



ST. ANN'S COLLEGE FOR WOMEN

(Autonomous)

Affiliated to Osmania University

Accredited A+ Grade by NAAC (3rd Cycle), College with Potential for Excellence by UGC

ISO 9001 : 2015 ISO 14001 : 2015

Santoshnagar colony, Mehdipatnam, Hyderabad - 500 028.

Date: 23-04-2022

Report on Implementation of e-governance in areas of operation for the year 2021-2022

The implementation of e-governance in the institution is monitored by a team of faculty members and the finance officer under the chairmanship of the Principal.

- Dr.Sr.Amrutha Chairperson
- Ms.AparnaBulusu Dept. Of Computer Science & ICT Technical Director
- Dr.MeenaPathangay Dean, Admn.
- Mrs.Srikala , Addl. Co-ordinator, IQAC
- Dr.Mary Francina , Director MBA
- Ms.Ramya Member, ICT committee
- Mrs. Vijayavalli Dept. Of Chemistry
- Sr.Geetanjali Finance Officer

1. Academics

- Online classes were conducted for a few courses.
- Google class room was extensively used for providing e – resources to students like course material, quiz, assignments and assessments

2. Administration

- MIS developed inhouse by faculty in use since 2015.
- ERP 2.0 updated
- Timely information regarding events, examinations and general notices published on college app for benefit of students, parents and faculty
- Biometric attendance
- Digital display boards
- Meetings online for dissemination of data and information
- Library bar coding of all books

3. Finance & Accounts

- Finance and maintenance of accounts is done by Tally version 9 and fee collection module uses Foxpro package
- Online payment of examination and college fee



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4. Student admission & support

- Registration and sale of application for admission
- From issue of prospectus and application to generation of merit list the entire admission process is automated.
- Customized Student data base and mentorship details are maintained by the office and at the dean's office
- Attendance module provided in the ERPpackage
- Generation of bonafide, conduct and TC is done online
- Information about admissions, examinations, Time – tables , fee submission are communicated through student mobile app

5. Examinations

The examination process is extensively automated.

- Creation of database
- Exams
- Marks entry
- Upload of syllabus , model paper
- Issue of hall ticket
- Declaration of results online
- Application online for revaluation
- Conduct of online exams during pandemic
- Generation of marks memo and consolidated grade card
- Generation of provisional degree certificate
- CCTV surveillance
- Examination seating schedules shared with students through college app to aid in exam management
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- Communications with paper setters

6. IQAC

- All communication through online tools
- AQAR submission online
- Documents and records of events stored in digitized form
- Training of teaching and non teaching staff in the use of ICT



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7. ICT Centre

- Maintenance of website, Display of all events
- Information on the website was updated on a weekly basis.
- Supporting all events of the college online and offline
- Maintenance of ICT tools and software
- In-house web application developed and hosted by ICT to act as a Central repository for all Criteria and AQAR related information
- G Suite for education was deployed across campus and official domain based emails assigned to all students and faculty (name@stannscollegehyd.com). These id's are used by faculty for official purposes. Student id's are used for conduction of online exams and maintaining section wise google classrooms for official purposes.

8. Harnessing social media

To further aid in dissemination of information, multiple social media channels are being effectively utilised.

- LinkedIn and Twitter are being used to connect with alumni and current students and faculty
- Information and reports about convocation, Seminars, Conferences, FDPs, student activities etc are being shared on regular basis through Facebook and Instagram.

9. Infrastructure and IT support

- IT infrastructure is maintained by designated system administrator.
- Technology support for audio, video, projection and transmission was provided for academic and cultural events.

10. e – Waste management -

- Efforts are made to manage e- waste. A process has been implemented regarding collection, segregation and disposal of e – waste in the campus coordinated by Coordinator, Eco – Club
- MOU has been signed with Green Waves Environmental Solution e – waste management

Dr. Sr. P. Amrutha

Principal

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