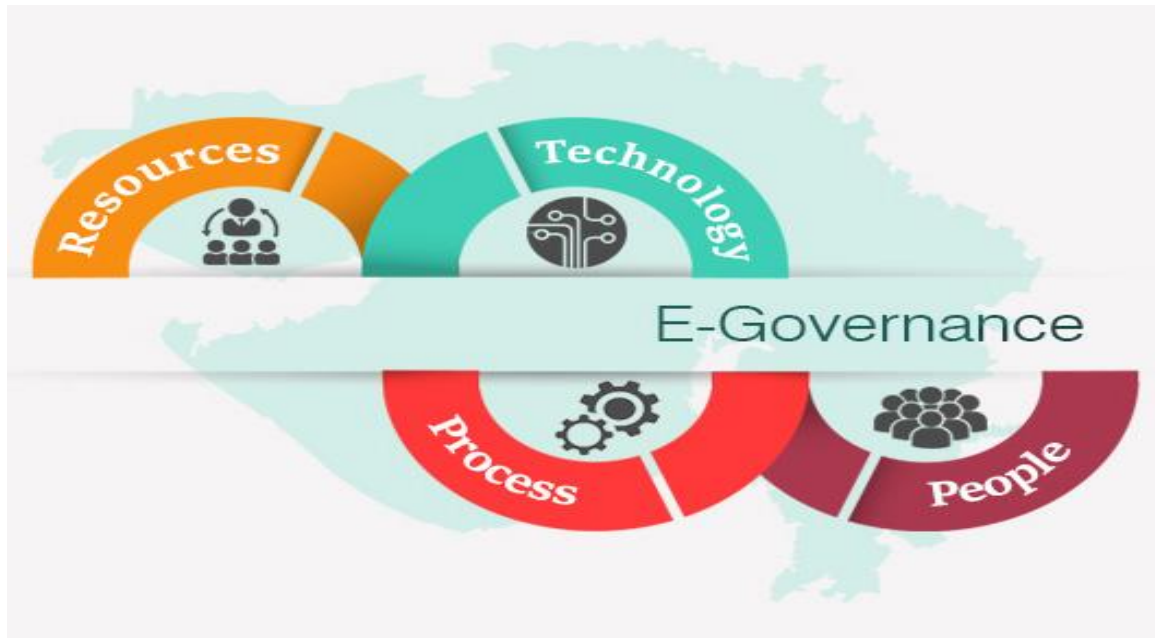


KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

E-GOVERNANCE POLICY



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E-GOVERNANCE POLICY

Introduction:

Kottakkal Farook Arts and Science College (KFASC) is committed to embracing e-governance in an age characterised by rapid digital transformation and technological advancements. This policy, rooted in the core principles of administrative efficiency, transparency, and service delivery, is a testament to KFASC's dedication to leveraging technology to streamline processes and enrich the overall educational experience for students, faculty, and staff.

Context and Rationale:

As KFASC continues to grow as a hub of academic excellence, it is essential to adapt to the evolving landscape of governance and administration. E-governance signifies a fundamental shift from traditional paper-based processes to digital platforms, facilitating seamless communication, data-driven decision-making, and active stakeholder engagement. By harnessing the power of technology, KFASC is not just adapting, but leading the way, committed to fostering a culture of innovation, responsiveness, and accountability in its administrative practices, ensuring the college remains at the forefront of modern educational institutions.

Technology has revolutionized academic institutions, enhanced the quality of education and streamlined governance systems. Effective governance is crucial in addressing the evolving challenges and needs of the current educational landscape. At Kottakkal Farook Arts and Science College (KFASC), the e-governance policy has been crafted with the primary objective of advancing the institution through the integration of cutting-edge technologies. This policy aims to establish a robust infrastructure that supports seamless administration and efficient operations across the college, thereby addressing the challenges of the current educational landscape.

KFASC's commitment to a sustainable future is unwavering. As part of our green initiative, we are dedicated to adopting a paperless administration model. This commitment to sustainability is not just a goal, but a reality, as e-governance is applied across various aspects of management and administration, including finance and accounts, student admissions, examinations, and more. By implementing an e-governance system, KFASC seeks to integrate all stakeholders, automate essential functions, and enhance transparency in all institutional processes, all while contributing to a cleaner, greener campus.

