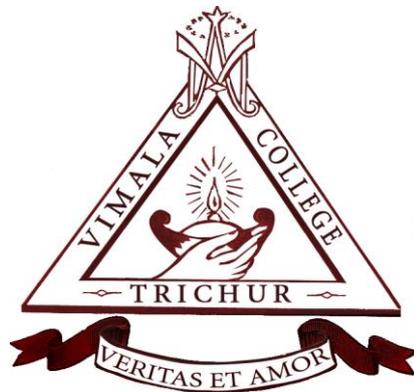


Vimala College (Autonomous)

Thrissur



Policy on E-Governance



VIMALA COLLEGE (AUTONOMOUS), THRISSUR
KERALA 680009

Policy No.	VC/ Policy/ 13				
Policy Name:	Policy on E-Governance				
Drafted by	Internal Quality Assurance Cell (IQAC) in consultation with respective Working Committee	Adopted:	2019-20	Revised:	2020-21
Approved by	Governing Council	Date:	08 April 2021		
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PRINCIPAL IN-CHARGE,
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR - 680 009

Vimala College (Autonomous) introduced a Policy on e-governance to enhance good governance ensuring efficiency, transparency, and accountability of its functions. E-governance is effectively implemented through academic management system and other systems that supports administration.

The College recognizes the huge potential of E-Governance in its administration and management and invest in the application of technology for various activities and processes viz. academic management, student registration, admission, student profile, classes, timetable, attendance, library, payroll and financial management, examinations, performance, grades, scholarships etc.

Goals

- Improve internal process of governance
- Provide better information and service delivery to stakeholders
- Increase transparency of the services of the college
- Strengthen accountability and credibility of the institution
- Promote participation of the internal and external stakeholders.

Areas of e-governance

Vimala College has implemented e governance in the following areas

- Academic Management Through Linways which covers data pertaining to student profile, faculty profile, examination, internal assessment, attendance etc.
- Qn Smart: Question bank and Question Paper generation
- MOODLE- Learning Management System
- Admission: Automated admission procedure
- Administration: Payroll ,financial management, correspondence and communication
- Library: Using Koha, D Space, INFLIBNET
- CO-PO-PSO Mapping and Attainment of Course Outcomes
- Website
- Stakeholder feedback Mechanism



Users and Privileges

The Enterprise Resource Planning of Vimala College provides various privileges to its stakeholders. The Principal, Controller of Examinations, Joint Controllers of Examinations, Academic Department Heads, Office Superintendent, Faculty, Non-teaching staff, Student, Parents. Each of the stakeholder has got access to various relevant data and functions to be performed at their level through ERP. Each of the stakeholder will have a unique username and password through which they need to log in the ERP. The Privileges available in Linways Academic Management system is attached as Annexure.

The Principal

The college Principal has got access to profile of students, their attendance, internal and external marks, timetable for each semester, faculty profile, academic workload of each faculty member, feedbacks from the student, fee payment details of student, examination schedule, mark entry status, student admission status. Principal can also access the list of failed/passed students of each programme.

Controller of Examination and Joint Controllers

The controller of examination and joint controllers have got access to examination related functions of entire academic programmes of the college. The CoE can access the examination schedule, student attendance status, exam application status, condonation status of students, access to mark entry done by faculty members (internal score), semester examination result, examination registration status of each student, status of examination fee paid, generation of hall ticket and preparation of semester mark list.

Faculty

Faculty members and HoDs have access to student profile, the attendance profile of the students in all the classes they are engaging. They will have access to mark entry portal, timetable, number of sessions engaged for each batches. Faculty members can notify the students regarding their attendance status, assignment allotment and



evaluations and other relevant matters using Linways. Faculty can also view the ratings of faculty evaluation by students.

HoDs have the privilege to access attendance reports, normalised mark report, university exam reports and student feedback report.

Administrative Staff

The administrative staff, who are working in various administrative and other departments will have access to various privileges in Linways and Admission Management software. The staff who are in charge of student affairs will have access to student profile, fee payment details, and attendance reports. The admission team have access to admission portal and rank list. The staff who are in charge of faculty affairs will have access to details of courses handled by each faculty, faculty profile and faculty academic workload. The administrative staff, who oversees the scholarship has access to the scholarship application portal. The staff who oversee payroll have access to SPARK and staff who oversee accounts have access to PFMS portal. Librarian has access to the Library Management system.

Students

The students of Vimala College have extensive use of Linways Academic Management system. The complete academic activities of the students in Vimala College are managed in Linways. Right from the enrolment, fee payment, timetable, attendance, assignment allocation and assessment, internal marks, registration for end semester examination, exam fee payment, examination schedule and examination result.

Parents

When a student is enrolled in Vimala College and got their profile entered in Linways Academic Management System their respective parents will be automatically have a Linways user account. Through this account, parents can access the attendance status, academic scores of their ward, timetable, examination timetable and other relevant matters.



SMS alert system about the absence of students is also activated through the system.

NAAC Module

Linways enabled privilege of coordinator of NAAC module for the faculty member from Dept. of Computer Science who is in charge of MIS.

MOODLE- Learning Management System

Privileges are extended to faculty coordinators of MOODLE in Vimala College.

Website

Privileges to access and modify the contents of the website is extended to the website coordinators of the college.

e-Governance – Benefits to Students and faculty

Benefits to students

- Increase participation in educational affairs
- Saving in time cost & efforts
- Better information & transaction services
- Enhance e - learning
- Students can access virtual lectures & Seminars and learning materials
- Students can solve their problems like- examination queries, result verification etc.
- Students can submit feedback to college

Benefits for Faculty

- Profile creation and regular updates
- Attendance record of students
- Student Assessments, quizzes, and surveys
- Provision of Online courses
- Performance / result analysis
- Communication with students



Benefits to college

- Easy access to Data and accuracy of data
- Electronic data exchange with university
- Saving of hidden operational cost
- Instant statistical report generation
- Helpful for various accreditation processes
- Reduction in paper use

Vimala College aims to progress towards e-governance in all aspects of its functioning. This policy would require modifications from time to time as the advancement of technology takes place every year.



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