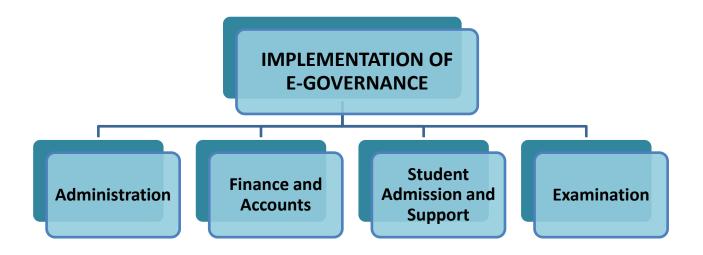


# **CRITERION 6**

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

Metric 6.2.2

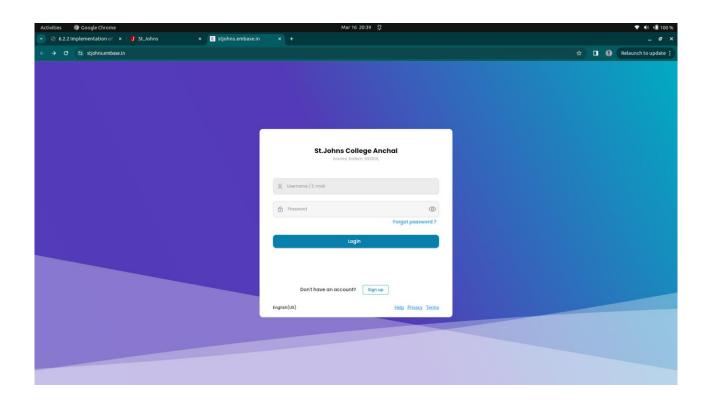
### **6.2.2 - Institution Implements E-governance in its Operations**



#### 1. Administration including complaint management

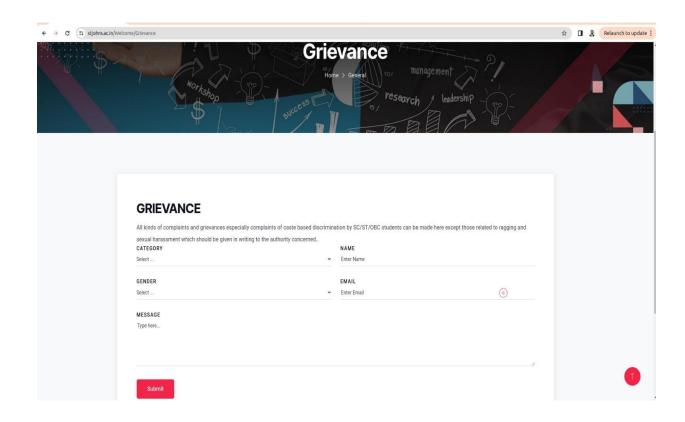
#### **ERP – EMBASE PROSUIT**

The college administration integrated E-Governance Implementation as an essential component, introducing the "Embase Pro Suit" from the academic year 2021-22. This software can manage attendance, fee collection, staff leave and is able to generate attendance report. Beyond facilitating E-Governance, this software extends its capabilities to encompass Curriculum Design and Development, Outcome-Based Education (OBE), Learning Management System (LMS), and Student Performance Analytics. By leveraging this platform, colleges can effectively align with the goals and directives outlined in the National Education Policy (NEP) of 2020.



