



N.K.T. National College of Education for Women

(Autonomous)

ANNUAL e- GOVERNANCE REPORT

2020-2021



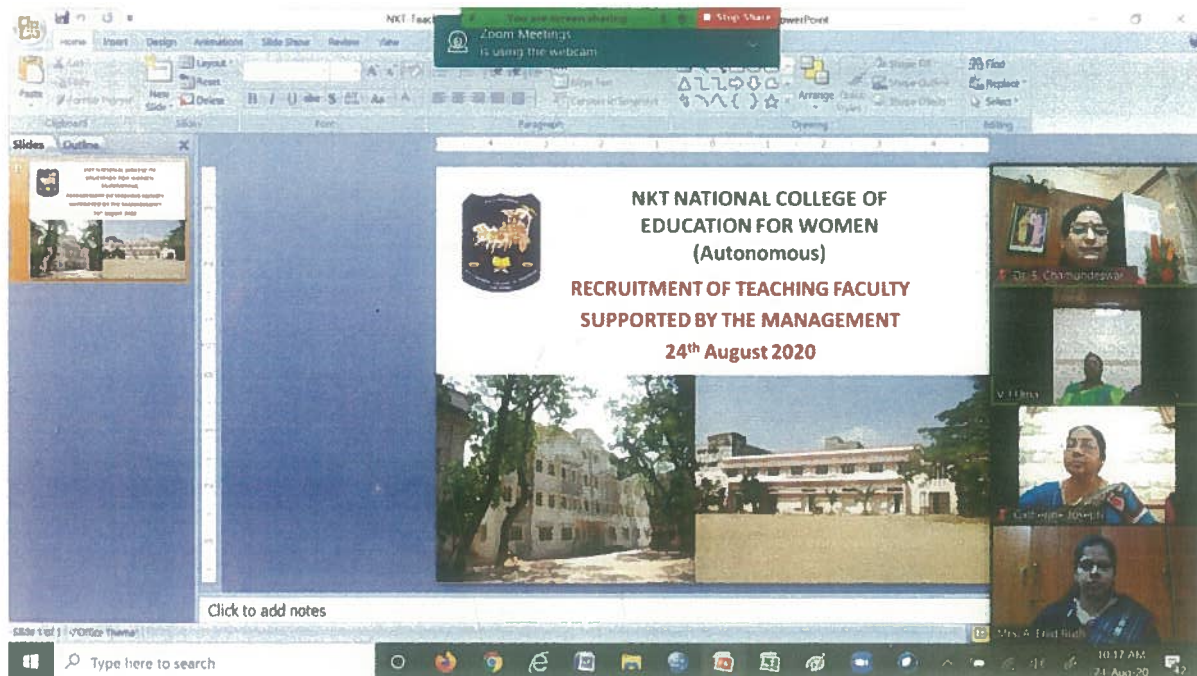
E-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence, the purpose of e-governance is to bring transparency and efficiency in the working of an organization. This urge for transparency and efficiency is derived by the demand of ever increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its


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foundation.

