

St. Joseph's College of Education for Women

Opp. Sambasivapet, 2nd Lane, Naaz Center, GUNTUR, A.P., INDIA.
(Under the Management of Society of Jesus Mary & Joseph)



6.2.3

ANNUAL E-GOVERNENCE REPORT



T. Swarnapalani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
FOR WOMEN
GUNTUR-522 001., A.P.

St. Joseph's College of Education for women has implemented e-Governance for the purpose of Bringing transparency and efficiency in working of the institution.

Planning and Development:

All planning for improvement of the institution is organized and disseminated in College Website. The information of students' profile allotted for admissions are completed online. The process of planning is initiated and the time-table for all the Programs are planned well in advance. The implementation of syllabus and the required planning for curricular aspects, practical activities, projects work, co-curricular activities, sports activities, celebrations, and process of evaluation are planned. All the respective in-charges design and share their plan with the IQAC. The plan of action is developed based on the observations and gaps in the previous year. After preliminary research of the new developments and keeping in view the stakeholder's requirements the topics for forthcoming seminars and workshops planned are listed and presented before IQAC and Governing body meetings.

Administration:

Most of the administrative documentation is computerized. All Information are communicated through E-Mails. Profiles of faculties and students are documented and retrieved whenever required. Communication with students and faculty is through common E-mails and WhatsApp.

Finance and Accounts:

Most of financial transactions are preferably online. The finance and accounts are computerized. The salary of staff is calculated using the D Base. The quotation for lab equipment's and library books is transacted online.

Student Admission and Support:

The list of students allotted after counselling are shared to the university by the college online. portal The profiles are collected online and documented in the system. The academic calendar and syllabus are shared to the personal mails of the students. All study material required by students is shared through common mail and WhatsApp. Assignments, period plans and seminar presentations are submitted on Google drive. All ongoing events are updated on the college website.

Examination system:

The exam Question papers for internal exams are received by mail from the faculty. Filling up of Students Galley and hall tickets are done online. The RESULTS are received online and fed into the system. The results are compiled. An add-on formative Assessment certificate (BEST-ALL ROUNDER) is also graded for all co-curricular activities and performance throughout the year in various activities.



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Digital attendance for staff & students:

St. Joseph's College of Education regularly daily takes digital attendance for staff & students when they come to college at 9:30 AM. The Biometric machine will be available at the principal office from 9:30AM – 9:45AM for capturing attendance, the late comers have to take permission to capture the attendance from the principal. The grace period for the attendance will be up to 10AM, After 10AM it will be treated as late coming. Three late comings will be equal to 1 day leave for both staff & students. The purpose of developing attendance management system is to generate the report automatically at the end of each session.



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