



# ALL SAINTS' COLLEGE

**Re-accredited with 'A' - Grade by NAAC**

Thiruvananthapuram - 695 007, Kerala - South India

Phone: 0471-2501153, 8281334337

E-mail: [allsaintscollegeasc@gmail.com](mailto:allsaintscollegeasc@gmail.com), [www.allsaintscollege.com](http://www.allsaintscollege.com)

## ANNUAL E-GOVERNANCE REPORT 2016-2017

All Saints' College is committed to the implementation and practice of e-governance as a part of its quality assurance strategies to improve the efficiency of administration, transparency of processes, accountability of operations, paperless administration and increased visibility of the institution.

### **Implementation of E-governance in Areas of Operation**

The automation of key areas of operation pertaining to Administration, Examinations, Finance and Accounts, Student Admission and Support was discussed with a view to augmenting e-governance in the institution.

**Administration:** Enterprise Resource Planning (ERP) aims at immediate accessibility of data in required formats that ease the work of staff and management. It also increases transparency and accountability in administration.

The Council decided to invite quotations from service providers of ERP and also make queries about ERPs being utilized by other institutions so as to acquaint ourselves firsthand with the best available ERPs and benefit from the real world experience of users of such systems.

**College Website:** The website of the college needs to be revamped to incorporate the changes in the institution. It was decided that the content should be updated regularly so that relevant information would be documented and readily accessible at the click of a mouse. The activities of the institution, important notices, newsworthy events should be updated in a timely fashion. The college website updation and service was to be continued with Priego Fover Technologies, Trivandrum-695 011. The website has the facility for sending bulk sms to parents/students/staff.

**CCTVs:** 10 CCTVs provide round-the-clock surveillance of key entry points in the college as well as that of the main examination halls in the institution— NSS Hall and Conference Hall.

**Finance & Accounts:** Tally Software is being used for maintaining Finance & Accounts. New version of Tally Solutions has been purchased for the use of the office staff. It was decided to provide training to the office staff to enhance their performance and that regular updates of Tally Solutions. The institution is an authorized user of the SPARK (Service and Payroll Administrative Repository of Kerala), a web-based G2E integrated solution for Service and Payroll Management (Login Address: <http://www.spark.gov.in/SPARK>). SPARK has the provision to trace service history, track records/bills/reports/orders, details of loans, advances and other subscriptions like LIC, SLI and GIS.

### **Student Admission and Support**

The single window system of the University of Kerala for admission of students remains the point of entry into the institution in keeping with its affiliated status. Aspiring students register themselves on the Online Admission Portal of the University of Kerala.

Student Support in the form of online scholarships is to continue with the usage of the customized online platforms of the State Government of Kerala for this purpose. The library is a member of National Library and Information Services Infrastructure for Scholarly Content (N-LIST). The N-LIST provides remote access of e-resources to students, researchers and faculty of the institution. Authorized users can access e-resources and download articles directly from the publisher's website once they are duly authenticated.

### **Examinations**

The website of the University of Kerala provides a single window online facility for pre-examination enrollment, registration in university examinations and results in the examinations. The college submits the details of candidates for registration. Hall tickets are then downloaded from the portal. Result analysis feature of the site provides a quick and easy way for comparing the course wise and college wise performance of candidates in University examinations. Availability of an extensive resources of downloads related to different online procedures, several forms connected with examinations, fee details of different courses makes this website highly useful and user friendly to candidates and colleges alike.

Approved by the Governing Council

*JM James*  
**Manager**







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## ANNUAL E-GOVERNANCE REPORT 2017-2018

### Administration

Work on updating and revamping the college website commenced. Dr. Sunita Kurur, Assistant Professor and Head, Department of Chemistry was put in charge of updating the college website and coordinating with the website personnel of Priego Fover.

The SMS feature of the college website has been put to full use to stay connected with stakeholders like parents and students regarding important notices absence from college and other relevant information. Software support from Priego Fover Technologies, Trivandrum-695 011 was utilized for this purpose.

Periodical maintenance of CCTVs in the campus ensured the continuance of round the clock surveillance and enhanced the security of the college premises.

### Finance and Accounts

A Training Workshop on Tally Solutions was organized in the college for office staff. The software was updated.

### Student Admission and Support

Admissions continued using the default procedures and regulations of the University of Kerala. The e-resources of the digital library were enhanced with additional resources.

### Examination

Registration, enrolment of candidates and uploading of internal marks as well as announcement of results of the institution and that of individual candidates is facilitated through the use of the University of Kerala Website.