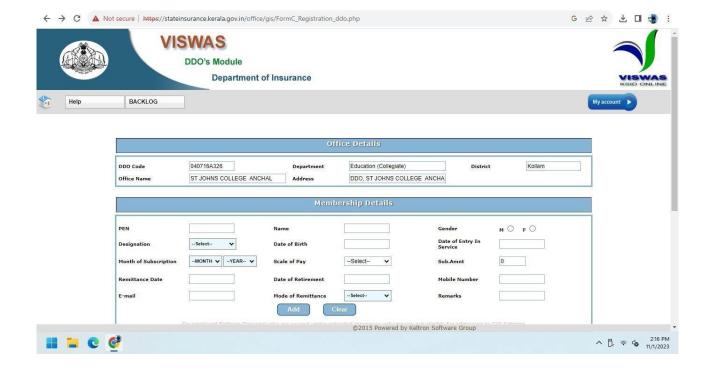
#### **Complaint Management System**

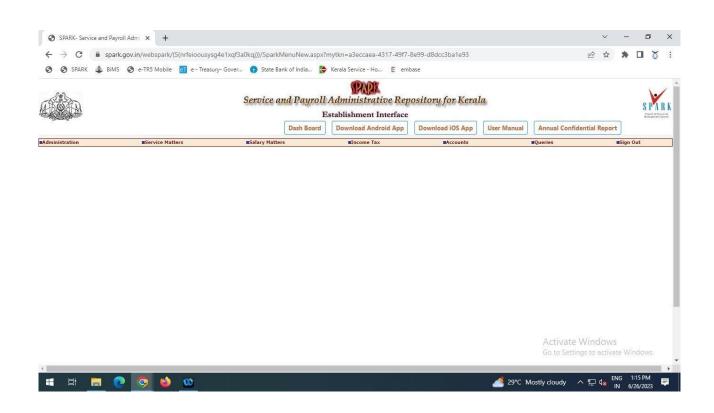
The college website serves as a central platform for registering grievances. Specifically, the college has dedicated sections such as a "Grievance Page" and a "Feedback Page," accessible through the website. Here, students can submit their complaints electronically, providing detailed information about their concerns. These online forms are designed to capture essential details and facilitate prompt resolution by the relevant authorities.

