

Vimala College (Autonomous)

Thrissur



Annual E-Governance Report
2020-21

Electronic Governance or e-governance is the use of Information, communication Technology (ICT) in organisations to provide better and effective, efficient, timely and transparent services to the stakeholders. e-Governance ensures accountability, increased access to information and enhanced customer satisfaction. Vimala College (Autonomous) is trying its best to keep pace with the recent applications of e- governance in various functions and service delivery of the college.

E-governance in educational sector facilitates the processing and maintenance of information, improves transparency in administration and provides faster information dissemination.

Existing Scenario

Vimala College introduced **Automated Academic Management System (AMS)** immediately after getting autonomous status in 2015. The software was procured from [Linways](#) which is a fully hosted cost effective and innovative learning management system which provides centralized and automated administration. The entire admission process was automated including the admission notification, registration publishing the rank list etc. The AMS also was used to automate the processes of exam notifications, registration and fee payment, issue of hall tickets etc. The **barcodes generation** for the answer sheets was automated since 2019. Apart from that, the college uses **GJ software for Exam Hall management** to allocate rooms for each exam according to the room capacity and other constraints enforced. The college has a **Leased Line and a broadband connection of unlimited data** with a speed of 100 mbps for smooth transactions online. The college website www.vimalacollege.edu.in was updated regularly and was a hub for information exchange and had a user-friendly interface and login for each department to update their info on the website regularly. This was a key factor to bring decentralization through e-governance.

The college library had procured the **Libsoft** software in 2003 and later upgraded to **Koha** in 2018, the Integrated Library management software with scalability. This software helped to make the transactions of the library in a full-fledged manner by organising the library materials and even by intimating the library dues through SMS. The **Open Book Reader** with braille manual for blind students is available in the library since 2012 for



reading printed books. The **JAWS screen reader** procured was also used by the blind or visually impaired user to read the text that is displayed on the computer screen with a speech synthesizer or braille display. The **NVDA screen reader** with advanced features is also used for the same purpose. The library is equipped with **plagiarism checking** softwares which is the need of the hour for every educational institution. The **ID cards for the staff and students with barcodes** were designed and printed in the library from the previous academic year. **Digital library** was implemented with the motive of digitization of the institutional documents. **ScanSnap** software was procured for the digitisation procedures.

A **central database** was implemented to reduce the manual efforts invested in certification and documentation procedures. The software **QnSmart** procured from [ipser Solutions Pvt. Ltd](#) in 2018 is used to completely automate the process of question paper generation fitting into the framework of Outcome Based Education (OBE).

Initiated by IQAC, the college made a breakthrough into online teaching/learning by introducing the **LMS MOODLE** since 2017. The **smart board usage** was encouraged by IQAC to implement effective ICT enabled teaching and learning. The **NPTEL chapter** was introduced in the college from 2018 which opened the gateways of online learning for the students.

Actions taken

Covid -19 has changed the education to online platform to combat the multifaceted effects of the pandemic. In the current scenario G suite tools/ Google workspace are widely used in teaching and learning. The College purchased the **G Suite** and offered the services of the various applications such as video conferencing, online sharing and storage, individual email addresses with domain space for teachers and students. In the library the **ZkBio Security V5000** an automated gate software with RFID and Face reading equipment. This is for the accurate documentation of Library footfalls and evaluation of library usage. The website underwent a complete transformation for a new look and feel, ease in accessibility of information. A great feature of the website was automatic feeding of faculty profile from the AMS which was done with a joint consensus of AMS and website software providers. This helped in automatic updating of faculty profile without double work.



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ICT enabled Education: This year, due to the COVID Pandemic and online education all faculty and students used smart phones and laptops for delivering and accessing knowledge and information. Teachers have been trained in digital technology and applications to make their classes interesting and interactive. The IQAC of the college implemented various needs based training to faculty on the use of google meet, google class room, MOODLE, Linways etc. to effectively deliver their lessons and evaluation tasks and to utilise the maximum features of such applications. Students were also given special coaching on the use of these IT applications and ensured optimum use of technology for their learning. The IQAC initiated 'Reaching Out' Campaign gathered information about the status of the availability of electronic devices to the students and another initiative 'Lend a hand' provided smart phones to students who lack such devices to pursue their online education. The overwhelming response of the student community towards online mode of teaching, learning has strengthened the prospects of ICT enabled education in the campus. Hence the College was able to achieve 100 percent competency and achievement in delivering online mode of education.

ICT Infrastructure: The college is equipped with sufficient computers, smart classrooms and wi-fi connectivity to meet the needs of the academic community. A team of competent technical staff to support the maintenance needs of the faculty and students is available in the campus. The construction of a new Video-Conference Room equipped with a lecture-capturing system, was completed this year.