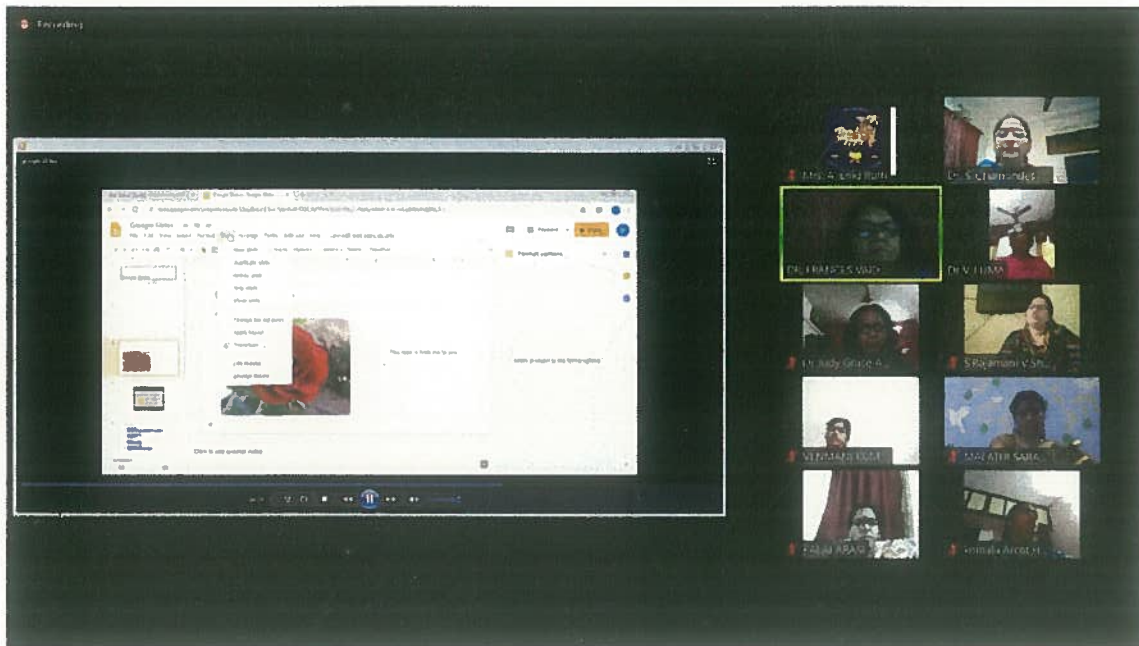
NKT National College of Education, Chennai is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. The necessary infrastructure is provided partly by the UGC Autonomous Grant and partly by the College Management, Sriman N.K. Thirumalachariar National Education Society, Chennai. Teaching Faculty members, Non-Teaching Staff and Students use computers, laptops, smart phones and other e-devices to utilize the benefits of modern day technologies available in the field of Higher Education. Students have been provided SIM Cards by the State Government to facilitate the use of technology in teaching-learning and evaluation.

A well-equipped IT Admin Unit has been established in the College to monitor and regulate computerization of all academic, financial and administrative activities related with the College, Tamil Nadu Teachers Education University, Tamil Nadu State Council for Higher Education, Ministry of Education, University Grants Commission (UGC), National Council for Teacher Education (NCTE), Rehabilitation Council of India (RCI), Office of the Regional Joint Director (RJD), Directorate of Collegiate Education (DC) and other Educational Institutions and any other government agency. The e-Governance & Admin Unit Coordinator shall coordinate the data collection and uploading activities by preparing and observing the prescribed schedules.





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1. Planning and Development



Online Official communications regarding planning and development is realized through e-mails and messages.

- Communication through e-mails to the **State and Central Governments, Educational Agencies**, like Tamil Nadu Teachers Education University and other Educational Institutions and **Government Offices** like, Office of the Regional Joint Director (RJD), Directorate of Collegiate Education (DC), Ministry for Education, University Grants Commission (UGC), National Council for Teacher Education (NCTE), Tamil Nadu State Council for Higher Education (TANSCH), Rehabilitation Council of India (RCI) and other NGO's.
- Recruitment of Employees
- Meetings of all Statutory and Non-Statutory bodies are conducted via the virtual platform
- Management of e-governance schemes
- Capacity Building Programmes for Teaching Faculty members, Non-Teaching Staff, Students and the Community.
- Training for working on different user interfaces is organized by the NKT Centre of Excellence of the Institution with the support of the Management.
- Official WhatsApp Groups have been created at the institutional level for sharing orders, information, announcements, direction and discussion among faculty, non-teaching, students and stakeholders on a common platform.


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- Budgetary allocation for proper utilization and to ensure utmost transparency within the specified time limits.
- Upcoming events, photographs, programmes, completed projects and documents are uploaded in website. Notice, minutes and resolution are circulated to members by mail.

