



ST. GREGORIOS COLLEGE KOTTARAKARA

7.2.1 Best Practice I

St. Gregorios Digi - Campus



BEST PRACTICE I

St Gregorios Digi-Campus

St. Gregorios Digi-Campus embodies a Digital Governance framework, fostering transparency and visibility essential for efficiently managing the delivery of academic and administrative services to all stakeholders, with a primary focus on students.


Objectives

- To streamline institutional governance.
- To enhance transparency in institutional administration and facilitate effective interaction among stakeholders, processes, and the institution.
- To instill accountability within the office/administration, ensure efficient governance.
- To ensure the timely and effective delivery of services and information.
- To minimize costs.
- To alleviate challenges for stakeholders by providing immediate information and enabling e-processing.
- To enhance overall employee performance and empower team members with a sense of ownership.

Context:

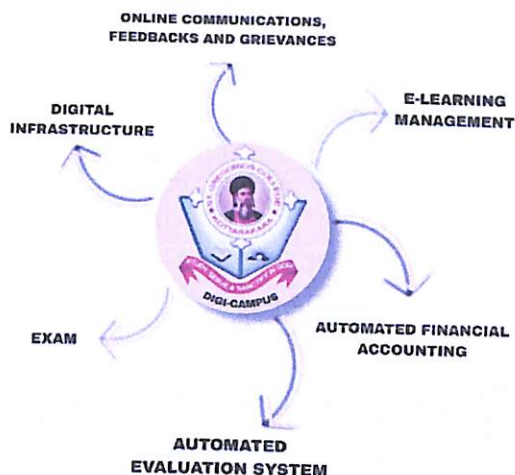
Digital India, a visionary initiative launched by the honorable Prime Minister of India, Shri Narendra Modi on June 1, 2015, has evolved into a transformative force over the years. This initiative has significantly influenced the digital systems of our college, driving our commitment to achieving digitalization in both administrative governance and academics. Necttos, an all-in-one educational institution management software, has been meticulously designed and developed to ensure efficient and systematic operations for institutions utilizing the internet. It facilitates office administration automation, academic documentation, and e-governance. Necttos encompasses a wide array of e-document functionalities essential for colleges, including online teaching, examinations, quality assessment for teachers and students, internal mark assessment, assignment submissions, attendance tracking, online fee collection and accounting, website maintenance, social media management, and alumni management. Users within the college




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community, including management, teachers, students, and office staff, can effortlessly add and manage user profiles tailored to their respective roles. Necttos empowers users to track and manage their tasks with ease, without compromising on quality or convenience.

Practice:



Digital Governance Framework at St. Gregorios College is constituted by the following:

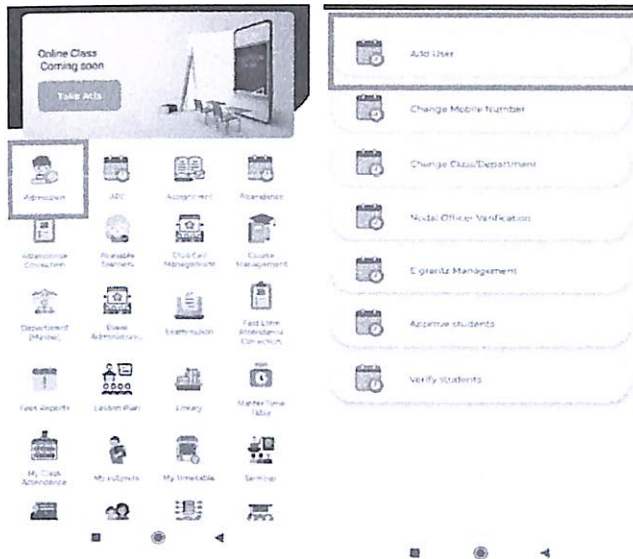
STUDENT ADMISSION & SUPPORT

1. Admission

Users, namely Students, Teachers, and Staff, can be added to the college's Necttos App by providing their official name and mobile number. Upon registration, they can complete their profiles by furnishing relevant information in the respective fields. This feature facilitates downloading profiles of students and teachers with just one click



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Once the student filled his/her profile, tutor/HOD/Principal needs to verify and approve the student details and then only the particular student's details reflected in the concerned class room. 'Change Class/department' icon helps to reallocate the student into another class/Department followed by university allotment without losing his/her previous attendance. E- grantz beneficiaries can be added using 'E- Grantz Management' icon which enable to keep a track on those students and their scholarship details for further use.

