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ST. ALOYSIUS DEGREE COLLEGE

Centre for Post Graduate Studies
Accredited by NAAC

Sarvagna Nagar, Cox Town, Bengaluru-560 005
Phone: 080 25460226 / 25466393 / Fax: 25466394/ Mob: 7975543466 website: www.aloysiusdegree.college

Ref. No.:...........................

Date:...............................

Criterion - 6

6.2.2 Annual e-governance report approved by Governing Council.

Sr. Sagayamary. B.
Principal
ST. ALOYSIUS DEGREE COLLEGE
Sarvajnanagar, Cox Town
Bangalore - 560 005

Criterion - 6

6.2.2 Annual e-governance report approved by Governing Council.

Manager & Correspondent
St. Aloysius Degree College
Sarvajna Nagara, Bengaluru-560 005

Principal
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Sarvajnanagar, Cox Town
Bangalore - 560 005

E-Governance report or the year 2018 – 19

Administration

- The Management has launched a website for the college which supports in numerous administrative and academic works.
- Different forms, formats (pdf.form) official documents are uploaded in the website for easy accessibility by different stakeholders and well-wishers.
- Student data is maintained in separate registers according to the university guide lines.
- Information about the students and notifications are sent to the parents online
- Attendance of the students are sent to the parents online using EDUDIBON software Announcements and notices to the staff are uploaded in the college website and communicated to different departments through e-mail from the office of the principal
- Student administration software is being used for recording and maintaining the student data.
- Whatsapp Group is created for the Faculty Members and for Contractual Faculty Members for sending various urgent notices and information.
- Library system is installed to store the data and providing information for the staff and students .
- Staff attendance is monitored by Biometric System

Finance and Accounts

The new admission process, the financial transactions by the students were made in cashless mode.

- Receipt of admission fees is partially manual and online.
- Salary of faculty members and staff is transferred directly to the bank account. Salary bills of the permanent staff are maintained in a separate register in the office.
- The college continued with the already established Tally system of accounting in its office, which is operational since 2013. Final accounts are prepared in Tally software.
- Yearly Audit Reports are uploaded in the college portal.
- On line deposit of PF/ESI .
- Professional tax is paid online

Student Admission and Support

- Admissions can be done online as well as at the College office. Applications and all the details about the admission procedure are available in the website. College has Wi-Fi facilities for the staff and the students

- Two Computer labs are established in the college.

- Projectors are used to make presentation in the classrooms both by staff and students. Audio visual room is established in the college. Library automation has been initiated by the use of EASY LIB software College website is updated regularly with all the information required for admission, upcoming events, college Newsletter, Annual Magazine and Research journal.

- The students belonging to SC/ST, OBC, Minority can apply for Central and State Government Scholarships in online

Examination

- Regular Unit tests are conducted for the students they also go through pre final examination as a preparation for the end semester examination.

- Multiple choice questions and Question bank for each Subject id made available in the College Library. Questions after each chapter have been given to the students for revision students who failed in any Subject are made to repeat the paper and this has helped the students to Secure first class in the university examination.

- The test marks and the pre-final marks are documented in the Excel sheets.

- All the notifications regarding the calendar of events, exam time table and application forms are available in the University portal.

- The students apply for the exam online and do the fees payment in the University portal.

- The internal marks are uploaded in the University portal.

- Hall tickets are generated online. The results are declared online and student can access it

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Administration

The administrative strategies entail continuance of infrastructure, conservation and preservation of flora and fauna. Internal administrative team reviews the functioning of the entire system of the college. The team further implies the alteration and execution. Biometric system is installed for the staff attendance and to keep a watch on the regularity and punctuality. All the information is dispersed through emails, Whats App and group SMSs pertaining to academics and administration. Staff meetings are conducted regularly and the minutes of the meetings are maintained in register and also circulated to the officials of the management. The college regularly updates the website providing all the information and the latest details. The students have easy access for all the details and activities that happens in the college. The college has two well-equipped computer labs with Wi-Fi facilities. Online registrations and admissions are allowed for the new students and also payment of fee and other payments are permitted online. The licensed software has been established (Latest Windows 7, 9 and 10 operating software, Legal version of Antivirus, Tally 9.0 ERP, e-library Software and e-Admin