2. Administration

THEORY COMPONENTS							
S.No.	Course Code	Courses	Credits	Instructional Hours	Marks		
					Internal	External	Total
- PERSPECTIVE COURSES -							
1	PC 50	Curriculum Design and Development	4	108	30	70	100
- TOOL COURSE -							
2	TC 20	Advanced Educational Research and Statistics	4	108	30	70	100
- TEACHER EDUCATION COURSE -							
3	TTC 20	Teacher Education in India	4	108	30	70	100
TOTAL			12	324	90	210	300

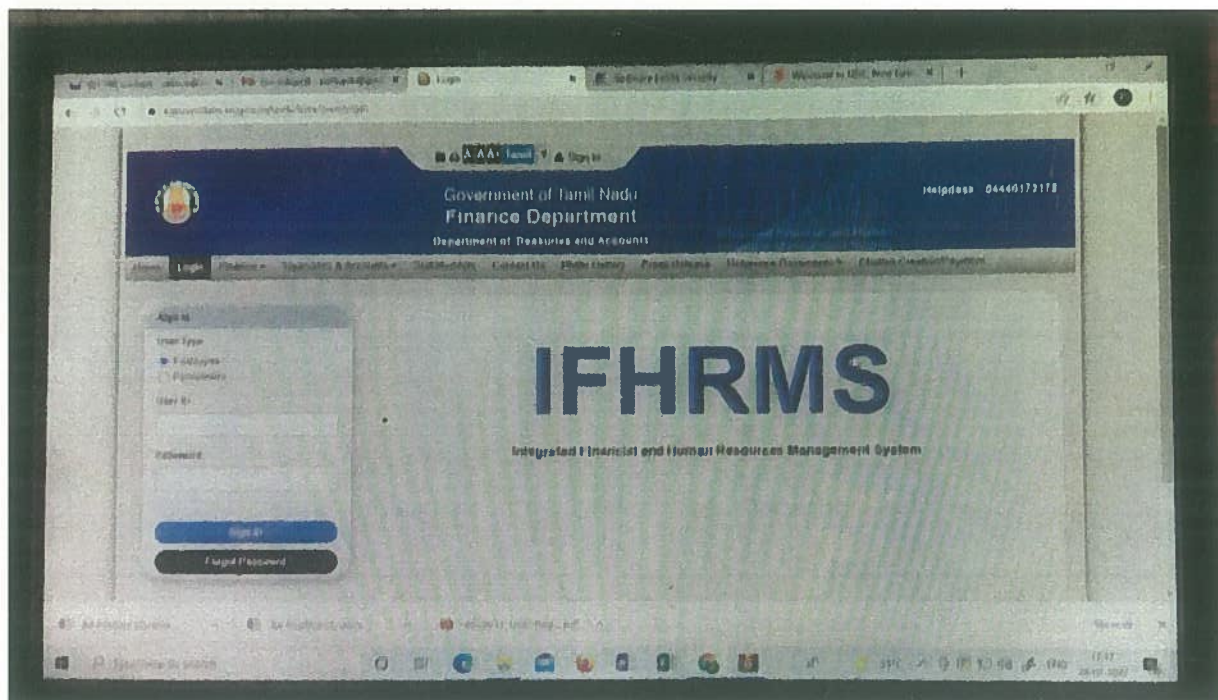
The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance program are outlined as:

- Management of e-service books (ER Sheets) of employees
- Maintenance & disclosure of comprehensive information on the College web-page
- Development of ICT based infrastructure in the College
- Liaison of the Principal with the Management, members of various Statutory and Non-Statutory Bodies as well as the teaching and non-teaching staff through e-mail
- 24/7 Internet facility with high speed bandwidth (150 mbps)
- College Office linked through intranet with the Principal's Office for online supervision


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- Management of e-resources in the Main & Departmental libraries
- Availability of LAN and internet connection
- Biometric attendance for students and employees
- Regular updating and maintenance of the College web-site

3. Finance and Accounts



In accordance with the e-governance concept, the College maintains transparency and financial accountability in all areas of finance. Outlined below are some of the major assignments being performed digitally by the College.