Planning and Development: All correspondence regarding planning and development is realised through e-mails, whatsapp messages, and Linways Academic Management System. All the departments and faculty members were given institutional domain id for email and also G-suite account to organise meetings, classes and webinars. Licenced Zoom App was also made available for conducting national level faculty development programmes. All the faculty meetings, staff council meetings, Meetings of the Boards of Studies, Academic Council, Governing Council etc were conducted online. All student activities were conducted through google meet alone or google meet combined with live streaming through You Tube Channel. Weekly Reports of online classes were submitted and consolidated online for submission of the Deputy Director or Director of



Collegiate Education when required. Proposals for seminars, workshops, professional development grant were prepared and submitted online. All the events and their detailed reports were submitted and maintained online. Website was also used as a medium of communication between in the internal and external stakeholders of the college. Dedicated WhatsApp Groups have been created at institution level, department level and class level for sharing information, and to facilitated discussion and decision making on a common platform. All the documents, archived videos are stored in the google drive. All the administrative staff is also trained in ICT enabled administrative methods.

Academic Management system: This year the Academic Community of the College used the Linways Academic Management System more extensively in fulfilling the teaching and learning responsibilities. Important academic and administrative tasks such as maintenance of student profile, attendance recording with parent's alert facility regarding students' absence, , dissemination of learning resources, submission and evaluation of academic assignments, online examination, Internal and external examination results, result analysis, correspondence with students were carried out through the system. The system is very user friendly and efficient and having separate portals for students, faculty and parents. This system is useful for the teachers and tutors to keep track on their students' progress. The faculty evaluation and Course Evaluation by students and the Student Satisfaction Survey were implemented through this system. The faculty's portal provides facilities to maintain and update their personal and professional profile, manage their teaching and evaluation activities and to access the ratings by students for their teaching effectiveness and attributes. This system also has got features for online class which is integrated with google meet. MOODLE is another Learning Management System which was effectively utilized by the faculty this year also. This system provided an organised e-learning environment with blended teaching learning methods and evaluation/assessment strategies.

General Administration

The College administration has stepped ahead in the way of paperless administration



and almost all communications among staff and higher authorities are realized through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance program can be outlined as:

- Submission of leave forms and related documents
- Conduct of online meetings
- Payment through PFMS and Online Banking and issuance of salary slips
- Online fee payment by students
- Maintenance of documents pertaining to college administration
- Online submission and management of scholarship applications

Most of the communication among administrative staff are realised through emails and whatsapp. The College administrative activities such as payroll and financial management were executed through SPARK (Service and Payroll Administrative Repository for Kerala) and Public Financial Management System (PFMS) of the Ministry of Finance, respectively. The infrastructure maintenance report system is also managed through online. The complaints can be registered using a google form provided for the purpose on website and the services will be provided based on the complaints recorded. An event management register is also functional. All the departments, cells and forums are required to use the google form provided on the website to register their events in the campus.

Admission of New Students: The Admission process of the college is fully automated. This has made the admission for more systematic, transparent, and efficient. The system incorporated all the government stipulations and reservation mandates for admission of students to various programmes. The system enabled the college to complete admission process within the stipulated time and commence classes in September 2020, despite prevailing COVID condition. The prospective students were given orientation on the process of online admission using You Tube demo videos. Entrance tests and Admission interviews were also conducted online this year. one -week Induction of newly joined students were conducted online.



Examination: Under the scheme of autonomy there is a fully computerised exam cell which conducts examinations and publishes results online for different programs. All the examination related functions are realized through Linways Academic Management System with stringent security features. The digital features of exam system include- online registration, fee payment & generation of admit cards, Declaration of results on web-site, and Preparation of mark-sheets. QnSmart is another software that has been used during this year for uploading question bank and generation of question papers that qualify the criteria of Bloom's Taxonomy.

Library: The Library has been meticulously digitised and access has been made possible online with the migration of the software LIBSOFT to KOHA for integrated library management. KOHA provides information regarding the availability, issue / return dates and listing of verbal, visual and referential resources along with providing access to the repository and archives of the Library. It is linked with the platforms of NLIST offering more than 30 lakhs ebooks and above 6000 journals, INFLIBNET and provides OPAC that ensures remote access to information at all terminals. The Digital Library established using the DSPACE software is the point of electronic storage of books that have gone out of print as well as the institutional repository. The Library blog 'Echoes' linked to the College website also offers various utility services and useful links. The Book Return Alert system of the software sends timely reminders to the mail addresses of the users. This year, the library offered its user services through electronic mode providing uninterrupted reference facility to faculty and students. It extended its services from routine to high-tech online SDI services using Social Media. Vimala Library initiated to register the College in Vidwan Portal developed and maintained by INFLIBNET.

