



Newman College

Affiliated to Mahatma Gandhi University

Reaccredited by NAAC with A grade (Cycle 3, CGPA 3.32)

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Criterion VI Governance, Leadership and Management



6.2

Strategy Development and Deployment

6.2.2

E- Governance Reports

Submitted to



National Assessment and Accreditation Council



Annual E Governance Report

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NEWMAN COLLEGE
THODUPUZHA, IDUKKI- 688885

ANNUAL E-GOVERNANCE REPORT 2022-2023

Submitted to
MANAGING COUNCIL

By
INTERNAL QUALITY ASSURANCE CELL

www.newmancollege.ac.in





NEWMAN COLLEGE

THODUPUZZHA, IDUKKI
KERALA, INDIA - 685585

Affiliated to Mahatma Gandhi University, Kottayam
NAAC Re-Accredited 'A' grade institution



No:

Date: 05-04-2023

ANNUAL E-GOVERNANCE REPORT 2022-2023

Newman College is on the forefront of technological efficiency. Based on the novel ideas of sustainability and goal-oriented activity the institution has adopted e- governance as a quality practice. The educational establishment has implemented governance in various operational regions in order to achieve a transparent and efficient system of governance. E- governance is practised in the following areas.

1. Administration

- The College utilises LINWAYS AMS (Management Information System cum learning management system) to cater to E-governance and academic management
- The faculty apply for leave in online mode which is approved by the principal through Service and Payroll Administrative Repository for Kerala.
- The duty leave management of students is accomplished through LINWAYS AMS
- LINWAYS AMS is in use since 2021.
- LINWAYS AMS permits sending Email to parents, students and faculty ensuring easy and efficient communication facilities for proper administration

2. Complaint management

- The LINWAYS AMS also provides grievance redressal system through which the student can directly report a grievance to the concerned head of the department or the principal in a discrete manner.
- The students can also directly launch a complaint to the principal through the link available in the college website.

3. Examinations

- Students' internal marks are generated through the academic management system based on the marks entered by the faculty members
- Students can monitor fairness in internal marks through the academic management system
- Students with an attendance shortage can be identified using the academic management system.

- Outcome mapped questions for internal exams are generated and conducted through LMS to ensure outcome based education (OBE).
- Course Outcome and Programme Outcome (CO and PO) mapping are done through academic management system for maintaining outcome-based education
- PO attainment and CO attainment are verified through academic management system
- Transfer of internal marks to the university is done in online mode through the university portal
- University examination application forms are filled out, and exam fees are paid using online portals. Students pay the fee to college in online mode and the college in turn pay the fee to university head via e-chellan
- Question papers for university theory examinations are directly downloaded through the college login on the day of exam

4 Student Admission:

- Students are allotted to various programmes through the University Centralized Allotment Process (CAP) which is completely in online mode.
- The allotted students are admitted to the college through Academic Management System (LINWAYS)

4. Student Support

- **Benefits through AMS:** Students can login to Academic Management System and use all the benefits related to students.
 - **Grievance redressals:** The AMS offers direct student access to lodge any sort of complaints to HOD and/or Principal exclusively in a confidential manner.
 - **Fairness in internal marks:** Students can view their internal marks and progress in the Academic Management System
 - **Daily attendance monitoring:** Students can view their hour wise attendance daily so that they can spot the mistakes if any promptly
 - **Parent Monitoring:** Parents can login to Academic Management System and keep track of students' progress.
 - **Communication:** Official communications can also be made to students through LMS
 - **Access to e- resources:** Students can access the e-resources uploaded as course-wares in LMS

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➤ **Newman college digital library**

- The library is updated with ILMS, LIBSOFT enabling online access of services and learning facilities
- Students can access previous year's university question papers, through the Library Management System
- Students can search and reserve library books through web-OPAC feature

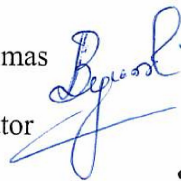
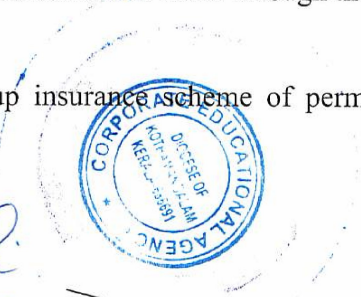
➤ **Other initiatives**

- ICT enabled Classrooms and smart classrooms are available in the campus
- Smart Interactive TVs are available
- Entire campus has wi-fi connectivity
- Communications are made to students through official WhatsApp Groups also
- G suite access through Mail ids in college domain are provided for all students


10. Finance and accounts:

- Payroll administration of employees is accomplished through integrated personnel, payroll, and accounts information system called SPARK (Service and Payroll Administrative Repository for Kerala).
- Online payments to government heads is made through e-Treasury Receipt (eTR5)
- The Public Finance Management System (PFMS) is used for administration of the government's and other agencies' funds and purchase is carried out through Government E- Market place (GEM)
- Students can pay their fee in the online mode through the 'Feebook' of South Indian bank and LINWAYS AMS.
- The college manage group insurance scheme of permanent faculty members through online portal VISWAS

