

SREE NARAYANA COLLEGE

Karamcode P.O, Chathannur, Kerala- 691572



Affiliated to University of Kerala NAAC accredited with 'B' grade

Email: snchthannur@gmail.com; Ph: 0474-2593312; Website: https://sncchathannur.ac.in/

Implementation of e-governance in areas of operation

Sree Narayana College Chathannur being an affiliated college of University of Kerala, college works in tandem with the University. Its major e-Governance happens through effective utilisation of the Government's University's platforms. The college uses the student life cycle management system of Examination wing of the University of Kerala. College administration processes are computerized with the help of EMBASE Pro Suit, options for planning, development, and library management are facilitated in the software and a few more options are underway. Meanwhile, emails, email groups, online meeting rooms and WhatsApp groups are being effectively used for communication with and among the stakeholders. In order to ensure security and facilitate easy administration, we have installed CCTV Cameras in various places across the college premises. The salary of staffs and their service related administration processes are completely on the digital platform named SPARK maintained by Finance Department of Government of Kerala. The DCE scholarship portal, e-Grantz scholarship portals and various other scholarship and fellowship portals of Govt of Kerala are extended to all students. The college has a partially automated library using the EMBASE software since 2022. Library offers access to INFLIBNET, N-LIST programme, which is a vast repository of online journals and e-books. The library provides access to 31 Lakh e-books and 6000 thousand ejournals through INFLIBNET N- LIST consortium. Sree Narayana college Chathannur is also a member of National Digital library of India, a project under Ministry of Human Resource Development, India. It holds more than 60 types of learning resources and 10 Million items have been authored by 3 Lakh authors. ILMS is a computer-based system which is used for classification using DDC scheme, data imputing, subject analysis, selection of class number, assigning book number, preparing call number, data book creation, and spine label preparation Bar code technology is used for identifying the book and the subscriber

Details of e-governance platforms being used by the college

Areas of e-governance	E-governance platform	Name of the Vendor with contact details	Year of imple mentat ion
Administratio n Planning, Development	• EMBASE Pro Suit: Administration processes are computerized with the help of EMBASE Pro Suit, options for planning, development, and library management are facilitated in the software and a few more options are underway like fee collection, accounting, live interactions, certificate generations etc.	EMBASE Pro Suit Private Limited 201 Digital Square Building Kannamangalam PO, AR Nagar, Near Airport Malappuram 676305 Kerala KL India Contact: 8593888902 Email: mail@embase.in	2021
	• SPARK: Administration of service related matters (like Employee registration, promotion, increment, transfer, probation clearance, leave application, leave sanction etc) of teaching and non-teaching staffs of Sree Narayana College Chathannur are processed through SPARK software, owned by Finance Department, Government of Kerala.	SPARK 1st Floor, DPC Building, Kerala, University of Kerala Senate House Campus, Palayam, Thiruvananthapuram, Kerala 695034 SPARK PMU contact number:0471- 2579700 Email id: info@spark.gov.in	2007
	• PRISM: Pension application and retirement related processes of retiring employees of this college is done through PRISM software of Finance Department, Government of Kerala	PRISM Vandanam, Uppalam Road, Statue, Thiruvananthapuram, Kerala 695001 Email: info.prism@kerala.gov.in Phone: 1800-425-1857	2017
Finance and Accounts	• SPARK: Administration of all pay roll and accounts related matters of teaching and non-teaching staffs of Sree Narayana College Chathannur are processed through SPARK software, owned by Finance Department, Government of Kerala.	SPARK (Service and Payroll Administrative Repository for Kerala) Govt. of Kerala, Kerala State IT Mission, e-Government Procurement PMU and Helpdesk, Statue,	2007