Finance and Accounts

The admission fees are directly deposited in the bank by the students by cash, NEFT or other mode of payment. The daily fee received are recorded in the register and in the excel file. Staff salary is transferred to their respective bank accounts. A separate salary register is maintained for this purpose. Yearly Audit Reports are uploaded in the college portal. Online deposit of Provident Fund and ESI. Professional tax is paid online. The bill payments are done by crossed cheque or by NEFT. The accounts are maintained by tally system.

Student Admission and Support

Admission process is Online as well as all details of admissions are regularly updated on website. Advertisement pamphlets are inserted in the newspapers and promotion is done through Prospectus, Website, Counselling Desk, Governing body, Enquiry Desks, Management Committee, Coordinators, Stakeholders, and especially through the alumni. The procedure of admission is fully transparent and the transactions are done only through the Bank. Student can apply online for Admission. Since we are minority Institution, we give

preference for the poor and the backward classes. The college has drawn its own academic calendar according to the academic calendar of the university which helps for the academic progress and especially for staff and students. More importantly it serves as a guide for the parents to keep track of their children. The college provides staff and students with Wi-Fi facilities. Staff and students can make use of projectors and AV room for making ppt presentation. To perform different online and competitive tests, two computer labs were set up. Via the use of Simple LIB tools, library automation has been initiated. All the information needed for enrolment, upcoming activities, college newsletter, annual magazine and research journal is regularly published on the college website.

Examination

The students go through pre final assessment as a preparation for the end semester examination, routine unit tests are conducted. Multiple choice questions and Question Bank in the College Library for each Subject is provided. After each segment, questions are given to the students for revision. Students who fail re-exams are conducted. This helps them revise their syllabus and perform well in the exams. The college conducts internal test and prefinal exams and all the marks and attendance is maintained in the excel sheets. The entire process of conducting exams and declaring the results is done by the Bengaluru North University completely online. The students apply online for exams and pay fees online to the University. Internal marks are uploaded into the University portal. The hall tickets are generated online and also results are declared in the University portal.

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E-Governance report or the year 2020 – 21

Administration

- The college website is regularly updated providing all the information and the latest details.
- Public Announcement System (PAS) is available to make announcements to the classrooms.
- Staff attendance is monitored by Biometric system.
- All official communications are made to teaching staff through WhatsApp groups and official e-mail.
- Attendance of the students were sent to the parents online using EDUDIBON software.
- Information about the students and notifications are sent to the parents through Parents WhatsApp group.
- Official documents (pdf.form) are uploaded in the website for easy accessibility by different stakeholders and well -wishers.
- The licensed software has been established (Latest Window 10, Operating software, Legal version of Antivirus, Tally 9.0, ERP, e-library software and e-admin)
- In library easylib software is installed.
- Feedback from all the stakeholders is done through Google forms.

Student Admission and Support

- Admission promotion is done through college website,
- Admission procedures and the college prospectus is available on the college website.
- Students can apply online for admission.
- Google meet, zoom platforms were used for taking online classes during Covid-19.
- The college has two well equipped computer labs with Wi-fi facilities.
- Audio Visual room is used for doing the presentation and for playing videos related to the subjects for the students.
- Internet facility is made available in the library for the students.
- The students can apply for scholarship online.

- LED Projectors can be used in the classrooms for making Power Point presentations both by students and staff.
- Staff send notes and other relevant information in the class whatsapp group.
- The students register in the University portal and all exam related procedure is done through university portal.