The college management team at KFASC recognises the importance of e-governance in coordinating and advancing the institution as it continues to grow and excel in higher education. Through this policy, KFASC is dedicated to fostering an efficiency, accountability, and innovation environment, ensuring all stakeholders are engaged and empowered to contribute to the college's ongoing success.

Objectives:

Enhance Institutional Functioning: Implement e-governance to optimise the effective functioning of Kottakkal Farook Arts and Science College.

Promote Paperless Administration: We will significantly reduce paper usage within the administration as part of our commitment to a green campus initiative.

Increase Transparency and Accountability: E-governance can improve transparency and accountability in all administrative processes.

Streamline Communication: Facilitate seamless online communication between various executive bodies within the institution.

Foster Environmental Responsibility: Achieve the goal of becoming an environmentally friendly and user-centric institution.

Secure Data Management: Provide easy access to information while maintaining all data in a secure and protected environment.

Automate Library Services: Implement automation within the library to enhance accessibility and efficiency.

Global Visibility: Strategically use digital media to increase the institution's visibility to stakeholders worldwide.

Provide E-Facilities: Offer e-facilities to students, teachers, alumni, and parents, supporting their engagement in various institutional activities.

Achieve Paperless Governance: Strive towards complete paperless administration throughout the college.

SCOPE AND APPLICABILITY:

E-Governance aims at enhancing the system of governance for the development of the college by leveraging innovative and scientifically sound technologies and extends to the following areas:

- Website
- General Administration
- Student Admission
- Accounts and Finance
- Examination
- Library
- ICT Infrastructure
- LMS
- Social Media
- E-waste Management

1. WEBSITE:

The college website serves as the public face of Kottakkal Farook Arts and Science College (KFASC). It is designed to reflect the institution's dynamic nature and showcase its diverse activities. The website will function as a central information hub, providing easy access to relevant data about the college, including its events, important notices, courses offered, fees, and more.

To ensure security and efficiency, the college website will be hosted and deployed by a third party on a secure platform. For this purpose, KFASC will appoint a dedicated service provider or web designer.

A Website Committee will be established to oversee the administration of the college website. This committee will be responsible for its regular updating, maintenance, and operation. Members of the committee, including administrative and teaching staff, will receive training to make essential updates and ensure the website remains current. The committee will also ensure that the website meets all statutory requirements. Important notifications and updates will be published on the website promptly as they are released.

The KFASC website will be continuously updated in accordance with recommendations from the UGC, NAAC, the University of Calicut, the State, and the central government.

2. GENERAL ADMINISTRATION:

KFASC is committed to adopting a paperless administration model to create a hassle-free, convenient, and efficient process for all stakeholders. The college aims to maximise the benefits of online services for students and is exploring opportunities to automate certain administrative tasks. Appropriate training and development programs will be provided to keep the administrative staff up to date with the latest technologies.

KFASC will implement dedicated Student Management Software to automatically track attendance records, internal assessment marks, scholarship records, and other essential data. This system will allow students to easily access information such as attendance, results, timetables, assignments, and study tools.

The Administrative Office will utilise advanced Excel and File Management System tools to maintain an effective database. The college will continue to explore opportunities to automate additional administrative functions to enhance efficiency.

The administrative staff will receive ongoing training and development to ensure they remain proficient with new technologies and are equipped to support the college's evolving needs.

3. STUDENT ADMISSION:

Kottakkal Farook Arts and Science College (KFASC) follows an open and transparent process for student admissions in the management quota (50% intake), while the remaining 50% is done through the CENTRALISED ADMISSION PROCESS(CAP) of the University of Calicut. As a self-financing institution, new admissions to Semester 1 are conducted online in accordance with the directives and orders of the Department of Higher Education, Government of Kerala, and the University of Calicut.

The admission details are facilitated through a dedicated portal accessible via the college website, hosted and deployed by a third party on a secure platform. The college has appointed a separate service provider or web designer to manage this portal. Prospective students can complete the entire admission process online and access all relevant information, including admission notices, fee structures, payment methods, refund policies, merit lists, and more.

To further enhance the transparency of the process, KFASC will publish an E-Prospectus, which will be displayed on the college website. This e-prospectus will contain all necessary information and guidelines for the admission process. A Prospectus Sub-Committee will be formed to prepare and update the e-prospectus before the start of each academic year.

Admissions to all subsequent semesters (2 to 6) will also be conducted online through a dedicated Student Admission Portal that the college has implemented for online registration for the next Sem/continuation in the next Sem/ transfer from other colleges.