	• BIMS Bill Informations and Management System (BiMS) is an e-Bill portal for Claim Settlements by Drawing and Disbursing Officers (DDOs) which is maintained by Department of Treasuries, Finance department, Govt of kerala. The Drawing and disbursing officer of this college prepares online contingent bills and then e-Submissions of such bills to treasury are done through BiMS. GainPF: GAINPF is a web based Provident Fund Monitoring system of Govt. of Kerala, driven by core ICT technologies. GAINPF is a workflow based Provident Fund monitoring system that captures the institution, DDO, employee details etc. and provides interfaces and workflows for processing of PF related activities. The system takes care of computerizing the various stages of the work flow of PF subscription entry, Advance & withdrawal, refund, Interest Calculation etc.	All Treasuries in Govt. of Kerala Phone: 0471 2328471 Email: bams.keralatreasury@gmail.com Gain F The Directorate of collegiate Education	2016
Student Admission	Online Admission Portal_ University of Kerala	Kerala University Admissions Portal (Senate House Campus, Thiruvananthapuram, Kerala 695034, Phone: 0471 230 5994)	2012
Student Support	e-Grantz Scholarship Portal	e-Grantz Scholarship Portal (SC/ST Development & Samp; Fisheries Department, Govt. of Kerala),	2011
	DCE Scholarship portal	DCE Scholarship portal (Directorate of Collegiate Education, Vikas Bhavan, Palayam, Thiruvananthapuram, Kerala 695033, Phone: 0471-2305547)	2012

	E-SUREKSHA Portal for Snehapoorvam_Scholarship Higher Education Scholarship Scheme	Social Justice Department, Government of Kerala Email id: Snehapoorvamonline@gmail.com Phone: 0471-2341200 The Kerala State Higher Education Council, Science and Technology, Museum Campus Vikas Bhavan P.O., PMG,Thiruvananthapuram-695033 Kerala Phone:0471- 2301297(Scholarship section) Email: hecscholarship@gmail.com	2009
Examination	Online Examination Portal of University of Kerala	Kerala University Examination Portal, University of Kerala, Senate House Campus, Palayam, Thiruvananthapuram, Kerala 695034 Phone: 0471 230 5994	2010



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Dr. M.S. Latha MSc. Ph.D. PDF

Managed by the Seev Narayana Teasts, Kollam

Phone E-mail

0474 2593312 snchathannur@gmail.com

www.sncollegechathannur.com

Principal Mob: 9400648068 e-mail: latems@vahoo.com lathams2014@gmail.com

Ref. No. PL 3197 2023

Date 23/03/2023

E GOVERNANCE-POLICY DOCUMENT

Recognizing the importance of e governance implementation in operating college activities, Sree Narayana College Chathannur expedited the concept of e-governancelong before, ever since the state government has set off initiatives for implementing E governance in College administration processes. Majority of the college activities are operating through e governance platforms of state government and academic processes via university's egovernanceprograms. College utilizes the EMBASE Pursuit software for managing and planning student life cycle and options for library management is also facilitated in this software.

Policy statement

Our institution has always encouraged the utilization of e-governance strategies in all levels offunctioning of the collegestrictly adhering to the norms of university and state government. Sree Narayana College Chathannur envisages a fully automated electronic working environment in the college; therebythe institution can ensure transparency, reliability and accountability in all stages of service delivery to its stakeholders. E -governance technology being a simple and very efficient machinery to perform the activities of the college, its advantages are effectively utilized in even in the small daily activities of the college which extends to college administration, accounts handling and processing, student admission and examination processes, academic activities and library management.

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PIN - 691579

Scope of practicing e-governance

The scope of practicing e-governance extends to the following areas:

1. Administration

2. Accounts handling and processing

3. Student admission

Marayana College

- 4. Examination processes
- 5. Library management.

Objectives

- It ensures that all the administrative activities of the college are transparent.
- It has been initiated primarily to encourage a paperless environment keeping a green environment at the forefront.
- As to ensure a more interesting and innovative learning experience, internet connectivity has been provided by the college which also is an initial step to the transition from the older teaching techniques.
- As stated above, as a move towards the new and refined teaching methods, the classrooms have been equipped with desktops, laptops and projectors.
- It provides for a fully automated library.