Dr. Bijimol Thomas
IQAC Coordinator


Rev. Dr. Pius Malekkandethil



Dr. Thomson Joseph
PRINCIPAL
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ANNUAL E-GOVERNANCE REPORT 2021-2022

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No:

Date: 21/03/2022

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- LINWAYS AMS is in use since 2021.
- LINWAYS AMS permits sending Email to parents, students and faculty ensuring easy and efficient communication facilities for proper administration
- LINWYS AMS also facilitates online generation of transfer certificates, course certificates etc.

Complaint management

- The LINWAYS AMS also provides grievance redressal system through which the student can directly report a grievance to the concerned head of the department or the principal in a discrete manner.
- The students can also directly launch a complaint to the principal through the link available in the college website.

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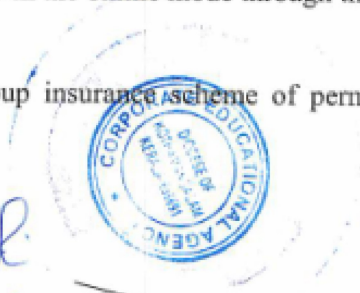
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NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
(Affiliated to Mahatma Gandhi University, Kottayam)

ANNUAL E-GOVERNANCE REPORT 2020-2021

During the academic year 2020-2021, a series of measures were introduced to bolster the efficacy of e-governance across diverse administrative realms. The targeted initiatives aimed to refine e-governance practices in critical areas including administration, finance and accounts, student admission and support, examination processes, and library management. The focus was on optimizing digital systems and technologies to streamline operations and enhance overall efficiency in these key facets of academic management.

- The college has embraced E-governance and academic management through the utilization of the ERP College Manager.
- This comprehensive system not only facilitates administrative processes but also incorporates an Online Feedback system, empowering students to directly assess the performance of teachers in a discreet manner.
- Since the ERP College Manager provides intranet/server-based services students' feedback were collected using Google forms as students were not coming to college due to COVID-19
- The academic management system plays a crucial role in the generation of students' internal marks, relying on inputs from faculty members.
- G Suite is subscribed with the institutional domain ID for the entire staff and students.
- Faculty used Moodle, Google meet, Webex and Zoom Platforms for live online classes and Google classrooms for sharing of study materials and online exams.
- To enhance library services and learning facilities, the college has implemented ILMS (Integrated Library Management System) and LIBSOFT was upgraded and Web OPAC service was installed, enabling online access to a range of resources through Newman digital library.
- Official WhatsApp groups were created by teachers for each batch to ensure



smooth communication with students.

- WhatsApp groups for parents were also maintained and online PTA meetings were also conducted.

Dr. Bijimol Thomas
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THOMSON JOSEPH
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Thodupuzha East
Kerala - 685 585
Date: 21-07-2020

NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
(Affiliated to Mahatma Gandhi University, Kottayam)

ANNUAL E-GOVERNANCE REPORT 2019-2020

Throughout the academic year 2019-2020, various measures were implemented to enhance the effectiveness of e-governance across different aspects of administration. These initiatives focused on improving e-governance in areas such as administration, finance and accounts, student admission and support, examination processes, and library management.

- The college has embraced E-governance and academic management through the utilization of the ERP College Manager.
- This comprehensive system not only facilitates administrative processes but also incorporates an Online Feedback system, empowering students to directly assess the performance of teachers in a discreet manner.
- The academic management system plays a crucial role in the generation of students' internal marks, relying on inputs from faculty members.
- Furthermore, this system allows for the identification of students with attendance shortages.
- To enhance library services and learning facilities, the college has implemented ILMS (Integrated Library Management System) and LIBSOFT, enabling online access to a range of resources.
- Additionally, the campus is equipped with ICT-enabled classrooms, further integrating technology into the educational environment.
- These measures collectively contribute to a more efficient and technologically advanced academic experience.

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Thodupuzha East
Kerala - 685 585
Date: 25-03-2019

NEWMAN COLLEGE THODUPUZHA

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ANNUAL E-GOVERNANCE REPORT 2018-2019

During the year, the following measures were adopted for the better implementation, of e-governance in administration, finance and accounts, student admission and support, examination, and library management during the academic year 2018-2019.

- The College utilizes the ERP College Manager to cater to E-governance and academic management.
- The College Manager also provides Online Feed Back system through which the student can directly assess the performance of teachers a discrete manner.
- Students' internal marks are generated through the academic management system based on the marks entered by the faculty members.
- Students with an attendance shortage can be identified using the academic management system.
- The library is updated with ILMS, LIBSOFT enabling online access of services and learning facilities.
- ICT enabled Classrooms are available in the campus.

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