



# **KURIAKOSE ELIAS COLLEGE MANNANAM**

Affiliated to Mahatma Gandhi University, Kottayam  
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## **Criterion - VI**

### **Governance, Leadership and Management**

#### **6.2: Strategy Development and Deployment**

##### **6.2.2.**

**Annual e-governance report approved by  
the Governing Body**



# E-Governance Report 2018-2023

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**M/s KALLUKALAM & Co.**

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Date .....

**CERTIFICATE**

This is to certify that the following amounts have been expended on "E-Governance" for the financial years 2018-19 to 2022-23. These amounts have been extracted from the Receipts and Payments Accounts of Kuriakose Elias College, Mannanam, for the aforementioned period. The figures mentioned above are derived from the Consolidated Schedule for the 5-year period (Attached as Annexure-A) under the heading "E-Governance," which includes expenses related to "Website, Network Security, Internet and Telephone, Software", etc. These figures are duly reflected in our Audited Books of Accounts for the period 2018-2019 to 2022-2023 (Refer to the account titled "E-Governance" in Part-A of the Consolidated Schedule, amounting to Rs. 17,05,005.00).

Financial Year	Amount spent for E-governance
2018- 2019	1,79,684.00
2019-2020	2,00,892.00
2020-2021	1,02,100.00
2021-2022	4,38,753.00
2022-2023	7,83,576.00
<b>Total</b>	<b>Rs.17,05,005.00</b>

Place: Changanacherry

**For M/s Kallukalam & Co.**  
Chartered Accountants

Date: 03/09/2024

Prof. (Dr.) Ison V. Vanchipurackal  
Principal

CA. TONY. C. KALLUKALAM B.Sc, FCA  
Chartered Accountant  
ICAI M.No: 205096  
FRN : 011248S  
Proprietor



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Manager

MANAGER  
KURIAKOSE ELIAS COLLEGE  
MANNANAM, KERALA- 686 561



## E-Governance Report 2018-2023

### Introduction

E-governance in an Institution leverages information and communication technologies to enhance communication, promote transparency, and improve cost and time efficiency. The enthusiastic adoption of digital technology by human resources has bolstered the implementation of e-governance across various operational areas. Kuriakose Elias College, Mannanam has been employing e-governance in both academic and non-academic functions for several years. This implementation has improved transparency, expedited information dissemination, and enhanced administrative efficiency and public service across all educational aspects. Whether it involves online admissions, fee management, or exam-related information, these technological tools enable the college to categorize, systematize, and maintain data effectively. This, in turn, aids in better strategic planning as the institution strives for excellence. The college has actively embraced e-governance to improve information flow between various stakeholders. E-governance has been applied in the following areas:



  
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## 1. Administration including Complaint Management

In the administrative hierarchy of the institution, the Principal serves as the academic and administrative head, supported by the Vice Principal, Bursar, College Council, IQAC Coordinator, Heads of Departments, teachers, and administrative staff. To facilitate effective communication, the institution utilizes online platforms such as the college website, WhatsApp groups, and group emails. Additionally, the institution effectively leverages social media for both academic and administrative purposes. Administrative works are done with the aid of an Office management system (Web India Solutions).

### i. Website of the College:

The institution maintains a website to disseminate academic and infrastructural information to its stakeholders. This website is regularly managed and updated, providing essential details about the college, including courses offered, admissions, services, fees, departments, campus activities, and available resources. Additionally, all permanent teachers are provided with official email IDs (@kecollege.ac.in).

Name of the Vendor: IPSR Solutions Ltd.

### ii. Internet Leased Line:

Our college utilizes a 100 Mbps (1:1) Internet Leased Line provided by BSNL (Bharat Sanchar Nigam Limited). The purpose of ILL is to provide a dedicated and reliable high-speed internet connection for our institution. A 1:1 contention ratio means that the 50 Mbps bandwidth is dedicated solely to the institution, without any sharing with other users. This guarantees consistent internet speeds at all times. Unlike shared broadband connections, a leased line ensures no bandwidth congestion, providing uninterrupted internet access even during peak usage times. It ensures that both academic and administrative functions can be carried out efficiently, supporting a wide range of digital activities and enhancing the overall operational effectiveness of the institution.



  
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**iii. Embase Pro-Suit (ERP):**

To streamline administrative processes and minimize manual paperwork, the college has implemented an ERP system called Embase Pro-Suit. This system digitizes and centralizes data related to admissions, fee management, attendance tracking, examination management, and other administrative activities. By automating these processes, the system enhances efficiency, reduces errors, and saves time and effort for college administrators. Additionally, student attendance and timetable management are handled through EMBASE.