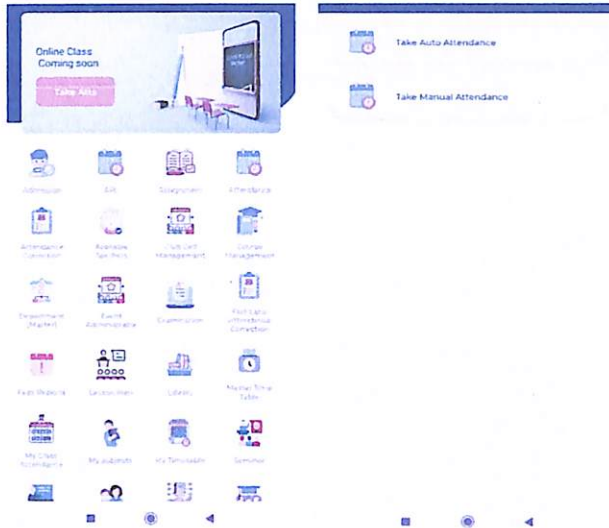
2. Attendance

Necttos helps to simplify the process of attendance taking in every hour and calculating the total percentage of students at the end of each semesters hassle free.

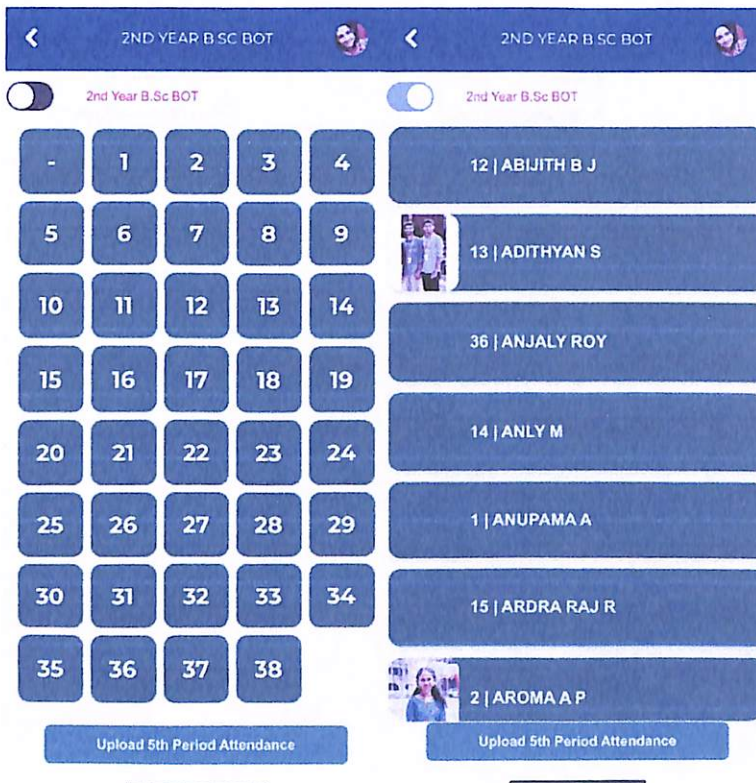
By clicking on the **attendance** icon in the Necttos Application in teacher's mobile, two options will be shown as shown below. 1. Take Auto Attendance 2. Take Manual Attendance

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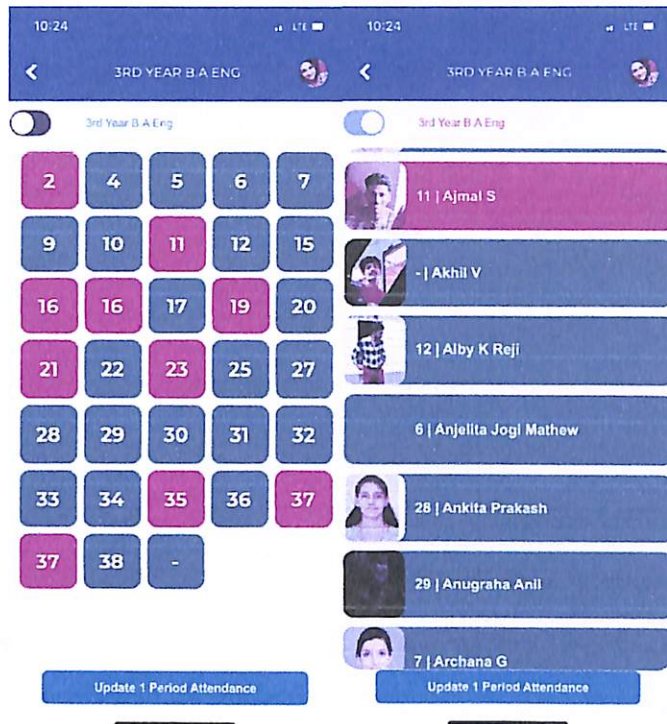
Select the 'Auto Attendance' icon and the allotted class as per the master time table will appear on the screen with the list of students along with their name & role number.



