



## Implementation of e-Governance in Areas of Operations:

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

### 1. Administration

The college has implemented e-governance in all the areas of operations 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.

### In addition

1. The College authorities communicate with the 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 Groups help to provide brief notices prior to any event that is to happen in the college.
3. WhatsApp Groups are also used for awareness and for the smooth functioning of the same.
4. All teachers are provided with email addresses in the College Domain.
5. All-important administrative information including notices are regularly published on the college website.
6. Online attendance for all students are meticulously marked through the TCS Software
7. Free internet facility [Wi-Fi] is made available to all staff and students of the college.
8. To achieve the target of the 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 vital places for efficient surveillance and security.



## 2. Finance and Accounts

The accounts of the institution are maintained through the Tally software. Financial transactions like receipts and payments are made through the 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: the rank lists of the various courses, the interview schedules, etc. The college is having a full-time System Administrator and supporting team members for the smooth maintenance and updating of the 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 the online portal created by the college. After initial registration, students proceed to complete the online admission process by providing relevant data as per the requirement demanded by 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.

An **Alumni Portal** is provided on the college website for gathering information about pass-out students and to provide a platform for alumni registration and associations.

The college **Placement Cell** conducts training sessions, workshops, lectures, and other events to enhance the career planning and employability skills of the students through **online** and offline mode. The college maintains a database of students' academic details and employment records and provide this data as and when required by recruiters/industry.

### Learning Management System:

Our college uses Moodle Platform, Google Classroom, Recorded Classes, YouTube Videos and Light Board for academic purposes.

### Library@ Union Christian College

Our college has 3 libraries. One on the main campus and two others at the 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 it subscribes to more than 650 online journals & 98000+ e-books through the N-LIST program.

**Academic Writing Tool – QuillBot** 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, one should have an e-mail id provided by the uccollege.edu.in domain. In addition, a large number of web resources are available for the students in the library.



## **Software Used in the Main Library:**

**Alice for Windows - Version:6.00**

**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 the online mode. The Examination Cell of the college oversees the complete process of examination under the stewardship of the college Principal and the Examination Controller of the University. Invigilation Duty Lists of the members of the faculty are circulated in WhatsApp groups.

During the COVID Pandemic period, the Open Defense of PhD Research Scholars and the Viva-Voce of PG students were conducted in the online mode. Furthermore, the Internal Exams of students too - in the form of quizzes, open book tests, etc. - were conducted with the extensive use of google forms, and google classrooms.



## E- GOVERNANCE POLICY

E-governance policy is a framework that enables the use of electronic and digital technologies to manage and deliver public services efficiently and effectively. The objective of an e-governance policy is to streamline government operations and make them more accessible, transparent, and responsive to the needs of the governance in the college. The policy aims to leverage technology to enhance services and enable all citizens to access services from anywhere and at any time. The e-governance policy is also intended to promote good governance by improving accountability and reducing corruption through transparency and efficiency.

### **Objectives:**

- **Improving Accessibility:** The policy aims to improve accessibility to services for all citizens by providing online platforms and services that are accessible and user-friendly.
- **Enhancing Efficiency:** The policy is intended to improve the efficiency of government operations by automating processes, reducing the time taken to deliver services, and eliminating redundant processes.
- **Promoting Transparency:** The policy is designed to promote transparency in College operations by providing citizens with access to information on government activities and services.
- **Increasing Accountability:** The policy aims to increase accountability in College operations by ensuring that government officials are held responsible for their actions and decisions.
- **Enhancing Service Delivery:** The policy is intended to enhance the quality of services by providing citizens with timely, accurate, and reliable information and services.
- **Fostering Innovation:** The policy is designed to foster innovation in operations by encouraging the use of new technologies and digital solutions.

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.

Thus the e-governance policy is intended to transform college operations by leveraging technology to improve service delivery, enhance accountability, and promote good governance. By adopting an e-governance policy, College can improve the lives of citizens and promote economic growth and development. 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.