Website

Matters considered to be of public importance regarding the functioning of the college and the implementation of new policies have been published in the college website which is accessible to the students and general public. Studying materials, question papers of previous year university examinations, question banks, lecture notes are also made available in the website. College website tries to portray its vibrant front as it also uploads the happenings of cultural importance of the college in the website. This also provides an insight about the courses offered, syllabi of the courses and papers in each course and all the details pertaining to the faculties like the entire curriculum vitae, their publications, teaching and research experience and the admission procedures are also detailed in the website.

Administration, Planning, and Development:

Administration processes are computerized with the help of EMBASE Pro Suit, options for planning, development, and library management are facilitated in the software and a few more options are underway like fee collection, accounting, caution deposit module, live interactions, certificate generations etc.

Administration of service related matters (like Employee registration, promotion, increment, transfer, probation clearance algebraication, leave sanction etc) of teaching and non-

teaching staffs of Sree Narayana College Chathannur are processed through SPARK software, owned by Finance Department, Government of Kerala.

Pension application and retirement related processes of retiring employees of this college is done through PRISM software of Finance Department, Government of Kerala

· Finance & Accounts

Administration of all pay roll and accounts related matters of teaching and non-teaching staffs of Sree Narayana College Chathannur are processed through SPARK software, owned by Finance Department, Government of Kerala.

Bill Information and Management System (BiMS) is an e-Bill portal for Claim Settlements by Drawing and Disbursing Officers (DDOs) which is maintained by Department of Treasuries, Finance department, Govt of Kerala. The Drawing and disbursing officer of this college prepares online contingent bills and then e-Submissions of such bills to treasury are done through BiMS.

PF related account details are processed through GainPF, which is a web based Provident Fund Monitoring system of Govt. of Kerala, driven by core ICT technologies. GAINPF is a workflow based Provident Fund monitoring system that captures the institution, DDO; employee details etc. and provide interfaces and workflows for processing of PF related activities. The system takes care of computerizing the various stages of the work flow of PF subscription entry, Advance & withdrawal, refund, Interest Calculation etc.

· Student Admission:

As our college is an affiliated institution under the University of Kerala, its admission procedures are done solely through the admission portal as mandated by the university. This ensures transparency and efficiency in the admission processes. A designated admission coordinator supervises and manages the entire admission procedure which is as per the norms of the University of Kerala

· Examination:

Sree Narayana College Chathannur has a reputation of conducting examinations in a scrupulous manner, and has been conducting exams without complaints till date. The online Examination portal of University of Kerala facilitates conducting university examinations encompassing exam registration, hall ticket generation, conduction of examination, paper

valuation and generation of exam results. Being an affiliated institution under the KeralaUniversity, UG and PG examinations are conducted scrupulously as put forward in the examination portal of the university.

Benefits of practicing e governance in college activities:

- E governance ensures transparency and accountability in processes.
- Improves the efficiency and productivity of the institution as a whole.
- Workload and cost will reduce significantly owing to the usage of common infrastructure like SPARK, BIMS, Gain PF, University's admission and Examination portal.
- Reduces the burden on environment due to minimum use of hardcopy.

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Stee Marayana College
Principal College

FMBASE Pro Suit - Campus Management Software Service Agreement

This Software as a Service Agreement (the "Agreement") is made and entered into as of this

12th day of May 2022 (The "Effective Date")

By and Between

- 1 FMBASU PRO SUIT PRIVATE I IMITED, existing and organised under the Laws of Indian Companies Act, whose address is AR NAGAR, MAI APPURAM 676305, KERALA, INDIA Hereafter Called "Service Provider"
- 2 Sree Narayana College chathannoor, Karamcode P.O., Chathannoor, Kerala 691579 Hereafter Called "Consumer".

Terms and Conditions

- Agreement. Prepare this agreement by the Service Provider, handover to the Consumer. The
 Consumer signs this agreement, sends it to the Service Provider by post or by email. The
 Service Provider also signs the agreement and sends the copy to the Consumer by post or by
 email.
- Plan and Pricing, EMBASE software is categorized into four different Plans Each Plan varies with its modules and features.