Absentees can be marked by selecting either the role number or name of the students, it will appear in red colour and students who are present will appear in green colour.



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By clicking on the 'Upload' button appears on the bottom of the screen, attendance will be updated and reflected on both students and teacher's profile.

'Take Manual attendance' is an option helps to take/mark the attendance by a teacher while engaging a class not in the allotted hour or to mark the attendance after the class hour. Here teacher needs to specify the reason for selecting the 'Take Manual Attendance' option.



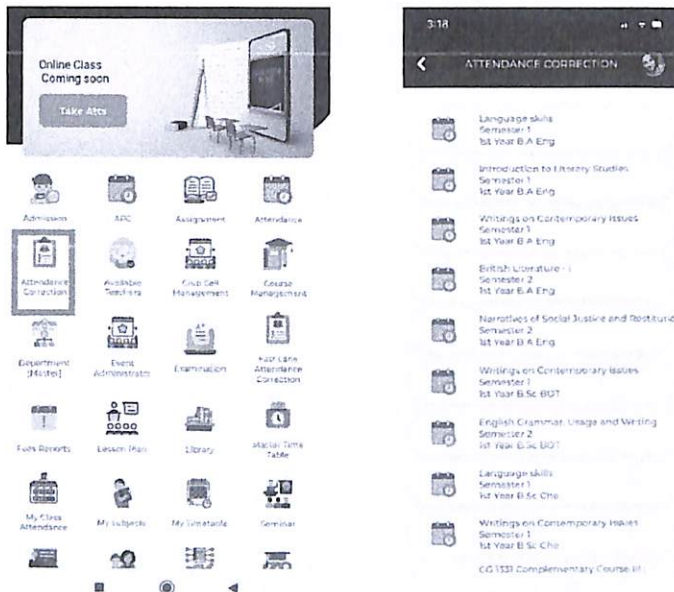
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3. **Attendance Correction** is an option helps to correct the attendance taken by the teachers later on followed by the submission of relevant documents by the students stating the reason for his/her absence on the specific days.

Clicking on the icon '**Attendance Correction**', the list of classes engaged by the teacher will be appeared. The teacher has to select the class from the list where she can see the list of students in the class and the total number hours for each student were absent will be shown on the right side. Students who have shortage of attendance will be appeared in red box while others in green.




Select the student from the list whom the teacher has to correct the student's attendance and a list of days and hour he/she was absent will be appeared.

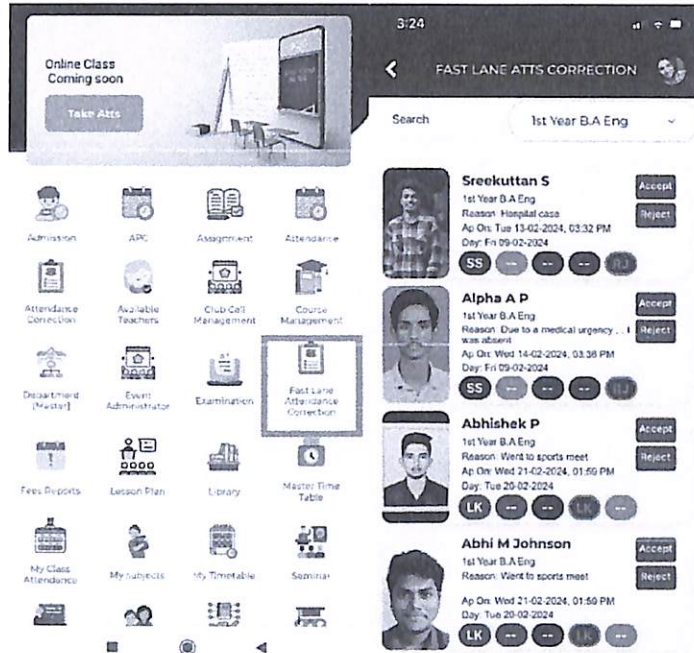
Clicking on the day/days to which the attendance has to be granted, it will turn into green colour. Enter the reason for attendance correction in the column appears on the bottom and click the 'Give Attendance' Button.