## UNION CHRISTIAN COLLEGE, ALUVA INTERNET ACCESS POINTS IN THE CAMPUS

SL NO	Department (Position)	MAC	Serial Number	IP	Model	Company
1	AP100_Zoology_Msc_Lab	00:1a:8c:d0:2b:7c	A4005195E6BDE01	192.168.0.112	AP100	SOPHOS
2	AP55_Economics	00:1a:8c:ab:cf:23	A4003D56EAF8B9D	192.168.0.119	AP55	SOPHOS
3	AP55_Library_Counter	00:1a:8c:ab:d1:32	A4003D9817B8892	192.168.0.114	AP55	SOPHOS
4	AP55_Malayalam	00:1a:8c:ab:ce:ce	A4003DFD174620E	192.168.0.120	AP55	SOPHOS
5	AP55_Maths	00:1a:8c:ab:d1:98	A4003DE5E884930	192.168.0.117	AP55	SOPHOS
6	AP55_MB_Block_Coridor	00:1a:8c:ab:cf:34	A4003DA4EC060F6	192.168.0.124	AP55	SOPHOS
7	AP55_MB_Block_PG_Lab	00:1a:8c:ab:cf:12	A4003D898278C24	192.168.0.123	AP55	SOPHOS
8	AP55_NR_3rd_Floor	00:1a:8c:ab:d1:76	A4003D0A9686F96	192.168.0.118	AP55	SOPHOS
9	AP55_NR_English_Staffroom	00:1a:8c:ab:d1:65	A4003DB03DC14A0	192.168.0.116	AP55	SOPHOS
10	AP55_Physics	00:1a:8c:ab:cf:01	A4003D643DAAD19	192.168.0.125	AP55	SOPHOS
11	AP55_Zoology_Lab	00:1a:8c:e0:19:2f	A400578CAD361A6	192.168.0.122	AP55	SOPHOS
12	AP_100_Library_Outside	00:1a:8c:81:05:15	A40025408015192	192.168.0.115	AP100	SOPHOS
13	AP_A40025BE7AA2CA3	00:1a:8c:81:02:18	A40025BE7AA2CA3	192.168.0.111	AP100	SOPHOS
14	AP_A4003D1E97CCCF0	00:1a:8c:ab:d1:43	A4003D1E97CCCF0	192.168.0.113	AP55	SOPHOS
15	AP_A4003D4343AB592	00:1a:8c:ab:ce:f0	A4003D4343AB592	192.168.0.121	AP55	SOPHOS
16	Englis_Instructional_Media_Centr	192.168.0.127			505(indoor)	Aruba
17	Chemistry_Staff_Room	192.168.0.129			505(indoor)	Aruba
18	History_Staff_Room	192.168.0.143			505(indoor)	Aruba
19	Zoology_1st_MSC_Lab	192.168.0.133			505(indoor)	Aruba
20	Physics_Library_Hall	192.168.0.131			505(indoor)	Aruba
21	Physics_Nanomaterial_Research_Lab	192.168.0.130			505(indoor)	Aruba
22	UP_Front	192.168.0.140			565(outdoor)	Aruba
23	UP_Back	192.168.0.139			565(outdoor)	Aruba
24	PHYSICAL_EDUCATION_STAFF_ROOM	192.168.0.141			505(indoor)	Aruba
25	VM_Hall	192.168.0.142			565(outdoor)	Aruba
26	MALAYALAM_PJ_1	192.168.0.137			505(indoor)	Aruba
27	Malayalam_HOD_ROOM	192.168.0.138			505(indoor)	Aruba
28	Zoology_Staff_Room_Corridor	192.168.0.132			505(indoor)	Aruba



29	Commerce_MB_3rdFloor	192.168.0.136			565(out door)	Aruba
30	Psychology_UG_LAB	192.168.0.134			505(ind oor)	Aruba
31	E&CM_Lab	192.168.0.135			505(ind oor)	Aruba



## UNION CHRISTIAN COLLEGE, ALUVA.

### Details of Internet Service Providers of Union Christian College

SL.NO	ISP	BAND WIDTH	USAGE ZONE
1	BSNL Leased Line	20 Mbps(Upgrading to 30Mbps- Requested)	College Office
2	Kings broadband-100Mbps	100Mbps	Administrative Office
3	Railware BroadBand-200Mbps	200Mbps	College Office.
4	Asianet (New Connection Broadband)	1Gbps	Students
5	BSNL Office Landline Connection	30Mbps	Main office
6	Kingsbroad band	50Mbps	Exam Cell
7	BSNL Broad Band	100Mbps	IQAC Office
8	Asianet Broad Band	150Mbps	MBA
9	Kings broadband	100Mbps	MCA Dept.



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4. Spark Log in - <https://spark.gov.in/webspark/>