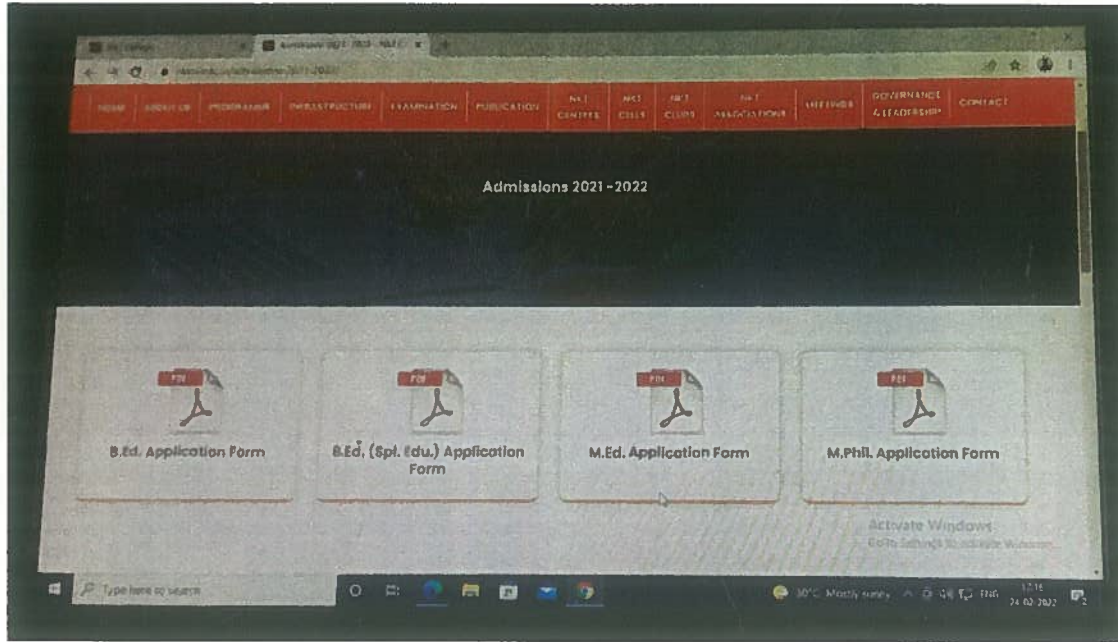
- Online payment of Admission and Examination fees
- Preparation of pay bills
- All kind of payments including salaries to Teaching and Non-teaching Staff-members and remunerations to experts
- Disbursement of salary slips & accounting of TPF
- Salaries of Government Approved Faculty members and Non-Teaching Staff through the IFHRMS software
- Salaries of Management support Teaching & Non-teaching Staff through NEFT
- Generation of TPF e-slips
- PF and ESI are done online

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- Preparation for e-pension is under process
- Management of College accounts and many such functions as required

4. Student Admission and Support



Admission to B.Ed. Programme is realized through Single Window Counselling since 2012-2013. Online admission and support activities include the following:

- Availability of Application Forms with Prospectus for B.Ed., B.Ed. Special Education, M.Ed. and M.Phil. Programmes in the College website
- B.Ed. Admission made online by the Government of Tamil Nadu through Single Window Counseling
- Verification of documents, payment of fees & other admission formalities,
- Preparation & publication of admission rolls and related statistics
- Preparation of Nominal Roll
- Admission of related data management through e-mails
- Management of scholarship schemes for students
- Disclosure of students-centric information/ data/ materials on web-site
- Biometric Attendance for students
- Classrooms and Halls with LCD projectors and Smart White Boards
- Adequately equipped Computer and Technology Laboratories
- Recording studio with up to date facilities