Selected Plan

: as per the quotation/sale order (attached)

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Modules and Cost of the Plan

as per the quotation/sale order (attached)

- Invoice and payments: the Service Provider should prepare the invoice and share it to the Consumer. Transfer the agreed payment to the Service Provider by the Consumer as per the payment term
- Payment term. The Consumer must pay the amount to the Service Provider in advance up on the agreement.
- Documents The Consumer should hand over the profile of the institution, contact details, high resolution logo and Data of the Students, staff, library books in excel sheet to the Service Provider Options are available to create accounts by the teachers and by the students.
- Demonstration of the application. The Service Provider should conduct maximum (we online free demonstrations to the Consumer, Further demonstration will be charged to the Consumer by the Service Provider.

EMBASE Cloud Pro-Suit - Campus Management Software Agreement Page: 1

7. Timeline for the implementation of the application

SL	Stages of the Implementation	Description
1	Signing of the Agreement	Both parties has to sign the agreement
2	Transfer the Payment	The payment is to be transferred by the Consumer to the Service Provider
3	Data Collection and Domain Creation	Next working day after transferring the Payment Domain details will be transferred to the the Consumer
4	Demonstration of the Application	Demonstrate the application to the Consumer

- Customer Support: If any type of bugs or issues can be forwarded to the customer support through ERP, The Service Provider prioritizes the issue and rectifies, updating on ERP which is accessible to the Consumer
- Terms: This Agreement shall take effect on the Effective Date and shall continue in force for Two
 (2) years (the "Initial Term"). Thereafter it will be renewed for one (1) year renewal terms unless
 terminated by either party with Sixty (60) days notice prior to the end of the initial or any renewal
 term.
- 10. Termination: This agreement will be terminated by the provisions of the 'Terms', or by a thirty (30) days prior termination notice from any of the parties. In the event that the Consumer does not remit funds to the Service Provider in the timeframes set out then the Service Provider reserve the right to; 1) suspend their activities with regard to the Consumer and with no liability to the Consumer for any delays on services and 2) terminate this agreement with the Consumer within fifteen (15) days notice.
- 11. Confidentiality: The parties agree that any Confidential Information provided under this Agreement shall be held and maintained in strict confidence. Each party agrees to protect the confidentiality of such information in a manner consistent with the way a reasonable person would protect similar Confidential Information. "Confidential Information" means the information and materials noticed or marked by the Service Provider or the Consumer as confidential and proprietary, or which should reasonably be understood as confidential and proprietary given the nature of the information or materials. "Confidential Information" does not include information that (i) is already known to the receiving party at the time it is disclosed and has not been obtained wrongfully, (ii) becomes publicly known without fault of the receiving party, (iii) is independently developed by the receiving party, (iv) is approved for release in writing by the disclosing party, (v) is disclosed without restriction by the disclosing party to a third party, or (vi) is disclosed pursuant to legal obligations beyond the control of the disclosing and receiving parties.
- 12. Legal Action: At the Service Provider's request, the Consumer shall cooperate fully with the Service Provider in any and all legal actions taken by the Service Provider to protect its rights in

the Service Provider's Application (Embase) and in the Service Provider's Confidential Information.

- 13. Any additional customization will be charged to the Consumer
- 14. Taxes: will be changed according to the Indian Tax law and will be responsible to pay by the
- 15. This agreement shall be the most recent version distributed by the Service Provider in the English language in the form of document files and one (1) set in hardcopy. The Consumer acknowledges that the Documentation is protected by copyright and may be reproduced or translated only as permitted in this Agreement. Any translations of Documentation are derivative works and are owned by the Service Provider.
- 16. Amendment: This Agreement shall not be deemed or construed to be modified, amended, rescinded, cancelled or waived, in whole or in part, except by written amendment signed by the parties hereto.
- 17. No Third Party Beneficiaries: No entities not a party to this Agreement shall be deemed third party beneficiaries, hereunder.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written.

Signature (For the Service Provider)

Date: 11 0 5

By: Firoz K A

Title: CEO

Title: CEO

Title: CEO

Title: CEO

The Consumer)

Signature (For the Consumer)

Date: 1/e 5/2022

By: Title: CEO

Title: CEO

Title: CEO

EMBASE Cloud Pro-Suit - Campus Management Software Agreement Page: 3

SE Pro Suit Private Limited ...201 Digital Square Building

Kannamangalam PO, AR Nagar, Near Airport

Malappuram 676305

Kerala KL

India

Sree Narayana College chathannoor

Karamcode P.O.