4. ACCOUNTS AND FINANCE:

KFASC's Accounts section was one of the first departments to adopt e-governance, having implemented an automated system for managing college accounts in early 2009. The external agency FINAC developed this system, and the college purchased a licensed software version. In 2010, the software was changed to an ERP named TOTAL CAMPUS SOLUTIONS software, which continues to be used for managing the college's financial and academic records.

The existing software has been updated and adds many features essential for modern accounts management; KFASC is committed to upgrading its systems. The college purchased the latest version of Tally and introduced a comprehensive and up-to-date Accounts Management System that will be integrated with Tally.

Regular training for existing staff and updates to the software will be conducted to ensure the efficient management of financial records.

The college also effectively manages all financial, academic, and administrative matters through the software. It makes greater use of online modes such as NEFT and RTGS. The college will initiate online payments through bank transfers or NET banking.

5. EXAMINATION:

Kottakkal Farook Arts and Science College (KFASC) is affiliated with the University of Calicut, and all semester-end examination processes are regulated by the university. As such, KFASC adopts the e-governance policies of the University of Calicut for managing examination-related activities. The university provides a dedicated portal through which the following processes are conducted online:

- Issuance of the list of eligible candidates (Checklist)
- Online filling of examination forms by students
- Approval of examination forms by the college
- Uploading of admit cards by the university
- Downloading of admit cards by the college
- Uploading of marks after the correction of answer scripts (Internal/Tutorial/Theoretical/Practical) by examiners
- Generation of award lists by examiners
- Uploading of marks after correction by scrutineers
- Generation of award lists by scrutineers
- Uploading of marks after correction by the chief Examiner
- Generation of award lists by the chief Examiner
- Publication of semester-end results.

Besides, all internal examination procedures are conducted through the ERP and is supported by the college portal. The conduct, the issuance of marks, complaints redressals the whole lot of activities with online exams are done through the ERP and portal.

KFASC ensures that each of these activities is promptly notified on the college website in alignment with the university's schedule and notices.

A dedicated non-teaching staff member maintains the university portal and coordinates all examination-related activities with the Principal of KFASC. The Principal serves as the Centre-in-Charge for university examinations and is assisted by Officers-in-Charge or joint Officers-in-Charge in conducting these examinations.

Additionally, KFASC will maintain all records of Continuous Internal Assessment through a Student Management of ERP which will be accessible by both students and teachers.

6. Library:

KFASC upholds its academic excellence by maintaining a well-stocked library and continually enhancing its resources to support faculty and students. The college is committed to expanding its collection of e-learning resources, ensuring that all members of the college community have access to the latest educational materials. KFASC will continue to subscribe to new journals and books regularly, with recommendations actively sought from both teachers and students to ensure that the library's resources meet their academic and research needs.

Library:

- The entire library system at Kottakkal Farook Arts and Science College (KFASC) will be fully automated, covering all aspects of book issuance, reference services, and resource management. Both staff and students will be able to access the library's resources from within and outside the campus.
- KFASC's library will provide access to a fully automated software system for checks, available to students and faculty members.
- The central library has been fully computerized using the server-based local server. Circulation and membership processes are managed through this software.
- The college library database is maintained through **Windows Server** where processes such as accession, cataloguing, and circulation are ongoing. Readers can access the book list of the college library through the Online Public Access Catalogue (OPAC), with the catalogue link available on the college website.
- KFASC's library has initiated the design and maintenance of an e-repository. This repository archives important academic resources, including:
 - Honors and General syllabi for all semesters
 - CBCCS orders issued by the University of Calicut for all departments
 - Question papers from the end-semester examinations starting from 2018
 - E-resources
 - Study materials, etc.
 - E-books procured by KFASC through D space

The link to the e-repository is available on the college website.

- To enhance library management, the college implemented **BOOK MAGIC SOFTWARE**, which will provide better automation and organization of library resources.
- The college plans to introduce an RFID Library Management System to streamline library operations further and improve the tracking of books and other resources.
- KFASC participates in the "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)" project, which the e-ShodhSindhu Consortium,

INFLIBNET Centre This project provides access to selected e-resources for students, researchers, and faculty members.

Authorised users from KFASC can access and download e-resources directly from publishers' websites, authenticated through servers installed at the INFLIBNET Centre. The college is an annual member of the N-LIST program, offering e-resource access to students and teachers via individual usernames and passwords. The N-LIST link is available on the college website.

