Key Indicator

6.2 Strategy Development and Deployment

Metric No. 6.2.3

Implementation of e-governance

Annual e-governance Report

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Ourlady Nagar,
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OUR LADY COLLEGE OF EDUCATION

(A Christian Minority Institution)

(Approved by NCTE (1) M.Ed - F.No.SRC / NCTE / TN / APS06241 / M.Ed. / 392nd / 2020 / 126827

(2) B.Ed. - F.No. SRC / NCTE / TN / APSO 3023 / B.Ed. / 392nd / 2020 / 123178

NAAC Accredited with "B" Grade (CGPA of 2.59)

Our Lady Nagar, Maduravoyal, Chennai - 600 095. Phone. 044-2378 0899

6.2.3 Annual e-governance Report

Stella Matutina College of Education has implemented "e-Governance" to improve the effectiveness of administration and governance with the help of ICT. It aids in enhancing public service, information dissemination, and administrative effectiveness.

Implementation of e-Governance in the Following Areas of Operation

Planning and Development

The Planning and Development in the academic and administrative areas are effectively done in the Institution through decisions made in the Statutory bodies. The Announcements and Upcoming Events, News, Photographs and Videos, Educational Reports, and Institutional Policies are uploaded to the college's official website. Communication with students through email is carried out for academic and administrative purposes. The Official Notifications and Circulars are received from the Joint Directorate of Collegiate Education, Tamilnadu Teachers Education University, UGC, NCTE, NAAC and other Educational Institutions for which responses are sent through email. Whatsapp groups are created for sharing orders, information, directions and discussion on a common platform. The annual plan for the whole academic year is also uploaded on the college website in the name of the Academic Calendar.

Administration

The Institution communicates with members of the Governing Body, IQAC, Academic Council, Board of Studies, and the teaching and non-teaching staff through email. A substantial four internet connections with a bandwidth of three 150 Mbps each and one 1 GB provides 24x7 internet facility to the staff, students and for administrative purposes enabling effective administration. All-important administrative information, including notices, is regularly published on the website. To achieve the target of a Paperless office, the Institution uses online resources, including Excel Sheets for Data collection and Documents for communicating information to other institutions. Google Forms are utilised to create feedback forms and get online input from students; parents, and alumni. CCTV camera facilities are provided on the campus in various locations for security around the clock.

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Finance and Accounts

Integrated Financial and Human Resource Management System (IFHRMS) software handles financial transactions for the government and other organisations. Tally software is used to keep track of the Institution's finance. Financial matters are also dealt with PFMS for transaction purposes.

Student Admission and Support

The Application forms with the prospectus for B.Ed, M.Ed., and M.Phil programmes are available on the college website. Classrooms and Halls are equipped with LCD projectors, Smart interactive White Board for effective instruction. Online classes are conducted through Google classrooms, Microsoft Teams and Zoom. The Principal and the staff members do the Circulation of Time Table and other related activities through WhatsApp groups. The Digital Notice board displays the Institution's achievements and valuable information for quick and easy communication. The college website acts as a mirror to disseminate the information. An Alumni portal is provided on the website for information on passed-out students. Social media facilities such as Facebook, YouTube and Twitter are linked to the college website for academic and outreach-related programmes.

Library:

Stella Matutina College Library is partially automated. This enables the management of the library's resources to provide better services. In addition, the library functions as a knowledge resource centre for the faculty, students and research scholars of other educational institutions.

Examination

The Examination committee oversees the complete examination process under the guidance of the controller of examination. Examination results are published on the college website. In addition, objective-type examinations are conducted through online mode.

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