



Farook Training College

Research Centre in Education.
Farook College, Kozhikode, Kerala.

Cycle 3 NAAC Re-accreditation 2023.


SSR - Criterion VI

6.2.3. Annual e-governance report

Affidavit

I do here by certify that, all the pages in this document are duly authenticated by me, under my privilege as the Head of the Institution of Farook Training College Kozhikode, Kerala




Principal
Farook Training College
H.O. Farook College, (Calicut)



FAROOK TRAINING COLLEGE

[RESEARCH CENTRE IN EDUCATION UNIVERSITY OF CALICUT]

Govt. Aided College Affiliated to University of Calicut and Recognized by NCTE & UGC

Accredited by SAAC at A+ Grade with CGPA 3.39 (2021-26)
Re-accredited by NAAC at A Grade with CGPA 3.54 (2012-17)

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ANNUAL E-GOVERNANCE REPORT - 2022-2023

Farook Training College is a forerunner in the field of E-Governance. We are very keen to adapt new technologies and means for governance in all areas of operations in order to ensure speed in the processing and to make the governance paperless. The major areas of E-Governance are briefly described.

1. PLANNING AND DEVELOPMENT

Every programme and project in Farook Training College is implemented with due discussion and planning. From the planning to the execution of the activities many stakeholders' viz. Governing body, Teaching & Non-teaching staff, PTA, Students Council take parts. E-Governance in this area begins with the invitation of the stakeholders to the initial meeting through a centralized online communication system. Many meetings have been carried out through online meeting apps such as Google Meet and Zoom. Presentation, Documentation and dissemination of various data, evaluation and monitoring are also being done over electronic mode.

2. ADMINISTRATION

E-Governance is practiced in almost all levels of administration in the Institution. Major areas of administration in which E-Governance is practiced are as follows,

- Correspondence between faculty members, Principal & office.
- Correspondence between the Institution, University, DD Office, Government, NCTE & UGC
- Submission of various reports to the apex bodies
- Submission of pay bills
- Request for various services
- Notices and announcements etc.
- Installed 'Embase' ERP software to manage academic and administrative matters
- Installation of LMS
- Attendance management of students
- Leave management of Teaching and Non-teaching staff

3. FINANCE AND ACCOUNTS

- Submission of pay bills
- Keeping of finance accounts
- Salary transfer



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- Salary deduction
- Online fee payment through ERP

4. STUDENT ADMISSION AND SUPPORT

- Online application for admission through 'Embase' ERP
- Announcement of admission-related notices
- Facility for online submission of Anti-ragging declaration
- Filling of online student database

5. EXAMINATION

- Facility for online exam fee payment
- Conduct of online examination through LMS in the ERP
- Evaluation & grading of online tests
- Implemented barcode-based examination system
- Implemented barcode-based evaluation system
- Organized a training programme for Teaching and Non-teaching staff on implementation of new barcode-based examination system.
- Organized a training programme for examiners from various colleges on new barcode-based valuation system

6. BIOMETRIC/DIGITAL ATTENDANCE FOR STUDENTS

Biometric attendance had been introduced in the college for all students in order to digitise the attendance system. A sufficient number of punching machines have been installed in convenient places in the administrative and academic blocks. Each student has been given an ID. The facility was not been used during the Covid period due to the restrictions and directions of the state government. With the implementation of ERP software ERP student attendance management has been shifted to the software.

25/10/2023,
Farook College




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