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- Online classes through Google Classrooms/ Online Platforms
- Vision, Mission, Value Framework, Programme & Course Learning Outcomes in the College Website
- Circulation of Time-table and other related activities through WhatsApp Groups
- Announcement of upcoming events and feedback on completed events in the website
- Social Media Facilities like Facebook, YouTube & Twitter linked with College Website for students to view all academic, academic related and outreach programmes at their own pace
- College Blogs for academic purposes
- Student Development Programmes/ Trainings/ Workshops/ Seminars/ Conferences/ Invited Talks organized online to enhance teaching competency and develop skills required for effective teaching
- Extending online support to students undertaking Self-Support Programmes
- Outreach and Extension Activities conducted online for holistic student development
- Online Celebration of Important Days/ Events
- Facility for students to participate in competitions and events online
- Online Meetings for the Welfare of Students (Grievance & Redressal Cell, Student Welfare, Ant-Ragging Committee, Meeting with Heads of Teaching Internship Schools, NKT College Stakeholders, NKT College PTA Meetings)
- College Library automated with AutoLib Software System and all books barcoded
- College Library with Open Access System with electronic resources of INFLIBNET
- Availability of Grievance & Redressal Portal in the website for posting grievances/ suggestions to be redressed within 7 working days
- Placement Portal for communicating with Placement Partners
- Online Training for Health & Physical Fitness of students
- Online Counselling for psychological well-being of students
- Face-to-Face mentoring of students by tutors

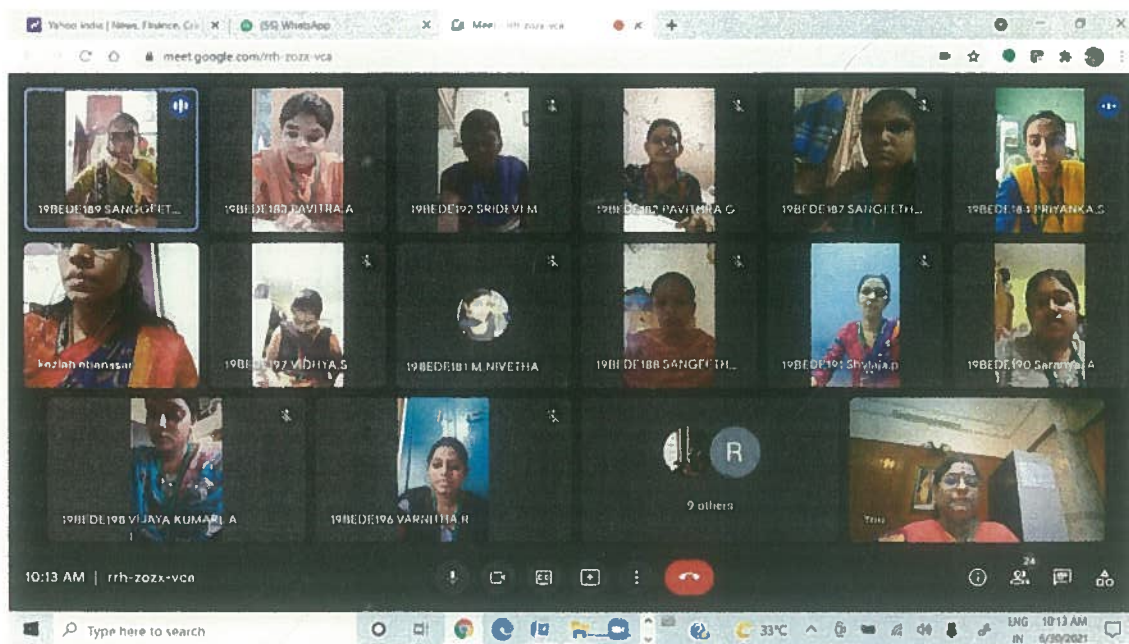
Above digital functions are realized online through internet with support of ICT based



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infrastructure available in the College.


5. Examination System



Under the scheme of autonomy, there is a fully computerized Examination Unit. The digital features of the Examination unit include:

- Filing of Examination Application Forms through online
- Payment of Examination fees
- Online downloading of Hall tickets
- Conduction of Online Theory & Practical Examinations and Online submission of Answer Scripts and Assignments
- Publication of End Semester Examination Results in the College Website with password protection
- Online downloading of End Semester Mark sheets

The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability & efficiency in the system. The overwhelming response of human resource to digital technology has strengthened the prospects of e-governance in different areas of operation.


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Introduction

- Teaching is a purposeful activity.
- An interaction takes place between the experienced person (Teacher) and an inexperienced person (Student) .
- The main aim is to bring the desirable changes in the behavior of the Student.
- Teacher teach students at Three levels.



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