7. ICT Infrastructure:

ICT infrastructure is crucial to Kottakkal Farook Arts and Science College's (KFASC) e-governance policy. The college's ICT infrastructure will be maintained and enhanced through the following measures:

- Ensure adequate desktops and laptops are available for students and staff to meet their academic and administrative needs.
- Computers and printers will be provided in key areas such as the administrative and accounts sections to support efficient office operations.
- Projectors and other multimedia devices will be installed in the auditorium, classrooms (one for each department), seminar rooms, and laboratories to facilitate interactive and multimedia-based learning experiences.
- The infrastructure will be further supported by the installation of computer networking devices, scanners, and interactive teaching boards/smart boards, enhancing the institution's technological capabilities.
- Maintain a robust internet facility to ensure fast and reliable data transmission across various computers and devices on campus.
- Office automation packages, including software such as Open Office, MS Office, and antivirus programs, will be purchased and regularly updated to ensure optimal performance and security.
- The installation and major maintenance of ICT infrastructure, including computers, laptops, and printers, will be managed through an Annual Maintenance Contract (AMC) with vendors selected via a tender process.
- CCTV surveillance will monitor the entire college campus, ensuring security and safety during and beyond college hours.
- An AMC will also handle the installation and maintenance of CCTV cameras, with vendors chosen through a tender process.
- The college will organise administrative training sessions for different categories of users to familiarise them with the e-governance system and ensure its effective use.

8. Learning Management System (MOODLE LMS):

KFASC introduced a virtual classroom by incorporating a Learning Management System (Moodle LMS) on the official college website. This initiative aims to advance traditional teaching-learning methods, making the process more interactive, intellectually stimulating, and engaging. The LMS will allow students to explore topics beyond the traditional classroom setting and provide a platform for quick refreshers, enabling self-learning and innovative evaluation methods.

This virtual classroom environment will help cultivate students' inquisitiveness, empower them to engage with course material more dynamically and flexibly, and enhance their overall learning experience.

9. Social Media:

Kottakkal Farook Arts and Science College (KFASC) will utilize social media as an essential tool for communication, engagement, and outreach, ensuring a strong online presence that aligns with the college's mission and goals. The following strategies will be adopted to manage and leverage social media effectively:

- **Official Social Media Accounts:** The college will maintain official social media accounts on platforms such as Facebook, Instagram, Twitter, LinkedIn, and YouTube. These accounts will be regularly updated with news, events, achievements, and other important information related to the college.
- **Content Strategy:** A well-planned content strategy will be developed to share diverse content, including academic updates, student activities, faculty achievements, community outreach programs, and other events. Visual content such as photos, videos, and infographics will be prioritized to increase engagement.
- **Engagement and Interaction:** The college will actively engage with its followers by responding to comments, messages, and inquiries in a timely manner. This will help build a sense of community and foster a positive relationship with students, alumni, parents, and the broader public.
- **Promotion of College Events:** Social media platforms will be used to promote college events, workshops, seminars, and conferences, ensuring maximum participation and visibility. Live streaming of key events may also be considered to reach a wider audience.
- **Alumni Relations:** social media will serve as a bridge to connect with alumni, keeping them informed about college developments and encouraging their involvement in various college activities, mentorship programs, and networking opportunities.
- **Student-Generated Content:** Encourage students to contribute content, such as blog posts, testimonials, and videos, to showcase their experiences and perspectives. This will create a more authentic and relatable online presence.
- **Social Media Guidelines:** The college will establish clear social media guidelines to ensure that all posts and interactions align with the institution's values and maintain a professional and respectful tone.
- **Monitoring and Analytics:** Regular monitoring of social media performance will be conducted using analytics tools to track engagement, reach, and impact. Insights gained from this analysis will inform future content and strategy adjustments.
- **Crisis Communication:** social media will be used as a key channel for crisis communication, providing timely and accurate information during emergencies or critical situations.

By implementing these strategies, KFASC will enhance its digital footprint, strengthen its brand identity, and foster a connected and engaged online community.

