



GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

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NAAC 3RD CYCLE ACCREDITATION

ANNUAL E-GOVERNANCE REPORT 2019-20



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Annual E-Governance Report 2019-20

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Dr. Ananthapadmanabha A.L.

**PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD**



Executive Summary

The Government College Kasaragod's Annual E-Governance Report for 2019-20 offers a comprehensive overview of our college's digital transformation initiatives and accomplishments in the realm of e-governance. This report underscores key e-governance projects, their impact on our college community, challenges encountered, and our plans for the future.

Introduction

In an era characterized by rapid technological advancements and an increasing reliance on digital solutions, the concept of E-Governance has emerged as a transformative force in the realm of public administration. This report serves as a comprehensive overview of our institution's journey into the realm of E-Governance, documenting our initiatives, accomplishments, challenges, and plans for the future.

E-Governance Initiatives

A. Online Admission Process

As part of Kannur University, our college adheres to the university's admission process. The university's admission procedures, including application submission, rank list creation, and allocation, transitioned to an online format from the current academic year. At our college, the admission process involves document verification and data entry. We utilize software developed by one of our colleagues ' Collegemate' to input student data and issue admission numbers. Payment of fees during admission is facilitated through an e-payment portal developed by the university.

B. Digital Record Keeping

We have embraced digital record-keeping through the use of the File Flow Management Software (FFMS) provided by the Directorate of Collegiate Education (DCE). This shift to online records and file management began in the current academic year. The student data is enrolled and processed with the help of collegemate software.



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The Collegemate Software is a valuable and versatile tool designed to streamline various administrative tasks related to student data management and processing within your college. Here are some key functionalities and benefits of the Collegemate Software:

1. Online Admission Data Entry: The software simplifies the admission process by allowing for online data entry. This reduces the manual paperwork involved and speeds up the enrolment of new students.

2. Exam Seat Arrangement: Organizing exam seat arrangements can be a complex task, especially for colleges with a large number of students. The software likely automates this process, ensuring efficient and error-free allocation of exam seats.

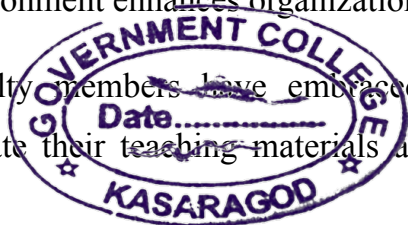
3. Preparation of Nominal Roll: Generating nominal rolls for examinations is a crucial administrative task. The software enables the easy and accurate preparation of nominal rolls, saving time and reducing the chances of errors.

4. Issuing Student Certificates: The software's ability to issue various student certificates, including transfer certificates, simplifies the certification process. This is particularly important for students who require these documents for various purposes, such as transferring to another institution or seeking employment.

C. Virtual Learning Environment

Our faculty and students have access to Google Workspace for Education accounts. The Google meet and ZOOM are used to conduct online classes during the COVID lockdown. Google Classroom serves as a central hub for communication, resource sharing, and assignment submission. It streamlines the process of delivering course materials to students and collecting assignments digitally. This digital classroom environment enhances organization and engagement, promoting effective learning.

Faculty members have embraced digital tools, including animation software, to elevate their teaching materials and presentations. These tools enable dynamic and



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interactive content creation, making online classes more engaging and informative for students.

D. Online Library Management

We employ LIBSOFT for online library management, facilitating functions such as book borrowing, returns, and catalogue searches within the library.

E. College Website

We have improved the college website to enhance communication with parents and the general public. The college website serves as a central hub for disseminating information about academic activities, extracurricular achievements, and various events happening within the institution. It allows for direct and real-time communication with parents, students, and the wider community.

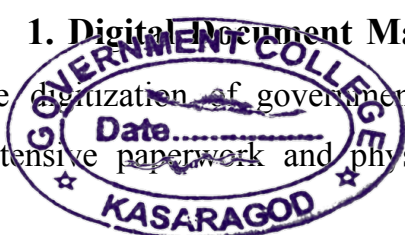
By publishing academic and extracurricular achievements on the website, the college demonstrates transparency in its operations. This transparency can build trust among parents and the public, showcasing the college's commitment to academic excellence and holistic development. Highlighting academic and extracurricular achievements on the website allows the college to celebrate its successes. This not only motivates students and faculty but also attracts prospective students who may be looking for an institution with a track record of excellence.

F. Communication Channels

WhatsApp and Gmail have become our official communication channels for reaching students and faculty members. Each subject has established their own WhatsApp groups to facilitate communication with students.

Key Achievements

1. Digital Document Management: E-governance initiatives have facilitated the digitization of government records and documents, eliminating the need for extensive paperwork and physical storage. This electronic document management



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system enables efficient storage, retrieval, and sharing, reducing the risk of document loss or damage.

2. Online Application and Processing: The transition to online application submission has eliminated the necessity for physical visits to government offices and paper forms, resulting in faster application processing and reduced waiting times.

3. Automation of Workflows: Our e-office system incorporates automated workflows, minimizing the need for manual intervention and reducing the likelihood of errors and delays in administrative processes.

4. Electronic Payment Systems: Adoption of electronic payment methods not only reduces reliance on physical payments but also enhances revenue collection efficiency and transparency.

5. Data Analytics and Reporting: The data stored in the Collegemate database enables quicker responses to inquiries from higher authorities.

6. Online Communication and Public Engagement: Our college website serves as a platform for parents and the public to stay informed about college activities.

7. Remote Work and Collaboration: Utilizing platforms like Google Meet and Zoom, students and faculty can communicate and address queries and discussions efficiently, even beyond regular college hours.

8. Reduction in Administrative Costs: By reducing paperwork, manual processes, and the need for physical infrastructure, e-governance has significantly reduced administrative costs. This cost-saving benefit is particularly crucial for a college reliant on government funding.

These achievements underscore the transformative impact of e-governance initiatives at Government College Kasaragod, enhancing efficiency, reducing costs, and improving communication and services for both students and faculty.



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