

6.2.3.2 : Annual E-governance Report

- 1. Need for E-governance:** In this growing and evolving age where there is need and scope for constant improvement, higher education sector needs to effectively deal with the challenges confronting them. In order to keep up with technology institutions are using ICT for good governance. It directs the application of Information Technology in the governing processes thus making governance of the institution easy, accountable and transparent. It also simplifies the work of managing all the tasks of the college right from admission process to disbursing of mark sheets.
- 2. Context for E-Governance:** It is accepted that Information Technology is an effective tool in helping the governance of an institution efficiently. Colleges are investing in Various software and vendors who manage the entire system effectively integrating the management and development of the entire process.

3. Modules:

Modules of e-governance	Operating authority	Operating Team	Year of implementation
Admission	Sarla Pack	administrative staff	2016
Attendance Management	MyGurukul, Campus Technology	Faculty	2016, 2018
Finance and Accounting	Tally ERP9	administrative staff	2014
Online Fee Payment	Campus Technology	Faculty	2018
Time table	Campus Technology	Faculty	2018
Lesson plan and work diary	MyGurukul, Campus Technology	Faculty	2016, 2018
Online Classes	Campus Technology	Faculty	2018
Submission of online assignment	MyGurukul, Campus Technology, Self (discretion of the faculty)	Students and Faculty	2016, 2018


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Online Internal Assessment	Campus Technology	Faculty	2018
Preparatory Exams	Campus Technology	Faculty	2018
Internal Assessment Marks Entry	MyGurukul, Campus Technology	Faculty	2016, 2018
LMS and Study material	MyGurukul, Campus Technology, Emails, WhatsApp.	Students and Faculty	2016, 2018, 2014
Managing and mapping POs and Cos	Campus Technology	Faculty	2018
Alumni engagement	E-Mails, Facebook, WahtsApp,	Students and Faculty	2014
IQAC monitoring	Emails, Campus Technology	IQAC committee	2014, 2018
Feedback analysis	Feedback forms, Google Forms, Campus Technology	IQAC committee	2014, 2018

4 Team Managing Modules:

- **Internal Team:** Mr. Naveen Kumar A (BCA Lab)
Mr. Somashekar G C (MBA Lab)
- **External Team:**
 - Managing:** MyGurukul Team up to 2018,
Campus Technology Team (2018.)
 - Maintenance:** Aditya Systems and Service


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5. Current Status: M.S. Ramaiah College of Arts, Science and Commerce has implemented all the modules mentioned in the table above. All the modules are working. We have maintained transparency in every aspect of college administration. (From online admissions to online alumni feedback).

6. Future Plans: College has implemented all necessary modules for good and efficient governance of an institution.

- College plans to conduct more number of Value Added Programs online.
- We also plan to encourage our students to enrol into our online certificate programs through ERP Software.
- Plan to organise more Preparatory Exams/ Internal assessment tests/ assignments online.
- All the Faculty members are already passing on study material through ERP Software/ e-mails/ WhatsApp.

7. Benefits to Stake Holders:

With the usage of ICT in education there are many benefits to our stake holders. Both the teaching Faculty and the students are able to share the resources for effective teaching learning process. This facilitates better access to information, promotes collaborative learning and innovative methods of teaching learning. This also helps in organisational growth of the institution.

Students also benefit by enrolling into online programs offered by the college. This helps them update their knowledge and also fills the gap in the curriculum.



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6.2.3.3 : E-Governance Policy Document

Need for E-Governance in higher education sector: Any institution which resolves to give quality education that meets the international standards then that institute of higher education has to implement E- Governance for effective management. E-governance in Higher education sector enables their actual & real time monitoring by Governing body of the institute, thereby forcing them to maintain quality. The introduction of e-governance in higher education is one such concept that can empower the governing bodies to administer the progress of the education plan and serve various stakeholders in a much better ways.

