced an online attendance marking system in the campus. Attendance is a key indicator of a student's success. By enabling the attendance **feature in TCS** software admin can track, manage and report regarding student participation in class rooms. To a great extent it helped to maintain discipline in the college campus.

With the outbreak of Covid-19 Pandemic at the end of the academic year college Started preparations for managing online classes in the next academic year. During Lock Down Online classes started for the UG&PG students. Moodle, Google Classrooms, Google Meet, Zoom platforms were used extensively. You tube videos, recorded classes etc. were delivered to students during the period. Open book test, quiz through google forms were used to assess the performance of students. Committees made every effort in updating website and providing training to teachers in managing online classes. The College also uses multiple software's like **Public Financial Management System (PFMS)** which is used to manage the funds received from the Government like UGC Project fund, JRF etc.

The college also resorts to the State Government's **SPARK (Service and Payroll Administrative Repository for Kerala)** for salary dispersal. For accounting and finance management the college uses new versions of Tally software.



UNION CHRISTIAN COLLEGE, ALUVA. E-GOVERNANCE REPORT 2020-2021

Union Christian College, Aluva was established in 1921 as an ecumenical, Indian Christian initiative in the field of higher education in Kerala. The college was founded by Mr K.C. Chacko, Mr A.M. Varki, Mr C.P. Mathew and Mr V.M. Ittyerah, alumni of Madras Christian College, as an institution based on the values of integrity and social commitment, promoting learning and culture. The college strives to produce intellectually competent, morally upright, and spiritually inspired citizens in the service of the nation.

Most proud moment of Union Christian College was its centenary celebration. The Honorable Governor of Kerala Shri. Arif Mohammed Khan inaugurated the centenary celebrations on 29th March 2021. Due to Covid protocol, entries were restricted for the inaugural function and the live streaming of the event was made available through the official YouTube channel: youtube.com/UCCMedia.

During the year 2020-21, college enabled **online application processing procedure** for admission work. During pandemic period college upgraded its website with added features like online application submission, online rank list, and online fee payment facility. The system benefitted thousands of students to adjust their learning styles and ensured program enrollment without any problems. Separate QR code is given for online payments. Digital payment system also helped to avoid cash transactions and frequent bank visits during the pandemic.

Software's used for various operations are:

- 1.Total Campus Solutions for admission & administration
- 2.TALLY software for accounting and finance
- 3.PFMS
- 4.Spark

College distributed free mobile phones with internet facilities to financially poor students. Various committees' initiatives were remarkable during the Covid times. The College has spent a substantial amount of funds in implementing e-governance during the period.



UNION CHRISTIAN COLLEGE, ALUVA.

E-GOVERNANCE REPORT 2021-2022

Every activity of an educational institution reaches its fulfilment with the coordination and cooperation of various groups of people situated at different levels of the academic framework. It has been a growing realization for Union Christian College in introducing E-governance into its academic and administrative areas thereby ensuring accountability, efficiency and transparency of its functions.

The designing an e-governance policy for Union Christian College required careful consideration of various aspects of the college's operations. The following are the considerations incorporated by the college for the policy:

1. Information Management: The policy addresses how information will be collected, stored, managed, and shared within the college. The policy also defines the roles and responsibilities of staff members who are responsible for information management.
2. Online Portal: The College has an online portal that is accessible to students, faculty, and staff. The portal provides access to a variety of services, including course registration, grade reports, library resources, and administrative functions.
3. Online Payment: The policy encourages and facilitates online payment of fees, tuition, and other charges to reduce the administrative burden of manual payments.
4. Online Learning: The policy outlines how the college will support and deliver online learning to students who are unable to attend classes in person. This includes the use of virtual classrooms, online resources, and other digital tools.
5. E-Administration: The policy specifies how the college will manage administrative tasks electronically, including maintaining student records, managing course schedules, and providing timely notifications to students.
6. Security: The policy ensures that all online transactions and communications are secure, and that appropriate measures are in place to protect sensitive information.
7. Accessibility: The policy ensures that the online portal and other digital resources are accessible to all students, including those with disabilities.
8. Training: The policy requires training for faculty, staff, and students on the use of digital tools and resources to ensure that everyone is able to fully utilize the e-governance system.
9. Evaluation: The policy outlines a process for evaluating the effectiveness of the e-governance system and making improvements as needed.

Important decisions made:



Our college website is a collection of 149 websites. Where each faculty can login and update their details. College authorities decided to provide free internet facility to PG students with passwords.

1. During 2021-22, website committee decided to enhance website storage space and integrate alumni website with college website. A proposal obtained from 'riosis' for alumni website development and finally approved their proposal.

2. The website was updated and the stakeholders were given the facility of reporting grievances online through the official college website.

3. The college relies on the values of transparency in financial transactions and hence has opted to resort to online means of fee payment for hostel and tuition and is found to be a safer mode of financial transaction that is automatically documented.