4. Fast Lane Attendance Correction




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This option helps the students to send a request for granting the attendance through NECTTOS application for the specific days. Either the class tutor/HOD/Principal can accept or reject his/her request. The attendance for whole hours engaged in the class on the concerned day will be granted followed by the acceptance of the request by student.

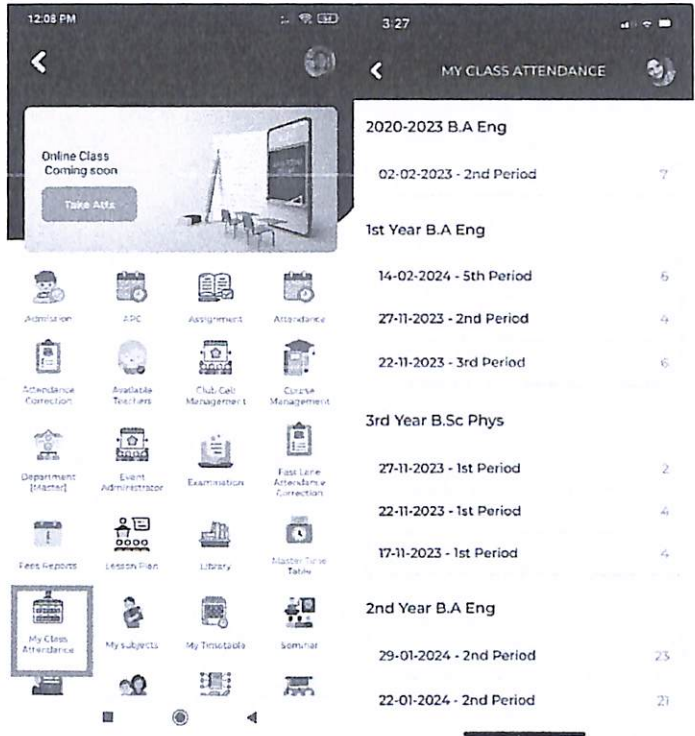


5. My Class Attendance

This option helps the teachers to track all the hours engaged in various classes so far. By selecting a class & period from the list (eg: 2nd Year B A Economics 12/08/2022 – 2nd period), list of absentees will be appeared. Click on the contact button on the right side of the name to get the contact number of the student and parents. If a student found continuously absent in the class, concerned teacher can itself contact the student or parents easily.



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6. APC – Attendance Progress Card

Consolidated attendance statement of each class can be downloaded at the end of every semester using this feature.



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7. My Class APC, My Class, Roll Number Manger

These are the features exclusively available for tutors of each class.