Name of the Vendor: EMBASE Pro Suit Private Limited.

**iv. Service and Payroll Administrative Repository for Kerala (SPARK):**

Administrative processes regarding the service matters of permanent teaching and non-teaching staff are managed through an integrated personnel, payroll and accounts information system called as SPARK (Service and Payroll Administrative Repository for Kerala) software provided by government of Kerala. SPARK aims to centralize and automate various aspects of human resource management, payroll processing, and financial accounting within the state's government departments and organizations. This system helps in enhancing efficiency, transparency, and accountability in managing employee records and payroll disbursements.

**v. Students' Complaint Management and Feedback:**

This module serves as a platform for registering student feedback and complaints regarding various activities within the college. Accessible through a link provided on the college website, it facilitates the submission of feedback on different aspects. Surveys such as curriculum evaluations, student satisfaction assessments, and teacher feedback from students are conducted using Google Forms, allowing for efficient data collection and analysis.

**vi. Other Areas of Administration incorporating E-governance are:**

1. The software KOHA - version 3.16.05.001 is used at the college to integrate the library system
2. The contract works of the college are assigned through E-tendering process.



  
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3. All official communications are made to teaching and non-teaching faculty through G -Suite.
4. Closed-Circuit Television (CCTV) is implemented for video surveillance during examinations and all over the campus.
5. Moodle and Google Classrooms are used for online class administration.
6. Students' scholarship administration is done through official online portals.

## 2. Finance and Accounts

The institution arranges a transparent online transfer mechanism for fee collections, remittances to the University, and the State Government. College accounts are maintained as e-files, ensuring efficient and secure handling of financial transactions. Fund allocations from the State and Central Government are transferred to the college account and subsequently to the beneficiaries' accounts. Scholarships and stipends for students are processed and disbursed using digital platforms. The college's University Grants Commission (UGC) accounts are monitored through an e-governance platform, and the institution also utilizes e-banking, e-payments, Public Financial Management System (PFMS), Real-Time Gross Settlement (RTGS), and Direct Benefit Transfer (DBT) for financial resource mobilization, deployment, and monitoring.

### **i. Service and Payroll Administrative Repository for Kerala (SPARK):**

Administrative processes for the service matters of permanent teaching and non-teaching staff are managed through SPARK (Service and Payroll Administrative Repository for Kerala). This web-based, government-provided G2E (Government to Employee) integrated solution handles service and payroll management. Employee salaries, allowances, incremental benefits, and more are processed online through this portal and directly credited to individual accounts.



  
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## ii. Public Finance Management System (PFMS):

PFMS is an initiative by the Government of India to improve public financial management efficiency and enhance transparency. Developed by the Office of the Controller General of Accounts, it provides a unified platform for comprehensive financial management, including fund flow tracking, digital payments, and accounting across various government schemes and programs. PFMS is used to administer funds from the government and other agencies for various projects, seminars, workshops, etc.

## iii. VISWAS Portal:

The VISWAS Application Software is an online platform managed by the Kerala State Insurance Department (KSID). It is designed to streamline various insurance processes including State Life Insurance (SLI), Group Insurance Scheme (GIS), and other miscellaneous insurance services. VISWAS enables users to file applications, manage policies, and claim settlements online. This digitalization facilitates easy access and efficient handling of insurance-related tasks, reducing the need for physical paperwork. The software includes a dedicated module for Drawing and Disbursing Officers (DDOs) to manage and update the insurance data of employees. This module allows for the entry of legacy data, ensuring that past records are digitized and accessible through the system.

## iv. Kerala Government Provident Fund (GPF) Portal:

The Kerala Government Provident Fund (GPF) is a retirement benefit scheme for state government employees. Both the employee and the government contribute monthly, ensuring financial security post-retirement. Managed by the Kerala State PF Office, it offers tax benefits and a stable interest rate, reviewed periodically. Employees can withdraw partially for specific needs like housing, education, or medical emergencies. The GPF promotes disciplined savings and provides a reliable safety net for employees, reinforcing the social security framework within the state. This system underscores the government's commitment to the long-term welfare of its employees.



  
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### 3. Student Admission and Support

#### i. Admission Portal:

The admission process for both Undergraduate and Postgraduate programs of the college is facilitated through the Mahatma Gandhi University Centralized Allotment Process (CAP), which operates entirely online. The University ensures timely notifications for various types of admissions, including General Merit (I, II, III allotments), SC/ST quota, Management admission, Community admission, and Sports and Cultural Quota. Notifications for management seat admissions are also issued through the University portal, with the college managing the process via its own portal.