Stakeholder Feedback Mechanism: All the feedback processes that implemented this year were online using Linways Academic Management System and google forms. Students' responses were collected to evaluate the effectiveness of online classes, digital needs assessment, faculty evaluation, Student Satisfaction survey etc. were conducted online.



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Website: The institutional website is a useful and effective tool through which important information pertaining to the curriculum, academic activities, circulars, policies, procedures, announcements etc. made available to all the stakeholders. This year the institutional website was reviewed thoroughly and is currently under modification with the support of INI Technologies.

CO-PO-PSO Mapping and Measurement of attainment of course outcomes: A procedure was developed by the faculty team in-charge of the OBE – for CO-PO-PSO Mapping and Measurement of attainment. The attainment of outcomes of all the courses of the exit batch of 2019 were measured using this procedure.

In addition to the above, the following specific actions were also taken to combat the pandemic and equip the students for online teaching and learning.

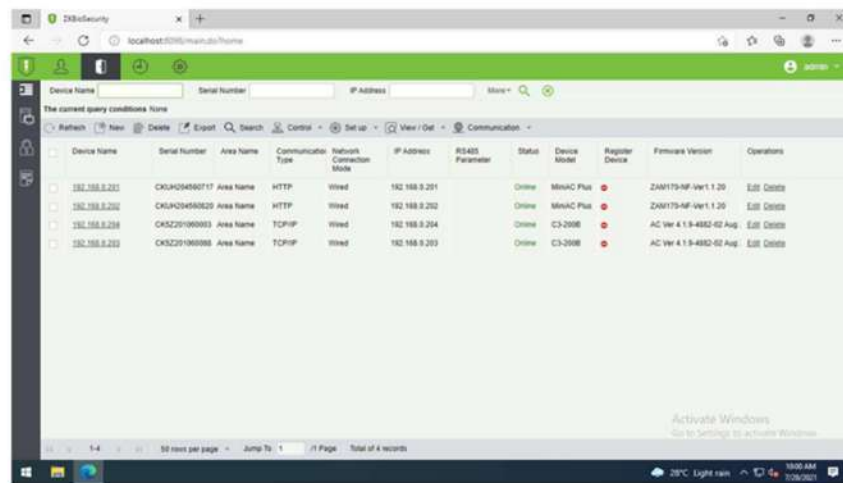
Examination

- The examination module of AMS introduced the online exams to combat with the pandemic COVID from disrupting the assessment procedures

Library

- Started a whatsapp group to renew the books online for teachers
- The digitized copies of the books were sent to the teachers upon the request
- Campus
- Upgraded the broadband speed from 100 mbps to 300 mbps to afford the increased demand of bandwidth to conduct online classes
- “Wi-fi for all” implemented
- IQAC
- Induction and orientation programmes for the teaching and students were organized and monitored
- Moodle Servers are strengthened by moving from large multiple sharing basis to sharing among 4 colleges.

Library Automated gate software with RFID Reader



The screenshot shows the 2KSecurity software interface. At the top, there are search filters for Device Name, Serial Number, and IP Address. Below these, there's a table listing the current query conditions. The table has columns for Device Name, Serial Number, Area Name, Communication Type, Network Connection Mode, IP Address, RS485 Parameter, Status, Device Model, Register Device, Firmware Version, and Operations. Four devices are listed, all with a status of 'Online'.

Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Status	Device Model	Register Device	Firmware Version	Operations
192.168.8.231	CKLPH0450017	Area Name	HTTP	Wired	192.168.8.231		Online	MiniAC Plus		ZAM175-NF-Vet1.1.20	Edit Delete
192.168.8.232	CKLPH0450020	Area Name	HTTP	Wired	192.168.8.232		Online	MiniAC Plus		ZAM175-NF-Vet1.1.20	Edit Delete
192.168.8.234	CKSZ201000003	Area Name	TCP/IP	Wired	192.168.8.234		Online	C3-2008		AC Ver 4.1.9-4852-02 Aug	Edit Delete
192.168.8.233	CKSZ201000005	Area Name	TCP/IP	Wired	192.168.8.233		Online	C3-2008		AC Ver 4.1.9-4852-02 Aug	Edit Delete