Finance and Accounts

- The college was using Tally software for maintaining accounts in the office.
- The fee payment details is maintained using Tally software.
- Salary of faculty members and staff is transferred directly to the bank account
- Online deposit of Provident Fund and Employee State Insurance.
- Professional tax is paid online.
- The admission fees are deposited in the bank by the students by Cash, Cheque, NEFT or UPI.
- The students' information and data are maintained in the MS-Excel .
- The Bill payments are done by crossed cheque or by NEFT.

Examinations

- The college conducts internal test and prefinal exam and the marks are documented in the excel sheets.
- The internal marks are also uploaded in the University portal.
- The students pay the examination fee online and the hall tickets are generated online.
- All the notifications, circulars, exam time table are uploaded in the University portal.
- The hall tickets are generated in the University Portal.
- The results are also declared in the University portal and the students can access it with their password.

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E-Governance report or the year 2021 – 22

Administration

The administrative strategies entail continuance of infrastructure, conservation and preservation of flora and fauna. Internal administrative team reviews 'the functioning of the entire system of the college. The team further implies the alteration and execution. Biometric system is installed for the staff attendance and to keep a watch on the regularity and punctuality. All the information is dispersed through emails, Whats App and group SMSs pertaining to academics and administration. Staff meetings are conducted regularly and the minutes of the meetings are maintained in register and also circulated to the officials of the management. The college regularly updates the website providing all the information and the latest details. The students have easy access for all the details and activities that happens in the college. The college has two well-equipped computer labs with Wi-Fi facilities. Online registrations and admissions are allowed for the new students and also payment of fee and other payments are permitted online. The licensed software has been established (Latest Windows 7, 9 and 10 operating software, Legal version of Antivirus, Tally 9.0 ERP, e-library Software and e-Admin

Finance and Accounts

The admission fees are directly deposited in the bank by the students by cash, NEFT or other mode of payment. The daily fee received are recorded in the register and in the excel file. The licensed software has been established (Latest Windows 7, 9 and 10 operating software, Legal version of Antivirus, Tally 9.0 ERP, e-library Software and e-Admin. Staff salary is transferred to their respective bank accounts. A separate salary register is maintained for this purpose. Yearly Audit Reports are uploaded in the college portal. Online deposit of Provident Fund and ESI. Professional tax is paid online. The bill payments are done by crossed cheque or by NEFT. The accounts are maintained by tally system.

Student Admission and Support

Admission process is Online as well as all details of admissions are regularly updated on website. Advertisement and admission promotion is done through Prospectus, Website, The procedure of admission is fully transparent and the transactions are done only through the Bank. Student can apply online for Admission. Since we are minority Institution, we give preference for the poor and the backward classes. The college has drawn its own academic

calendar according to the academic calendar of the university which helps for the academic progress and especially for staff and students. More importantly it serves as a guide for the parents to keep track of their children. Public Announcement System (PAS) is made use for making announcements and to give important information to the students. Attendance and information regarding students is sent in the parents whatsapp group. Staff also send notes and other relevant information pertaining to their respective subject in the whatsapp group. The college provides staff and students with Wi-Fi facilities. Staff and students can make use of projectors and AV room for making ppt presentation. Day to day events, recent happenings in the college is displayed in the LED monitor placed in the entrance of the college. To perform different online and competitive tests, two computer labs were set up. Via the use of eASYLIB software library automation has been initiated. All the information needed for enrolment, upcoming activities, college newsletter, annual magazine and research journal are uploaded in the college website.

Examination

The students go through test and pre final assessment as a preparation for the end semester examination, routine unit tests are conducted and marks are documented in excel sheets. From the academic year 2021 National Education Policy (NEP) was implemented. With this the University portal was officially managed by Unified University Management System (UUCMS). All the exam related process is done in UUCMS. As soon as the students get admission in the college they have to upload all the details and the fees paid receipt in the UUCMS. The students' id will be created and a password will be given to them. All the notification, notices, exam related information are uploaded in UUCMS by the University. They can access the University portal with their password. The students should do the course mapping before they can pay the exam fees. Once the course mapping is done exam fee challan is generated in the student portal. Then the students can pay the fees and upload the same in the UUCMS. The internal marks and attendance is uploaded in the UUCMS. Hall ticket is generated and college admin can print the hall ticket and issue the same to the students. The room allocation for the exam is generated, attendance sheet of the exam is directly uploaded in the UUCMS. The bundle generation and packet generation for the answer scripts automatically generated by the UUCMS. The students results are declared in the UUCMS and only students can access it with their password.