Students can find admission procedures and the college prospectus on the college website. Additionally, comprehensive information about the programs offered, syllabi, outcomes, academic calendars, and more is available on the college website.

To streamline fee collection, e-banking facilities are provided, simplifying the payment process for students and their guardians. Furthermore, various services such as examination application, revaluation, gracemarks, marklists, and certificates are accessible to students through the University website, enhancing administrative efficiency and student convenience.

#### ii. Embase Student Login:

Students have the convenience of verifying their attendance using the EMBASE-Pro Suit application. Additionally, they can access their progress cards and view their achievements through the Learning Management System. The system also provides online access to attendance records and internal marks. To ensure effective monitoring of student attendance, the college employs electronic modes to communicate any absences directly to parents. This helps to maintain transparency and keeps parents informed about their child's attendance status in real-time.



  
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### iii. Outcome-Based Education (OBE) Implementation:

The implementation of outcome-based education methodologies is facilitated through the Learning Management System EMBASE. This platform plays a crucial role in defining learning outcomes, tracking student progress, and evaluating course attainment. By providing the necessary tools, EMBASE enables effective assessment and improvement of student learning outcomes. For educators, EMBASE offers an intuitive interface for creating, delivering, and managing course content. This empowers teachers to design engaging learning experiences tailored to meet specific learning objectives. Meanwhile, students benefit from a user-friendly platform that allows them to access resources, submit assignments, and participate in interactive learning activities, fostering a more dynamic and engaging educational environment.

### iv. Students' Grievances and Feedback Portal on the Website:

This module serves as a platform for registering student feedback and complaints regarding various activities within the college. Accessible through a link provided on the college website, it facilitates the submission of feedback on different aspects. Surveys such as curriculum evaluations, student satisfaction assessments, and teacher feedback from students are conducted using Google Forms, allowing for efficient data collection and analysis.

### v. Scholarship Portal:

Various government-instituted scholarships, such as e-Grants, Post Matric Scholarship, Snehapoorvam, National Scholarship, State Merit Scholarship, Aspire Scholarship, Fisherman's Scholarship, and Higher Education Scholarship, are managed through their respective governmental portals. Details of the students selected for each scholarship are provided to the relevant agency, and the scholarship amounts are directly transferred to the students' bank accounts.



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#### vi. **Library Management System:**

Remote access to e-journals is available through Infflibnet. The KOHA software is used for library management, and book accounts are maintained using students' unique IDs (UID). A barcode reader is employed to enter the details of both the books and the borrowers. All library users enter the library through an e-Gate system using their ID cards, where barcode scanning of the ID card is used for login and logout purposes. Students can access N-list journals and journals from the National Digital Library of India via the E-library link available on the college website.

### **4. Examination**

The institution follows clear and efficient procedures for conducting examinations. Tasks such as submission of applications, payment of examination fees, issuance of hall tickets, and uploading of internal marks are all managed through the Mahatma Gandhi University Examination Management Portal. Internal marks are published online, and any student grievances are promptly addressed. The results of university examinations are also published online, and each department collects and processes these results for further action.

#### i. **University Examination Management Portal:**

All examination-related activities are conducted through the Mahatma Gandhi University Examination Management Portal. The college handles the registration of students for university examinations, downloads hall tickets, uploads student attendance for exams, and manages all other exam-related documentation via this online portal. The university generates question papers for examinations from its question bank, and these are downloaded and printed at the college through the e-governance platform. To ensure the integrity of examinations, Closed-Circuit Television (CCTV) is used for video surveillance during exams.

#### ii. **Internal Mark Entry Portal:**

The university also maintains a portal for entering internal marks, where internal and continuous assessments of students are uploaded. External marks for final-year undergraduate and postgraduate practicals and projects are also uploaded through this portal.



  
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During the 2020-2021 academic year, due to the COVID-19 pandemic, internal examinations were conducted online using platforms such as Google Meet and Google Classroom. This integrated approach ensures that examination processes are streamlined, transparent, and efficient, enhancing the overall management and administration of examinations within the institution.

## Conclusion

The report on e-governance at Kuriakose Elias College Mannanam highlights the significant strides the institution has made in integrating digital technologies across various operational areas. The adoption of e-governance has enhanced transparency, efficiency, and communication within the college, benefiting both academic and non-academic functions. Key implementations include the use of online platforms for administration, finance, student support, and examination management. The strategic use of information and communication technologies has streamlined processes, reduced manual errors, and ensured timely and accurate dissemination of information, ultimately contributing to the college's goal of achieving excellence. The institution's commitment to continuous improvement through e-governance reflects its forward-thinking approach and dedication to fostering a modern, efficient educational environment.

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