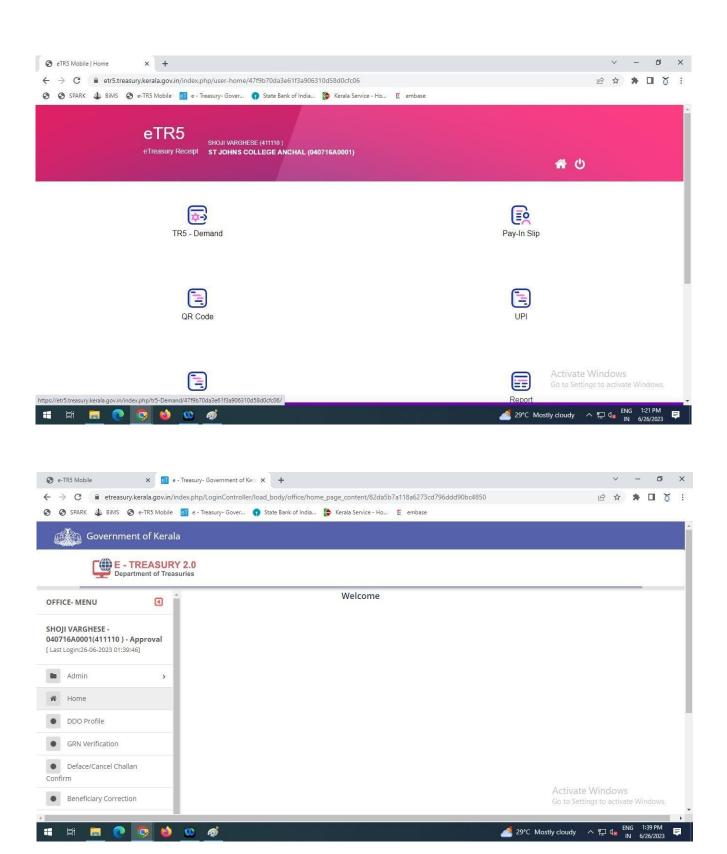


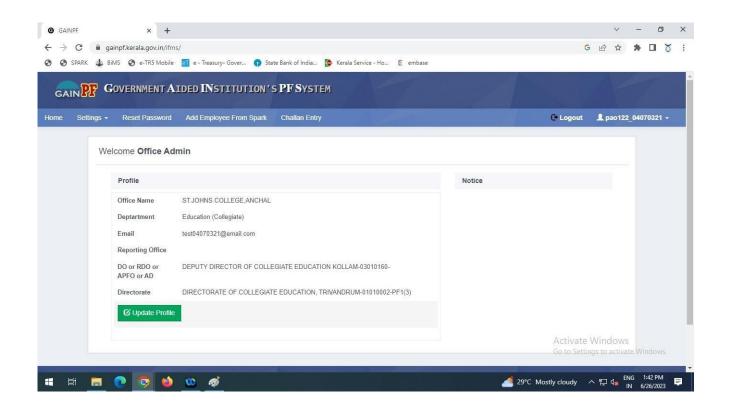
#### 2. Finance and Accounts

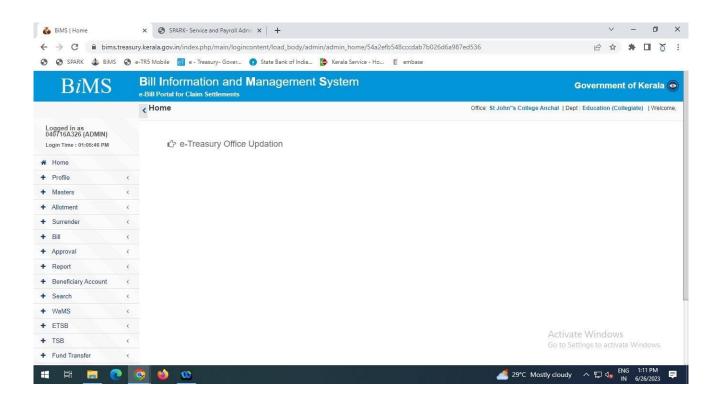
The institution has embraced e-governance initiatives aimed at enhancing efficiency and transparency in finance and accounting processes. Utilizing platforms such as SPARK (Service and Payroll Administrative Repository of Kerala), facilitated by the Finance Department of the Government of Kerala, the institution has digitized all HR-related services and salary data to seamlessly manage government employees' records. Supplementary to this effort, the mobile application SPARK on Mobile provides convenient access to SPARK functionalities on mobile devices, empowering employees with real-time information and service accessibility. Additionally, the adoption of e-treasury Accounts- TSB Online facilitates the direct disbursement of salaries into employees' bank accounts, ensuring swift and secure transactions. Furthermore, GAINPF serves as an online platform for employees to efficiently access and manage their provident fund accounts. The college make use of Bill Informations and Management System (BiMS), which is an e-Bill portal for Claim Settlements by Drawing and Disbursing Officers (DDOs). The **VISWAS** portal is used to provide the facility to file applications online for GIS Membership and Claims through the web. The Government of Kerala offers medical insurance to all employees via MEDISEP, accessible through a web portal where digital medical cards are issued to all employees in the college. Through the implementation of these e-governance endeavors, the institution optimizes financial operations, augments employee satisfaction, and fosters a culture of digital innovation and accountability. Additionally, the college provides a help desk dedicated to assisting faculty and supporting staff in resolving any queries they may have regarding various online platforms.