10. Alumni Engagement

Kottakkal Farook Arts and Science College (KFASC) developed a dedicated alumni section on the college website to enhance and strengthen relationships with alumni. KFASC ALUMNI ASSOCIATION portal is powered by Vave. This section will feature:

- **Registration and Updates:** A user-friendly registration system for alumni to join the network, update their information, and stay informed about college news and events.
- **Prominent Alumni:** A section highlighting notable alumni and their achievements, showcasing their contributions to their fields and the community.
- **Feedback and Interaction:** Facilities for alumni to provide feedback, share their experiences, and interact with current students and faculty.
- **Alumni Association Collaboration:** Coordination with the KFASC Alumni Association for regular updates, database management, and organising alumni events and reunions.

11. E-Waste Management

Kottakkal Farook Arts and Science College is committed to managing e-waste responsibly to minimise environmental impact. The college will:

- **Waste Management Committee:** Form a dedicated Waste Management Committee to oversee the segregation, management, and recycling of all types of waste, including e-waste.
- **Eco-Friendly Practices:** Collaborate with the Nature Club to promote eco-friendly practices and ensure the campus remains green and sustainable.
- **Memorandum of Undertaking:** Enter into agreements with external parties for e-waste management, adhering to government regulations and guidelines to ensure proper disposal and recycling.

Conclusion and Future Plans

As KFASC advances its e-governance initiatives, this policy provides a foundation for digital transformation, innovation, and stakeholder empowerment. The college is committed to expanding e-governance to include areas such as leave management and biometric attendance systems.

KFASC aims to foster a dynamic and responsive governance framework that supports academic excellence and student success by aligning administrative processes with the principles of efficiency, transparency, and accountability.

This policy document will be reviewed and updated as necessary to adapt to evolving needs and standards in undergraduate education.

Annual Report on E-Governance and Technological Infrastructure of KFASC 2022-2023

Introduction

Kottakkal Farook Arts and Science College (KFASC) has consistently leveraged technology to enhance its educational and administrative processes, aligning with its e-governance policy. This report provides a comprehensive overview of the advancements in the college's technological infrastructure and resources, including hardware updates, software management, internet reliability, network security, and user support. It also outlines the future plans for continued growth and development in these areas.

1. Hardware Updates

KFASC has maintained a detailed inventory of its hardware devices, ensuring that they are up-to-date, compatible with new software, and functioning optimally. The following steps were taken:

- **Inventory Management:** A systematic assessment of hardware performance, age, and compatibility was conducted to prioritize updates.
- **Budget Allocation:** Funds were allocated strategically to update hardware based on current needs and technological trends.
- **Vendor Relationships:** Strong relationships with vendors were maintained to ensure access to the latest products and support services.
- **Implementation:** Updates were carried out during off-peak hours to minimize disruption, with thorough testing conducted beforehand.
- **Training and Support:** Staff received training on new hardware, with ongoing support provided to address any issues.
- **Record Keeping:** Detailed records of updates and maintenance activities were maintained for future reference.

2. Software Updates

KFASC ensured that all system, application, and security software was up-to-date, secure, and efficient. The key initiatives include:

- **Scheduled Updates:** A regular schedule was maintained for software updates, prioritizing critical patches and new versions.
- **Compatibility Testing:** All updates were thoroughly tested before deployment to ensure compatibility and functionality with existing systems.
- **Training Programs:** Staff were trained on new software features, with ongoing support available to address any challenges.
- **Security Enhancements:** Security software was regularly updated to protect against emerging threats.

3. Internet Bandwidth and Reliability

The college has made significant strides in enhancing internet bandwidth and reliability to support both students and staff:

- **Bandwidth Capacity:** The college provides internet connectivity through multiple ISPs, including BSNL NME (40 Mbps), Kerala Vision (50 Mbps), and Airtel Xtream (300 Mbps), BSNL NME (30 Mbps) ensuring fast and reliable internet access across campus.
- **Wi-Fi Accessibility:** Wi-Fi is available for all staff and students, with a 300 Mbps speed Airtel Xtream connection, providing robust connectivity for academic and administrative activities.
- **Redundancy Measures:** Failover mechanisms and switches between connections were implemented to ensure uninterrupted internet access.
- **Network Monitoring:** Regular monitoring and maintenance were carried out to address potential issues proactively.

4. Network Security

KFASC has taken extensive measures to ensure network security and availability:

- **Firewall and Proxy Servers:** IP Fire and PF Sense Firewall Control were employed to manage unauthorized access, with proxy servers providing additional security.
- **Fixed Public IPs:** These were utilized for accessing internal server applications from outside the campus.
- **High-End Networking Devices:** These devices ensured simultaneous access to servers for all users, with a campus network backbone of 1 Gbps.
- **Comprehensive Coverage:** Optical fibres were installed across 100% of the campus to provide consistent and high-speed connectivity.