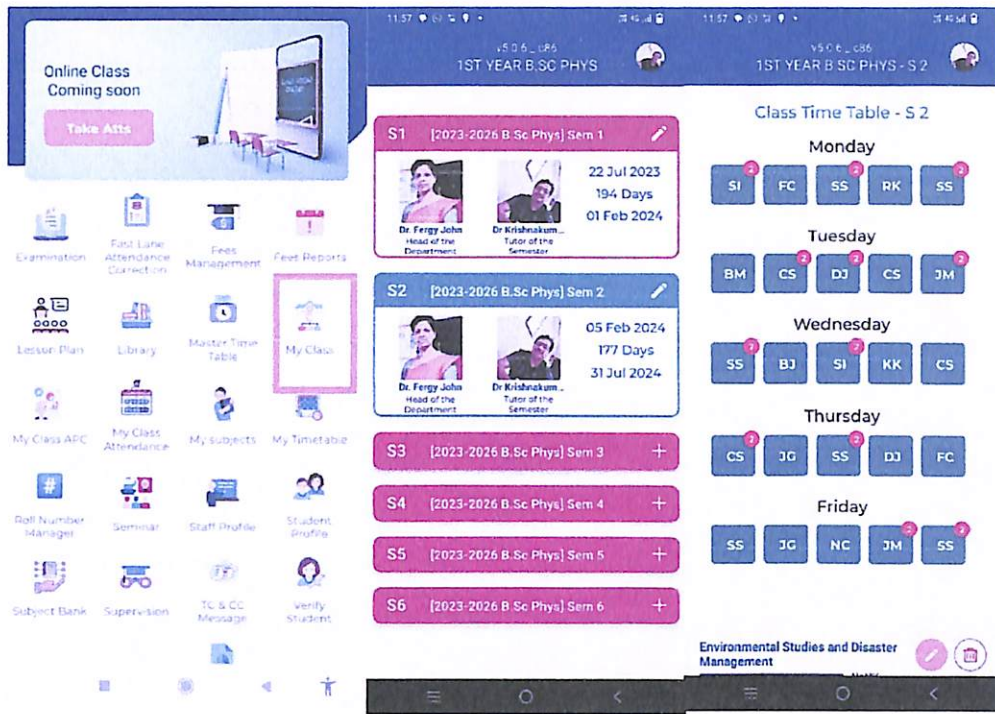
In 'My Class' tab, the tutor needs to assign the class time table, select the subjects and teachers allotted to handle each subject. Unless this process to be done by the tutors / HODs, all the above-mentioned features will not be processed.



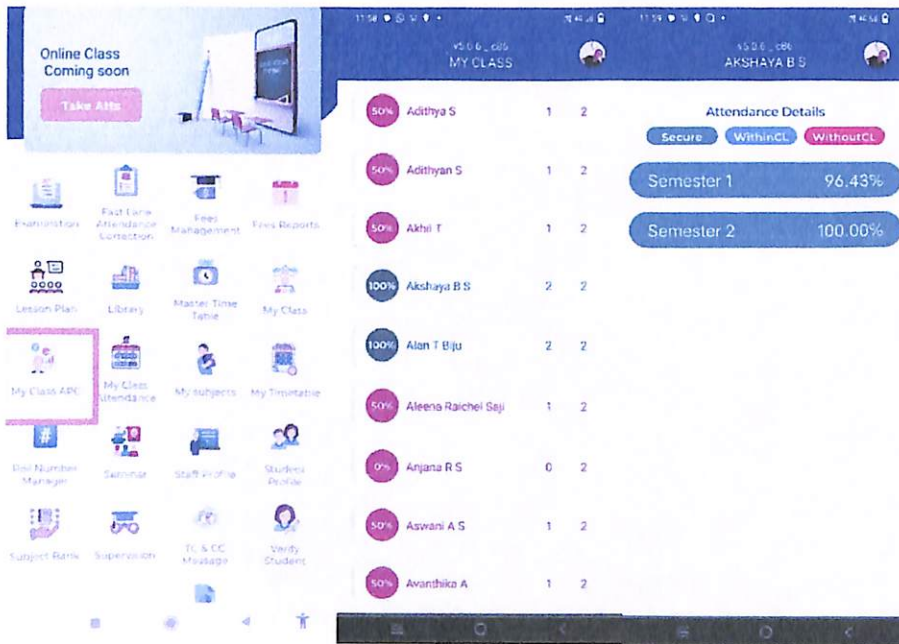
Look at the images attached below.




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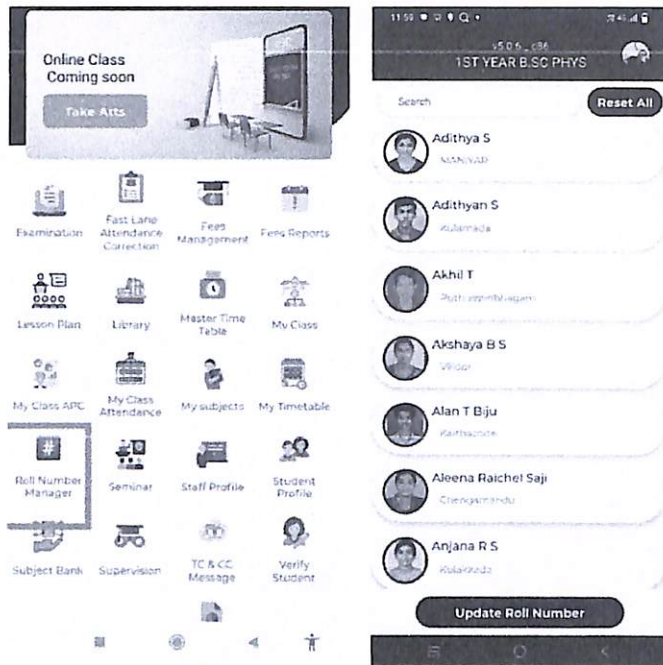


‘My Class APC’ helps to track the attendance details of students by the tutors.