Chathannoor

Kollam 691579

Kerala KL

India

Quotation # S00242

Quotation Date: 19/03/2022

Expiration: 12/05/2022 Salesperson:

Ashique Rahman K (Nilamboor)

Taxes

Description

Quantity

Unit Price

Total Price

Embase Pro Suit Enterprise

HSN/SAC Code: 997331

35.00 Units

234.00

₹8,190.00

Yearly subscription

₹8,190.00 Subtotal ₹8.190.00 Total

Account Name:: EMBASE PRO SUIT PRIVATE LIMITED

Bank: HDFC Bank Branch: Kondotty

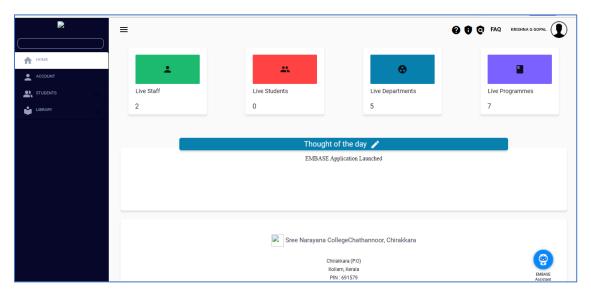
A/C No: 502 000 630 600 44 IFSC: HDFC0004306

UPI: embase@ibl

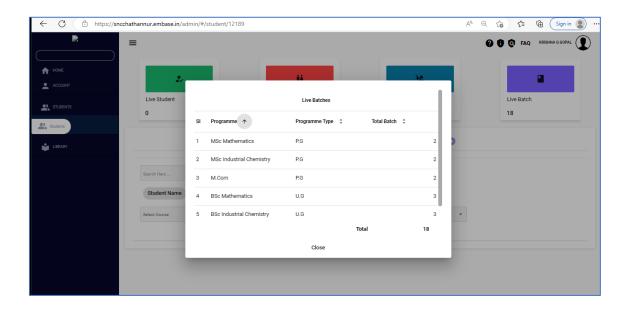


ADMINISTRATION

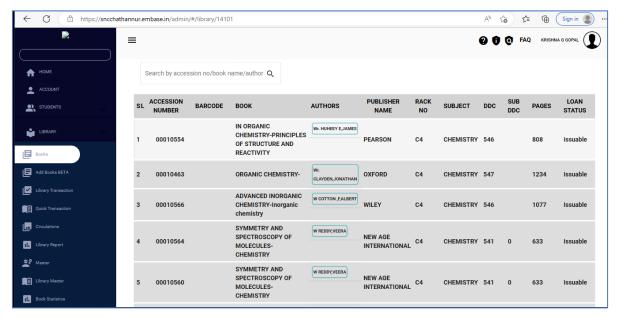
EMBASE Pro Suit: Sree Narayana College Chathannur uses EMBASE Pro suit software for managing college administration, planning and development processes and options designed for these purposes include tabs for admission, fee collection, accounting, students' management, staff management, attendance entry, library book management, admin-parent communications, tutors- parent communications, emergency notifications, live interactions, certificate generations etc.



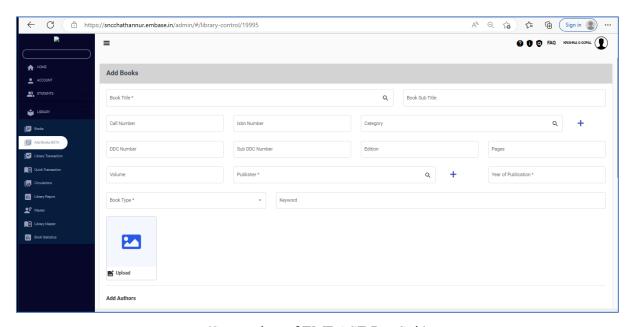
(Home page of EMBASE Pro Suit)