5. User Support and Accessibility

To support the college community, KFASC has established robust user support services:

- **Help Desks and Technical Support:** Available through a portal request system, ensuring that students and staff receive timely assistance.
- **Training Programs:** Regular training sessions were conducted to familiarize users with new systems and technologies.
- **IT Accessibility:** All IT facilities are accessible to staff and students through secure user IDs and passwords.

6. Comprehensive Overview of Technological Resources

KFASC boasts a wide range of technological resources to support its educational mission:

- **Computer Resources:** The college maintains 110 desktop computers and 20 laptops, with three state-of-the-art computer labs housing 82 machines. Each department is equipped with computers, printers, and punching machines.

- **Classroom Facilities:** Classrooms and labs are equipped with projectors, LAN facilities, Android TVs, and interactive panels to enhance the teaching and learning experience.
- **Content Creation:** The college has an e-content center with interactive panels, cameras, audio recording, and editing facilities to support the creation of digital content.
- **Library:** The college library is fully automated with BOOK MAGIC SOFTWARE and an Enlist subscription. It also features a digital library, DSPACE, Library User Entry Scanning System, and an OPAC system.
- **Network Infrastructure:** The college's network infrastructure includes a server (Windows 2012, R2 Server), LAN, Wi-Fi facilities, switches with wireless access points, and a 100 Mbps internet connection.
- **Additional Technological Resources:** These include Moodle LMS, ERP Total Campus Solutions, Tally, MASTERSOFT software, Google Workspace, Digital Signage System, Card Printer, NAS file storage, Biometric Attendance System, Surveillance System, EPABX & IVR System, Automated Office, Public Address System, E-Content Development Centre, Automated Exam Control Room, and Server Room.

7. Future Plans

KFASC is committed to continuously updating and expanding its IT facilities and internet connectivity to meet the growing demands of its community. Future plans include:

- **Expanding Bandwidth:** Further increasing internet bandwidth to support the growing number of users and devices.
- **E-Governance Expansion:** Implementing additional e-governance systems, such as leave management and biometric attendance for students and staff.
- **Enhanced Training:** Providing ongoing training for staff and students to ensure effective use of new technologies.

E-governance and technological advancement is evident in the extensive infrastructure and resources available on campus. By maintaining a focus on efficiency, transparency, and accountability, the college has created a dynamic and responsive governance framework that supports its mission of academic excellence and student success. This report highlights the significant progress made in the past year and sets the stage for continued growth and innovation in the years to come.

COMPREHENSIVE OVERVIEW OF THE TECHNOLOGICAL INFRASTRUCTURE AND RESOURCES AVAILABLE.

1. Computer Resources:

- 110 desktop computers and 20 laptops with internet connection
- Three computer labs with 82 state-of-the-art machines
- Each department provided with a computer and printer & Punching machine.
- Access to Microsoft Teams, Google Meet, Zoom for online learning

- Software in labs including Visual Studio, Office 365, Ubuntu, MYSQL, Java, C++, Python, LaTeX & English cloud in the Language Lab.

2. Classroom Facilities:

- Projector and LAN facilities in 8 classrooms and labs
- Android TVs in other classrooms
- Four interactive panels in seminar halls, projector in auditorium

3. Content Creation:

- E-content centre with interactive panel, camera, audio recording, editing facilities

4. Library:

- Fully automated with BOOK MAGIC SOFTWARE, Enlist subscription
- Digital Library, DSPACE, Library User Entry Scanning System, OPAC System

5. Network Infrastructure:

- Server (Windows 2012, R2 Server with backup, WAP Server, Anti-Virus Server)
- LAN and Wi-Fi facilities with 100 Mbps speed in all departments.
- Switches containing wireless access points

6. Other Technological Resources:

- Moodle software for LMS
- College ERP Total Campus Solutions, Tally, MASTERSOFT software, Google workspace
- Digital Signage System, Card Printer, NAS file Storage Solution
- Biometric Attendance System,
- Surveillance System,
- EPABX & IVR System
- Automated office
- Public Address System.
- E-Content Development Centre,
- Automated Exam Control Room,
- Server Room