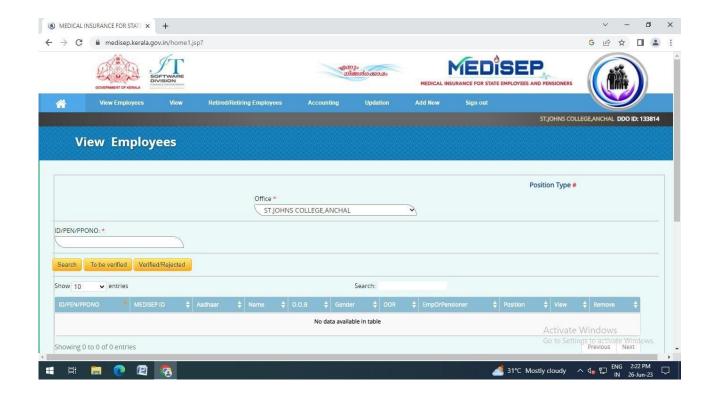








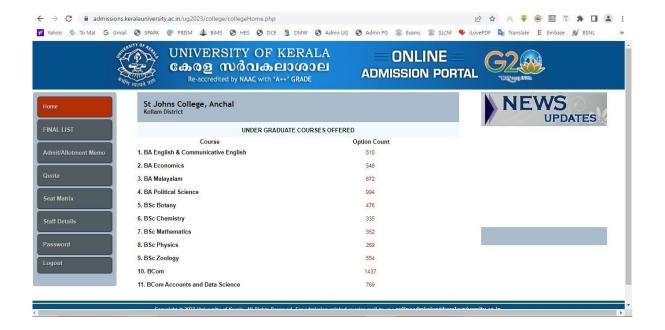


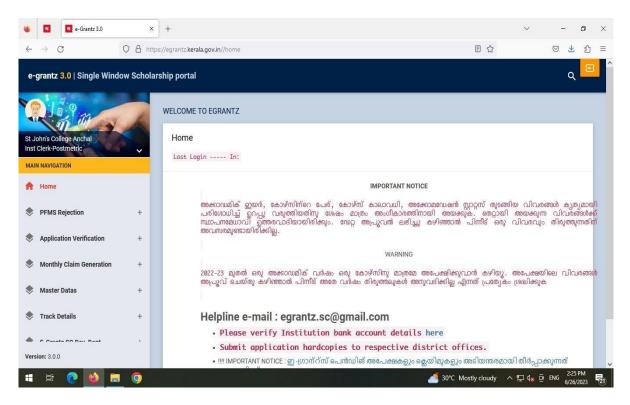


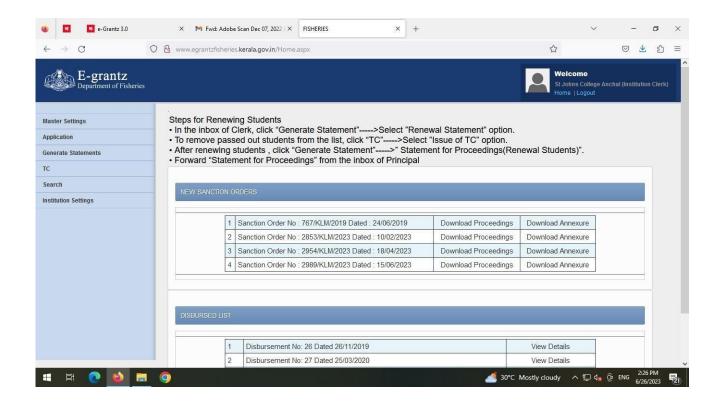
#### 3. Student Admission and Support

Student admission and support at the college are carried out to ensure a seamless and efficient process for incoming students. Each academic year, student admission is facilitated through the **Kerala University Online Admission Portal**, streamlining the application and enrollment procedures. The college conducts admissions in accordance with the list provided by the university after online allotment through a single window system. To oversee this process, an Admission committee is constituted in the college annually, comprising dedicated members who ensure adherence to admission guidelines and procedures. Furthermore, the college extends support to students for online fees remittance and completion of university admission formalities, registration of online academic management system **EMBASE** etc. to provide comprehensive assistance and quidance throughout the admission process.

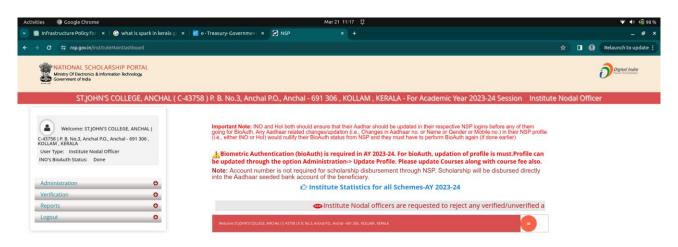
The college is committed to providing comprehensive support to students in applying for scholarships and grants recognizing the importance of financial assistance in facilitating their academic pursuits. To streamline the process, the **College's Scholarship Committee** has established a **WhatsApp group** comprising teachers and student representatives from each class. This platform serves as a vital communication channel, enabling timely notifications of various scholarship opportunities and updates. Additionally, a teaching staff is appointed as the **nodal officer** for national scholarships, who provide guidance and verification of student's online application throughout the application process. Moreover, the institution facilitates access to **e-Grantz** portal, offering students a convenient platform to apply for State government grants to support their educational expenses. Furthermore, students can utilize the National Scholarship Portal to apply for national scholarships, with the college offering guidance and support to navigate the application procedures.



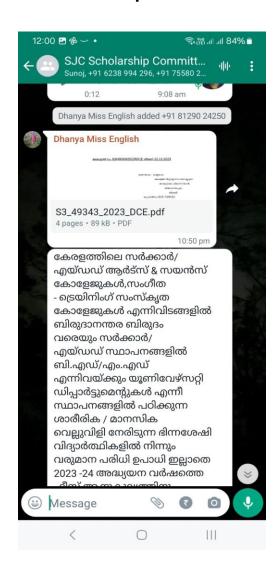




#### Online application of Scholarships



#### Whatsapp Group to intimate Scholarship announcements



## 4. Examination

## Internal Examinations mark upload through EMBASE

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| Roll<br>No                                  |          | Name                             | Marks  | Max<br>Marks                     | Roll<br>No |                                       | Name                            | Marks  | Max<br>Marks                  |  |
| 7   | 0        | NIKHILA B R<br>Adm no : 4950     | 19.1   | 20                               | 18         | 8                                     | ANUSREE S<br>Adm no : 4964      | 14.4   | 20                            |  |
| 8   |          | SHYAM NADH S<br>Adm no: 5347     | 11.3   | 20                               | 19         | 0                                     | AROMAL M<br>Adm no : 4952       | 14.6   | 20                            |  |
| 9   | 0        | VAISHNAVI B<br>Adm no : 4953     | 13   | 20                               | 20         | 8                                     | FIDA FATHIMA N<br>Adm no : 4962 | 14.9   | 20                            |  |
| 10  | 0        | ABHIRAMI C S<br>Adm no: 4949     | 19.3   | 20                               | 21         | 8                                     | GOPIKA GOPAL<br>Adm no : 5180   | 19     | 20                            |  |
| 11  | 9        | ADHI MEVIN SAJI<br>Adm no : 4960 | 17.5   | 20                               | 22         | 8                                     | GOWRY CHANDRAN<br>Adm no : 4983 | 18.5   | 20                            |  |
| 12  | 9        | ADITHYAN S<br>Adm no: 5065       | 13.5   | 20                               | 23         | 8                                     | MOHAMAD AFSAL<br>Adm no : 5334  | 10.4   | 20                            |  |
| 13  | 8        | AKSHARA MOHAN<br>Adm no : 5166   | 17.8   | 20                               | 24         | 0                                     | PRADEESH P<br>Adm no : 5308     | 10.1   | 20                            |  |
| _14_  | <u>Q</u> | ALBI MATHEW                      | 12,1<br>   | 20                               |            | <b>A</b>                              | ( O                             |        |                               |  |