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E-Governance report or the year 2022 – 23

Institution implements e-governance in its operations

1. Administration

   ➢ Closed – Circuit Television (CCTV) for video surveillance all over the campus.

   ➢ Public Announcement System (PAS) is available to make announcements to the classrooms.

   ➢ LED Display Monitor is placed in the entrance on which all the news and events are displayed.

   ➢ All official communications are made to teaching staff through WhatsApp groups and official e-mail.

   ➢ Staff attendance is monitored by Biometric system.

   ➢ Attendance of the students were sent to the parents online using EDUDIBON software previously, then by group sms and now in Parents WhatsApp group.

   ➢ Information about the students and notifications are sent to the parents through Parents WhatsApp group.

   ➢ The college website is regularly updated providing all the information and the latest details.

   ➢ Official documents (pdf.form) are uploaded in the website for easy accessibility by different stakeholders and well -wishers.

   ➢ The licensed software has been established (Latest Window 10, Operating software, Legal version of Antivirus, Tally 9.0, ERP, e-library software and e-admin)

   ➢ Library is managed by Integrated Library Management System (ILMS).

   ➢ Recently software by name Pacifyca is introduced for fees collection and maintaining accounts information.

   ➢ Closed – Circuit Television (CCTV) for video surveillance during examinations.

   ➢ Instagram, Youtube, Facebook are used to communicate the news and events of the college to all the stakeholders.

- Google meet, zoom platforms were used for taking online classes during Covid-19.
- Feedback from all the stakeholders is done through Google forms.
- The college is authorized to use e-resources through INFLIBNET. All the faculty members and students are given access with username and password.

2. Student Admission and Support

- Admission promotion is done through college website, Instagram, Youtube, Facebook.
- Admission procedures and the college prospectus is available on the college website.
- Students can apply online for admission.
- The college has two well equipped computer labs with Wi-fi facilities.
- Media room is available for the recording for students.
- Audio Visual room is used for doing the presentation and for playing videos related to the subjects for the students.
- Internet facility is made available in the library for the students.
- The students can apply for scholarship online.
- Language lab with software is available.
- LED Projectors can be used in the classrooms for making Power Point presentations both by students and staff.
- Students can access e-resources through INFLIBNET.
- The students register in the University portal through Unified University College Management System (UUCMS).

3. **Finance and Accounts**

   ➤ The college was using Tally software for maintaining accounts in the office and at presently using Pacifyca software.
   ➤ The fee payment details is maintained using Pacifyca software.
   ➤ Salary of faculty members and staff is transferred directly to the bank account
   ➤ Online deposit of Provident Fund and Employee State Insurance.
   ➤ Professional tax is paid online.
   ➤ The admission fees are deposited in the bank by the students by Cash, Cheque, NEFT or UPI.
   ➤ The students' information and data are maintained in the MS-Excel .
   ➤ The Bill payments are done by crossed cheque or by NEFT.

4. **Examinations**

   ➤ The students do the course mapping and pay the examination fee online and upload the fee receipt in Unified University College Management System (UUCMS).
   ➤ The internal marks of the students are uploaded in the University Portal through Unified University College Management System (UUCMS).
   ➤ The students' hall tickets are generated online.
   ➤ The students' attendance for the examination is uploaded online in the UUCMS.
   ➤ From the current academic year the question papers of some UG subjects and all PG subjects are sent online.
   ➤ Closed – Circuit Television (CCTV) for video surveillance of examinations.

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