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'Roll Number Manager' icon helps to assign the roll numbers to the students which help to take the attendance hassle free.



8. Generation of ID cards for students and staffs

ID card or concession card with RFID signature can be downloaded followed by the admission of students/staffs and their verification

ADMINISTRATION

9. Department and Club

Nectos provide this functionality to create new clubs / departments to suit the needs of the colleges. The Principal can appoint the coordinator of the club / Head of the Department. Once the coordinator/HOD is in charge, he/she can assign other works related to it. In 'Clubs & Cells', Co-ordinator can add members, can assign events, take event attendance. The 'Event Attendance' helps the students to ensure their attendance though they are absent in the class without affecting their total attendance percentage. Once the registered event is over, an auto generated report of the same can be downloaded followed by uploading images and other necessary details of the event.




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Bio data of all teaching and non-teachings staffs are available in 'Staff Profile' icon. 'Supervision' & 'Work Load Report' facility helps the Principal to verify whether the teachers has engaged their allotted hour not. Portion Completion of each teacher can be downloaded using the option 'Portion Completion Report'.

12. TC & CC Approve

Necttos provide an auto generated TC & CC system for outgoing students.

EXAMINATION



Assignment and seminars topics can be allotted, submitted via Necttos. An auto generated CE mark sheet can be downloaded followed by the evaluation and entry of examination marks.

Once all the students are in Necttos, seating arrangement of students for examinations and duty list of teachers can also be generated.

FINANCE AND ACCOUNTS

13. Fee Reports




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Necttos provide an automated payment gate way system for collecting the fees from the payment details, payment due report is accessible to all students.

14. **Stock Management, Repair and Maintenance:** Stock & purchase details can be monitored.

15. **Inward outward register and other documentation:** Necttos provide to keep and track the inward and out outward letters, notice and other orders.

Evidence of success:

- **Accelerated, Transparent, and User-Friendly Admission Process:** Rank lists of selected candidates are prepared within 2 days after the application deadline. Demand has increased by 21%, with students from all districts applying, enhancing regional diversity.
- **Streamlined Examination Processes:** Digitalization of evaluations has expedited examination conduct and result declaration, with an average result declaration time of only 18.6 days.
- **Enhanced Documentation Efficiency:** Digitalized documentation has facilitated smoother institutional operations.



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- **Uninterrupted Academic Pursuits:** The digital framework has enabled the institution to navigate academic challenges and evaluation delays caused by unprecedented natural calamities such as the Kerala Floods in 2018 and 2019, as well as subsequent pandemics.
- **Efficient Communication Channels:** Digital notice boards, online notifications, and communications have eliminated long queues for student services at the office, including hall seat arrangements for examinations.
- **Improved Procurement Practices:** Compliance with e-tendering and e-procurement has increased vendor participation by 25%, allowing the institution to procure goods and services more cost-effectively while maintaining quality standards.
- **Enhanced Transparency and Efficiency:** Financial transactions, evaluation systems, and monitoring mechanisms have experienced increased transparency and efficiency, resulting in reduced paper usage in the office.

Problems:

- **Hardware and Software Upgrades:** The significant challenges included developing and upgrading ERP software, along with installing new computer servers and associated infrastructure for implementing the digitalized governance framework. It was essential to ensure the presence of adequate and competent technical staff.
- **Quality and Internet Connectivity Issues:** Factors such as technology transfer, diverse locations, and the number of users accessing the system influenced the speed and quality of internet connectivity. Overcoming challenges like WiFi signal penetration through the thick walls of a century-old college was necessary.
- **Security, Threats, and Privacy Breaches:** As St. Thomas College's information systems are accessible online, safeguarding them against various information security threats, including hacking, required implementing firewalls and anti-virus software.
- **Change Management:** Addressing human resistance and facilitating adaptation to change through training and communication were significant challenges during the transition to new processes or technologies.




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