G Suite mail id

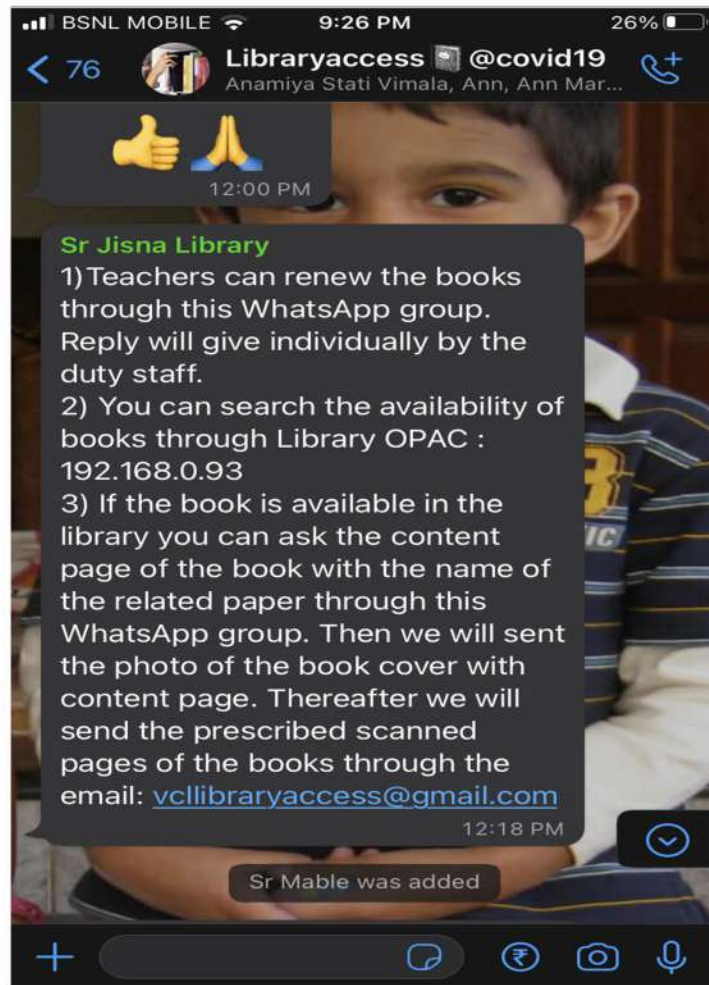
X Usernames for official id created by Mr Vishnu.xlsx				Open with ▼	
A	B	C	D	E	F
Sl. No	Display Name	Department	Official Mail ID		
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3	Dr Manju Madhavan	Botany	manjumadhavan@vimalacollege.edu.in		
4	Ms Smitha P S	Botany	smithap.s@vimalacollege.edu.in		
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6	Dr Sriakshmi P Bhaskar	Chemistry	sriakshmi@vimalacollege.edu.in		
7	Dr Jiji Abraham	Chemistry	jijiaabraham@vimalacollege.edu.in		
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Library Whatsapp Group



Induction programmes by IQAC

DAY 2: 17.09.2020 - ONLINE EDUCATION
08:30 AM: WHAT AND HOW OF ONLINE TEACHING-LEARNING

Introduction to various platforms for online classes, how to join online classes using Google Meet, how to use Google classroom, the Learning Management System 'Linways' and online etiquettes.

Platform: Google Meet
The schedule will be shared by Tutors

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ONE WEEK ONLINE WORKSHOP

CHANGING PLATFORMS: TRANSITIONING TO DIGITAL TEACHING

Course Description:
Online hands-on training will be offered, to help participants develop and shape their prowess in designing and conducting MOOC courses through a MOODLE platform.
Interested faculty members of Vimala College may register at <https://forms.gle/nyjnh4d5T9qlK4y28> by 09.05.2020

An IQAC Faculty Enrichment Programme
11.05.2020 - 17.05.2020

List of training programmes conducted for Faculty

Dates	Title of the training programs organised for teaching staff
03-Jun-20	Webinar on Academic Publishing and Quality of Research: Tools and Techniques
03 June 2020 to 09 June 2020	FEP for the faculty members of various Colleges - One Week Online Workshop Changing Platforms: Transitioning to Digital Teaching (Online Hands-on Training on Designing and Conducting MOOC Courses on MOODLE Platform)
18-Jun-20	FEP on Smart Board Usage – Session 1
19-Jun-20	FEP on Smart Board Usage - Session 2
11-Jul-20	Online Session on Webinar on NAAC - A Strategic Analysis for Academic Quality An Initiative under UGC NAAC PARAMARSH Scheme
01.12.2020 to 07.12.2020	National level FDP on Skills for next generation teachers under MHRD
24.03.2021	Training classes on the newly installed Lecture capturing system (LCS)