Approved by the Governing Council

*S.M. Francis*

Manager





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## ANNUAL E-GOVERNANCE REPORT 2018-2019

### **Administration**

Periodical updating of the content of the college website continued in collaboration with Priego Fover Technologies.

SMS facility continued to be a much used feature in addition to the official Whatsapp class groups utilized by the class teachers and Heads of Departments for important notifications at the administrative and academic levels.

### **Finance and Accounts**

Tally Solutions software updated and renewed. SPARK retained as the default platform for finance and salary related details of the teaching and non-teaching staff of the college.

### **Student Admission and Support**

Student admission continued to be processed via the admission portal of University of Kerala. Applications, processing, selection and grant of scholarships offered by the Government of Kerala were facilitated by the concerned online platforms.

Notice board option was another feature added to the Digital library of All Saints' College. The feature permits users arriving on the landing page to rapidly acquaint themselves with the latest developments in the library.

### **Examination**

Registration, enrolment of candidates and uploading of internal marks as well as announcement of results of the institution and that of individual candidates is facilitated through the use of the University of Kerala Website.

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## ANNUAL E-GOVERNANCE REPORT 2019-2020

### Administration

The content of the college website was periodically updated. Bulk SMS to students and staff continued. The service of Priego Fover in this regard has been retained. An additional module for online attendance was added. Attendance of each hour was entered online and updated before the end of the day. The Online Management System had the provision to automatically send SMS to parents/local guardian intimating them of the absence of their child during a particular hour. Provision for generation of attendance reports is also included

Practice of setting up and using Official Class WhatsApps groups for individual classes continued as a channel of communication.

### Finance and Accounts

The Tally Solutions software in the office was renewed. SPARK retained as the default platform for finance and salary related details of the teaching and non-teaching staff of the college.

### Student Admission and Support

Student admission continued to be processed via the admission portal of University of Kerala. Applications, processing, selection and grant of scholarships offered by the Government of Kerala were facilitated by the concerned online platforms.

Final year degree and post-graduate student projects were uploaded, further expanding the database of the digital library of the college. Question papers of the University Examinations were scanned and uploaded and the Question Paper Bank updated.

### Examination

Registration, enrolment of candidates and uploading of internal marks as well as announcement of results of the institution and that of individual candidates is facilitated through the use of the University of Kerala Website.

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## ANNUAL E-GOVERNANCE REPORT 2020-2021

### **Administration**

The content of the college website was periodically updated. Bulk SMS to students and staff continued. The service of Priego Fover was retained in this connection.

Google Meet, Google Classroom, Zoom, YouTube and Telegram Channels were used as platforms for online classes as well as sharing e-resources. Google Forms was used for online assessments and quizzes or other departmental activities.

A demo of the Linways Learning Management System was organized to familiarize the staff on the features of the LMS and their feedback for improvement or additions. This was followed by an online training session for the same. To ensure the successful implementation of the LMS in college, a co-ordinator and team were appointed. Dr. Ayona Jayadev, Assistant Professor, Department of Environmental Sciences was appointed as coordinator. Her team consists of Ms. Celina James, Assistant Professor, Department of English and Ms. Sebina Mathew, Assistant Professor, Department of Mathematics.

11 CCTVs were installed, extending the reach of surveillance and further enhancing the security of the campus: 4 in the Recreation Hall, 3 in the office, 1 in the Examination Nodal Cell, 1 in the Principal's Office, 1 in the office of the Confidential Assistant to the Principal and one on the pathway facing the main gate of the college.

### **Finance and Accounts**

The Tally Solutions software in the office was renewed. SPARK retained as the default platform for finance and salary related details of the teaching and non-teaching staff of the college.

### **Student Admission and Support**

Student admission continued to be processed via the admission portal of University of Kerala.

Applications, processing, selection and grant of scholarships offered by the Government of Kerala were facilitated by the concerned online platforms.

Two databases were added to the digital library of the college—Delnet and British Council. E-books were purchased and added to the digital repository. Two new features — Suggestion Box and Books to Purchase— were added to the digital library thus empowering readers as participants in participative management. Orell Talk 2.0 Pro Version was purchased and installed in the Language Lab and the computer systems were upgraded to support the same.

### **Examination**

Registration, enrolment of candidates and uploading of internal marks as well as announcement of results of the institution and that of individual candidates is facilitated through the use of the University of Kerala Website.

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*S.M. Inances.*  
**Manager**