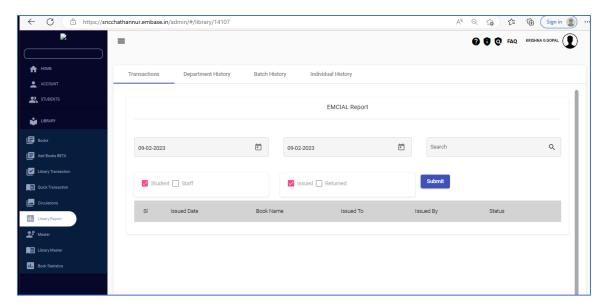
(Live courses tab of EMBASE Pro Suit)



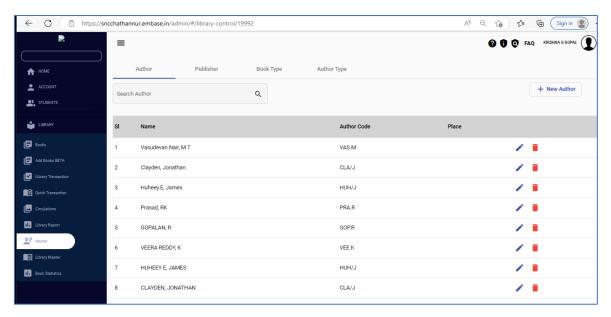
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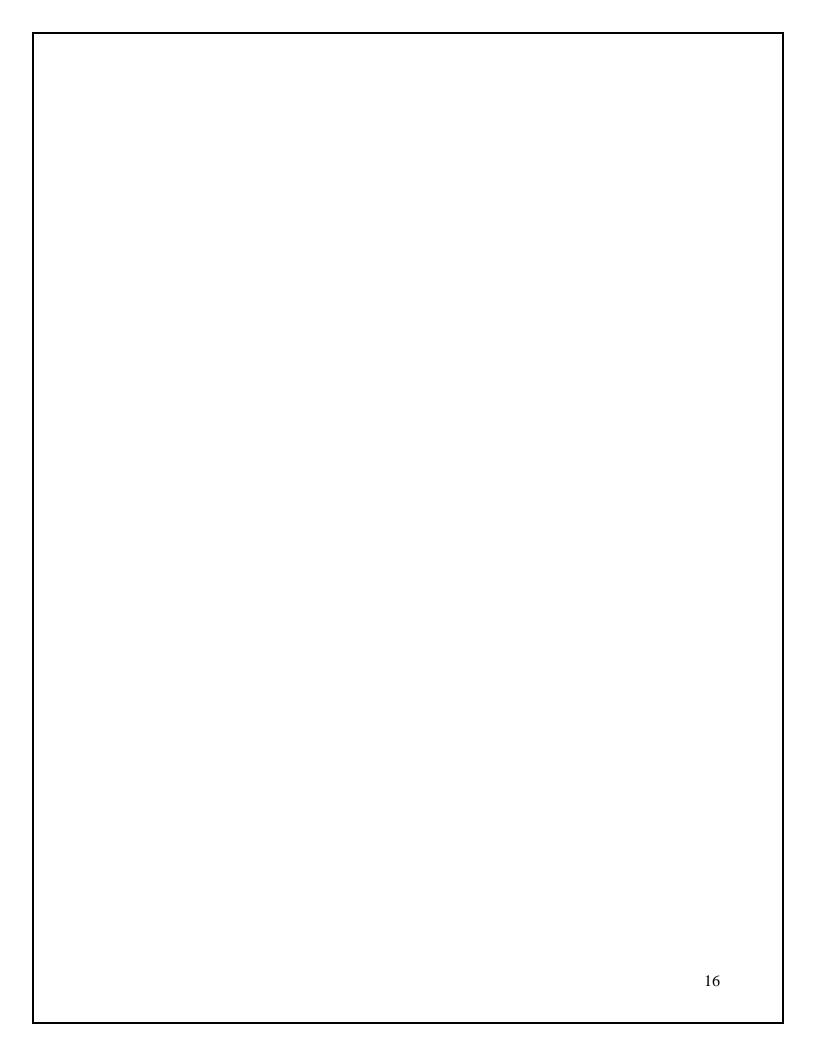
(Screenshot of EMBASE Pro Suit)