Several webinars were organized to create awareness about covid pandemic.

1. Career Opportunities After Covid-19 ... "Career Opportunities After Covid-19 Crisis" by Placement officer Union Christian College, Aluva on 12 May 2020.

Link: <https://computermaintenanceandelectronics.uccollege.edu.in/news/career-opportunities-after-covid-19/>

2. Webinar – 'Covid & Post Covid' | UC College Aluva. 29-May-2021 — Union Christian College in Association with VPS Lakeshore Hospital Kochi cordially invites you to a Covid awareness online session.

Link: <https://uccollege.edu.in/events/webinar-covid-post-covid/>

software's used for various operations are:

1. Total Campus Solutions for admission & administration
2. TALLY software for accounting and finance
3. PFMS
4. Spark



UNION CHRISTIAN COLLEGE, ALUVA.

E-GOVERNANCE REPORT 2022-2023

The e-governance policy of the college prioritizes the needs of students, faculty, and staff, and aim to streamline administrative processes while improving the quality of education and services offered by the college. The e-governance policy is also intended to promote good governance by improving accountability and reducing corruption through transparency and efficiency.

1. Administration including Complaint Management, the college has implemented e-governance in all the areas of operation like Administration, Finance and Accounts, Student Admission and Support and Examination. ICT has been introduced in the Administrative work by installing an ERP Software of TCS in the office.

College website is enabled with the feature of Student Grievance Redressal Mechanism through which students can register their complaints regarding ragging, harassment, internal complaints any problems faced by SC/ST students.

In addition

1. The College authorities communicates with Governing Body members as well as the teaching and non-teaching staff through emails and Messages in WhatsApp Groups (UCC Notice, staff association Ucc).

2. WhatsApp Group helps to provide the brief notices of any event to be happened on college.

3. WhatsApp Groups are also used for awareness and of smooth functioning of the same.

4. All teachers are provided with email in college domain.

5. All-important administrative information including notices are regularly published on the website.

6. Online attendance system helped to track students with attendance shortage.

7. Free internet facility to staff and students.

8. To achieve the target of green campaign, committee members started using Google facilities like

Google sheet: For data collection from Various Departments



Google Docs: To prepare notices and activity reports.

Google Forms: To prepare Feedback forms and get online feedbacks of Students, Parents.

9. The college campus is equipped with CCTV Cameras installed at various places of need.

2. Finance and Accounts:

The accounts of the institution are maintained through the Tally software.

Financial matters like receipts and payments are made through online mode.

Separate QR CODE is given for collecting college fees and hostel fees.

3. Student Admission and Support

Student Admission is carried out through the Students Module of ERP. Admission and online transaction interfaces are provided on the website. The college website provides adequate information regarding admission, rank list of various courses, Interview schedules etc. College is having a full time System Administrator and team members for smooth maintenance and updating of website.

Students desirous of seeking admissions into the First Year Undergraduate & Post Graduate Programmes through merit/ management/community/reservation and sports quota are required to submit an online admission form through online portal created by the college. After initial registration, students proceed to complete the online admission process by providing relevant data as per requirement of the college and finally after choosing their subjects / courses for study in the academic year, they have to complete the application process by making an online payment.

Alumni Portal is provided on website for the information of pass out students and it provide a plat form for alumni registration and associations.

Placement Cell Conduct trainings, workshops, lectures, and other events to develop career planning and employability skills for students through online and offline mode. The college maintains a database of students' academic details and employment records and provide details as and when required by the recruiters.

Learning Management System:

Our College is using Moodle Platform, Google Classroom, Recorded Classes, YouTube Videos and Light Board for academic purpose.

Library@ Union Christian College: Our college has 3 libraries. One at the main campus and the other two at MBA & MCA campuses respectively. The Library serves as an information



and educational hub of the College Community. At present the library has 85000 documents, and subscribes to more than 650 online journals & 98000+ e-books through N-LIST program. Academic Writing Tool – QuillBot it is an online ‘writing and research platform’ to help students, faculty, and researchers in their academic writing. The services include paraphrasing, grammar checking, plagiarism checking, and citation generation. To avail the services of QuillBot, it is required to have an e-mail id provided by the uccollege.edu.in domain. In addition, large number of web resources are available for the students in the library.

Software Used in the Main Library: Alice for Windows

Software Used in MBA & MCA Campus: Koha, Version: 18.11.00.000

4. EXAMINATION

Filling of examination forms, obtaining admit cards, uploading of marks, uploading and downloading of Question Papers etc. are done in online manner. Examination cell of College oversees the complete process of examination under the guidance of the Principal and Examination Controller of the University.

Invigilation duty List of Faculties are circulated in WhatsApp groups. During Pandemic period, Open Defense of research Scholars, Viva-voce of PG students, were conducted through online. Internal Exams of students in the form of quizzes, open book test etc. were conducted extensively using google form, through google class rooms.