



PAVANATMA COLLEGE

MURICKASSERY , IDUKKI 685604

E GOVERNANCE POLICY

E-governance Policy of Pavanatma College

The e-Governance Policy of Pavanatma College was drafted by a committee consisting of the IQAC coordinator and ICT cell coordinator, which was later approved by the Administrative Council. The prime objectives of the e-Governance Policy are

1. to ensure the implementation of standardized e-governance practices in all activities of the college, promoting maximum data sharing with central/state governments, affiliating university and the stakeholders of the college.
2. to promote transparency and accountability in all the functions of the college.

The policy aims to utilize various Government-to-College and University-to-College integrated environments for the seamless implementation of e-governance practices in the college. It also aims to the development and expansion of in-house integrated environment for the efficient implementation of stakeholder services.

E-governance Policy Statement

Pavanatma College understands that the availability of processed and updated information for prompt and accurate decision making is vital for providing the best and seamless services for its stakeholders in tune with the objectives of the college. The college identifies that utilization of ICT and computer aided automated systems are the basic components of efficient, transparent, equitable and accountable transaction of stakeholder services. Accordingly, the college is committed to establish integrated systems in all areas of its operations including student admission, finance, administration, evaluation, grievance redressal, human resource management, stakeholder feedback and communication with various government bodies and university. The college shall develop and update appropriate procedures specifying the responsibilities, functions and privileges of various units of the college keeping in view its commitment to ensuring collective participation in the governance process.

E-governance Procedures

If available, the applications and software provided by the central and state governments, the affiliating university, the UGC and the NAAC shall be used for the automation of the functioning of the college. In areas of governance, where such automated systems are not available, the college shall develop its own automated systems or purchase applications developed by third party vendors. The IQAC and the ICT cell coordinator should identify the areas where automated systems owned by government agencies and university bodies are available for college use, and should identify the features of the automated systems to be purchased or developed in other areas.

The practices to be adopted in various functions of the college by different units are given below:

1. Administration:

1. All administrative activities of the college should be executed through the third party ERP software PAAMS, regularly supervised by the authorities. The Principal and the HA are in charge of ensuring the optimal and prudent use of the automated system. The modules presently available in PAAMS for administrative purpose include Staff enrollment, staff Appraisal, Staff Termination, Student Management, and Alumni Management. The HA in consultation with the Principal, IQAC coordinator and ICT cell coordinator shall initiate measures for the introduction of more modules required for the complete automation of the administrative process.
2. Digital messaging services like WhatsApp and e-Mail should be used for real time information sharing with parents, students and staff. All class tutors should create batch-wise WhatsApp groups of parents and students, with the Principal and HoD as members in all such groups. The staff secretary should create a faculty-NTS group with the Principal as Admin for information sharing among staff. Maintenance of the Google Classroom 'Pavanatma Communication Channel' with all the faculty, NTS, cells and clubs as 'students' and the Manager, Principal, Vice Principal and IQAC as 'teachers' should be used for collecting reports, sharing documents and instructions etc. IQAC is in charge of the maintenance of the classroom.
3. The ICT cell coordinator is in charge of maintaining the G-suit account of the college. The ICT cell should assign G-suit mail ID to all staff, students, cells, clubs and other units like departments and administrative office. The communication between these units should be through their institutional mail ID. All units should keep soft copies of their files and documents in their respective Google drive folders.

2. Finance and Accounts

1. The accounting of the management contribution of the budget expenditure is managed by the third party software ----- . The Manager /Bursar is in charge of the maintenance and upgradation of the software.
2. The scholarship and financial support from central/state government are managed by the E-grants application provided by the state government. The HA is in charge of providing adequate training to the administrative staff member in charge of the scholarship section.
3. Payroll related services and activities of the staff in the aided section are managed by the SPARK application of the state government. The HA is in charge of providing adequate training to the administrative staff member in charge of the aided staff payroll section.
4. PF related services of the staff are managed by the GainPF application of the state government. The HA is in charge of providing adequate training to the administrative staff member in charge of the PF section.
5. Utilization of central government/UGC/RUSA funds are managed by the PFMS system. The HA is in charge of providing adequate training to the administrative staff member in charge of the finance section.