Context: In the recent times M.S. Ramaiah College of Arts, Science and Commerce is a pioneer in Higher Education and has seen massive growth in terms of the number of students and the quality of students. This poses a huge challenge for the administrators of the institution to manage the administration effectively and to improve the quality of education. In the present dynamic education sector, it is very important for educational institutions to have an optimum use of resources by implementing automation system which enables them to provide high quality of education, maximum collaboration, integrated business intelligence and management friendly environment.

Objectives of the Policy:

For better functioning of the institution the college has implemented **E-Governance** in Planning and Development of the College.

1. For overall efficient functioning of the college
2. Maintaining transparency and accountability
3. To achieve paperless administration thus saving trees
4. To make Inter Department and Intra Department Communication easy
5. Facilitate online admissions of students
6. Help parents access information of their wards online
7. Facilitates in testing students and tracking their progress

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Policy for selection

As per the institution norms quotations are invited by reputed vendors who are known for their success in the ERP field. Based on the requirement of the college and the quotations given by the vendors, suitable vendor is chosen. The college then asks them to develop/modify ERP software that suit our needs. Until recently we used MyGurukul software for the better management of both academics and administration of the college.

The college has now decided to use Campus Technology Software developed by Kahan Technology. The selected ERP helps us provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in functioning of all Departments and their activities.

E-governance has been implemented in various areas of operation. These areas of operation are illustrative and the Governing Body has the rights to implement or withdraw.

- 1. Website:** College Website is the mirror of the college and should provide all the necessary information about the college. It should reflect activities of the college which are already completed and those which are to be conducted in future. Students rely on college website as their one-stop-shop to learn about the college. College needs to make sure the content on the websites is up-to-date and enables prospective students and existing students to get the information they need. Students choose the college on the basis of information that appears on the website. College must high light all its positive points and showcase them through their website.
- 2. Student Admission:** The College accepts applications from students in both online and offline mode to both UG and PG programs in all disciplines. College does not accept cash but students are advised to pay fees through Vijaya Bank. All financial transactions are cashless. Every aspect of the expenses incurred by the student is considered and fees for the same, is collected once.
- 3. Accounts:** To facilitate maintaining accounts easily the college is already using necessary software. But, with new accounting methods and compliances, it has become necessary to procure other software as well. Appropriate security measures should be taken for maintaining transparency in financial transactions. College has competent staff, which is well versed in using technology for better governance. Training to the existing staff and updating of the existing software is done regularly. Employees' salaries are disbursed electronically and messages for the same with e-pay slip are sent to all the employees.



RAMAIAH
College of Arts, Science &
Commerce

M S Ramaiah College of Arts, Science and Commerce

Re-accredited 'A' by NAAC, Permanently Affiliated to Bengaluru City University,
Approved by Government of Karnataka, Approved by AICTE, New Delhi,
Recognized by UGC under 2F & 12B of UGC act 1956

4. **Library:** We have the privilege of having one of the best libraries. To continue with this legacy, we regularly update our learning resources. Every year college should purchase both books and e-learning resources to cater to the growing need of the updating syllabi. The college makes sure that the library is equipped with all e-libraries like INFLIBNET and OPAC. Apart from OPAC, web based services for both students and faculty members are provided which enables them to utilize the library resources effectively. Similarly newer e-learning resources like journals pertaining to all disciplines are identified and are subscribed based on the request and recommendations of both the students and the teachers.
5. **Administration:** To provide hassle free and convenient management of both academic and administrations the college uses effective ITC method. Data base of the students is maintained by the mentors of the concerned departments. Students' attendance is maintained electronically and parents are informed if their wards abstain from attending the classes immediately. Their academic progress is also maintained through ITC.

All major administration is carried on electronically. Students' records are maintained and disbursed electronically. Teachers leave and other administrative matters are managed through e-mails.
6. **Examination:** As per the directions of the University, it is mandatory to handle examination through online mode. Examination forms are filled online and fees is paid online directly to the University by the student. Admit Cards to the examination centers and the venue is communicated to the students by the university directly. Students receive their marks statements of both their internal assessment examination and the University examination online.
7. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal is created. Alumni are in touch with their Alma Mater through social media like Instagram, Face book and WhatsApp. Alumni database is maintained and alumni activities are organized regularly.

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