3. Student Admission

1. Student admission to various programmes has been made online by the affiliating university through the portals UGCAP and PGCAP. The Admission Committee of the college headed by the Principal is in charge of completing all the institutional requirements of the online admission portals of the university.
2. Applications to the Management Quota seats have been made online through the college website. The Admission Committee and the Website Maintenance Committee are in charge of fulfilling and upgrading the online admission facility of the website.

3. Remittance of various fees like application fee, examination fee, hostel fee, tuition fee etc. has been made online by the in-house mobile app ----- and the online payment options like Google Pay. The HA is in responsible for providing adequate training to the administrative staff member in charge of the finance section.

4. Student Support

1. College level Whatsapp group with all class representatives as members and Principal as Admin should be maintained by the Administrative Office for the speedy deployment of information among the students. Class level Whatsapp groups with HoD and Class Tutor as admins are to be used for class-level instructions and information deployment.
2. PAAMS, the institutional software, has many modules dedicated for student support. They include tracking and recording of Mentoring activities, counseling, remedial coaching, cell activities, add-on programmes etc. The IQAC is in charge of providing adequate training to the faculty in the optimal use of the student support modules of PAAMS.
3. The website should display all the student support practices of the institution, including announcements about scholarships, cell activities, career guidance etc. The Website Maintenance Committee is in charge of updating the Student Support services offered through the website.

5. Evaluation

1. The portal of the affiliating university for uploading internal marks is used for communicating the CE results to the university. The Principal is in charge of monitoring the proper and timely use of the Uty Portal for CE mark upload. The IE Cell coordinator should arrange training to the staff in charge of CE results upload.
2. The question papers for external examinations are compiled just before the commencement of the examination by the affiliating university. The Chief Superintendant of examinations is in charge of keeping the password for accessing the university portal secure and secret and its timely usage. The Principal is in charge of providing adequate high-speed uninterrupted net connectivity and printing facility for question paper printing.
3. PAAMS has many modules dedicated for student evaluation, including Internal mark entry, External mark entry, Internal mark list generation, OBE mapping and OBE Grade generation, attendance reports. The IE Cell coordinator should arrange training of PAAMS evaluation modules to the faculty and staff in charge of the student evaluation process.
4. The institutional website has facility for viewing the internal marks online. Students, when logged in to the website, are directed to the PAAMS window for viewing the internal marks. The Website Maintenance Committee is in charge of keeping the student evaluation related services of the website updated.
5. Google Classroom is customized properly to be used as the LMS of the college. A new Google Classroom is created for each batch on its commencement. The HoD has the responsibility of the creation of the classroom, adding all students and teachers. All G Classrooms include the Principal and HoD as 'teacher'. All Assignments are to be submitted through the G Classroom. Internal test papers should also be conducted through the G Classroom to the maximum extent possible. The IQAC in in charge monitoring and maintaining all the G Classrooms of the college.

6. HR Management

1. **Student Management:** PAAMS has many modules for managing and monitoring student activities and services. They include Student Enrollment, Student Profile, Class number generation, Register number generation, Student termination and TC, Cell activity, progression and achievements, and attendance management. The IQAC is in charge of adding more student management modules in PAAMS.
2. **Staff Management:** PAAMS has many modules for managing and monitoring staff performance. They include Staff Enrollment, Staff Profile, Staff termination and Staff Appraisal. The IQAC is in charge of adding more staff management modules in PAAMS.
3. **Staff Performance:** The Vidwan portal of the ----- is used for monitoring the academic performance of teaching staff. The librarian is in charge of monitoring the status of Vidwan portal details of all the faculty members. All faculty are personally responsible for keeping their Vidwan portal entries updated. A link to the Vidwan portal is provided in the staff details section of the college website for public access.

7. Grievance Redressal

8. Stakeholder feedback