(Screenshot of EMBASE Pro Suit)



(Screenshot of EMBASE Pro Suit)



FINANCE & ACCOUNTS:

SPARK:

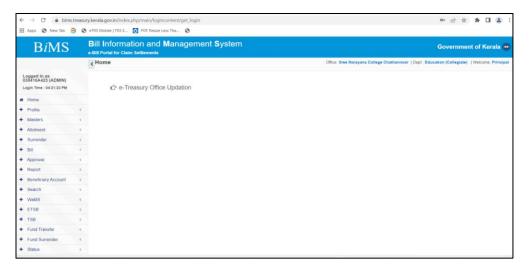
This college uses SPARK (Service and Payroll Administrative Repository for Kerala) software, which is an integrated Personnel, Payroll and Accounts information system for all the employees in Government of Kerala, to manage all the service and salary related matters. The system also helps in teaching and non-teaching staffs Personnel Administration, Payroll and other Accounts Activities of Government Establishments. Every employee is allotted with a unique Permanant Employee Number (PEN) through the system, This centralized system helps to get details of any employee immediately, achieve highest level of transparency in dealing with the employees, more consistent application of rules etc.



(Screenshot of SPARK login page)

BiMS:

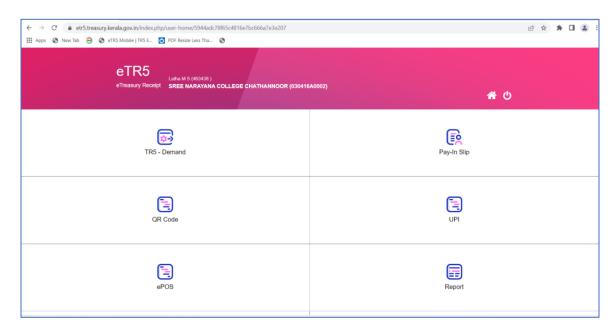
Sree Narayana College Chathannur utilises BiMS (Bill Information and Management System of Govt of Kerala for preparing online contingent bills and e-Submission these contingent bills to treasury.



(Screenshot of BiMS Home page of Sree Narayana College Chathannur)

eTR5 portal for E Chellan:

Sree Narayana College Chathannur make use of eTR5 portal, of Department of Treasuries, Govt of Kerala for remitting the daily collection to Treasury or to bank. eTR5 portal is a PEN based application, that can be operated from both Desktop machine and Mobile. More than one officer can be assigned in an office for the collection of eTR5. Separate challan will be generated for each user while generating Pay-in slip at the end of the day. Additional features of eTR5 are, apart form physical cash collection, electronic cash collections are also provided through UPI & QR code.



(Screen shot of eTR5 Home page of Sree Narayana College Chathannur)

STUDENT SUPPORT:

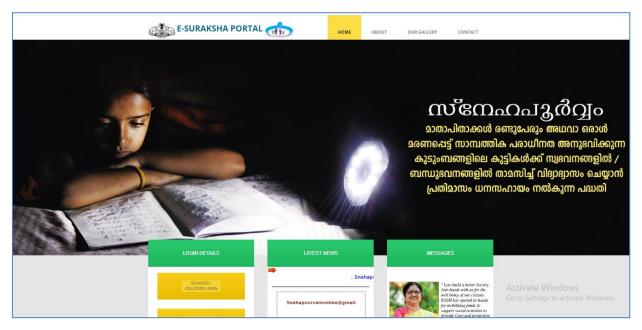
e-grantz 3.0:

Sree Narayna College Chathannur utilizes e-grants Online Centralised System for Disbursement of Scholarships/Schemes for all Pre-matric and Post-matric Students of SC, ST& OBC community in the state of Kerala. The system is an integrated online software solution for the disbursement of the various educational assistance schemes of the Scheduled Castes Development Department. The beneficiaries of any educational assistance scheme have to first register by giving their basic details such as Name, Address, Date of Birth, Gender, Mobile Number, Bank Account details and Aadhar Number. Such registered students can apply through the same application for various schemes. Through a single registration, the system could uniquely identify a student and this basic detail shall be used for the disbursement of educational assistance throughout the period of education under various schemes. The financial assistance reaches the students bank account through Direct Beneficiary Transfer (DBT) grants:

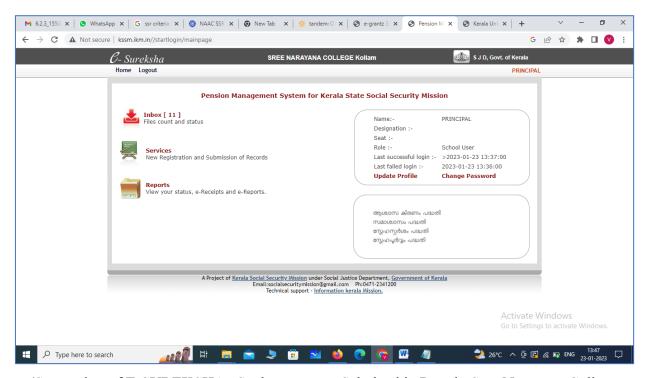


(Screenshot of E-Grants login page)

E-SURAKSHA Portal for Snehapoorvam scholarship

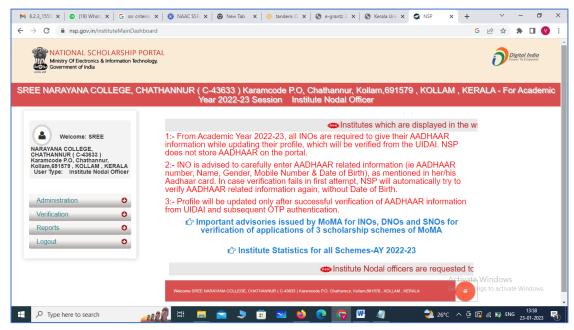


(Screenshot of E-SUREKSHA _Snehapoorvam_Scholarship Portal _login page)



(Screenshot of E-SUREKSHA _Snehapoorvam_Scholarship Portal _Sree Narayana College Chathannur page)

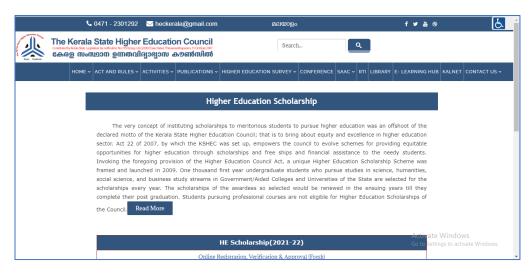
NSP: National Scholarship Portal



(Screenshot of National Scholarship Portal Home Page)

Higher education Council Scholarship Portal:

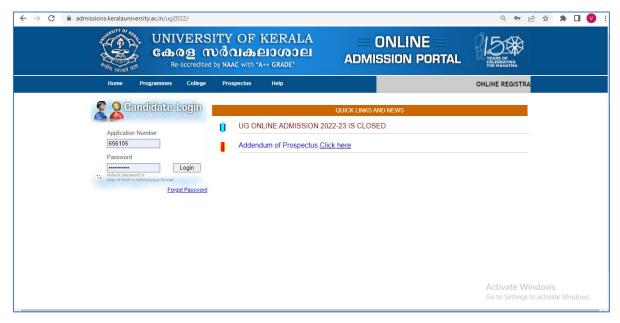
Students of Sree Narayana College Chathannur utilizes Higher Education Scholarship portal of Higher education council, to apply and avail the higher education scholarship. The very concept of instituting scholarships to meritorious students to pursue higher education was an offshoot of the declared motto of the Kerala State Higher Education Council; that is to bring about equity and excellence in higher education sectors and providing equitable opportunities for higher education through scholarships and free ships and financial assistance to the needy students. The scholarships of the awardees so selected would be renewed in the ensuing years till they complete their post-graduation.



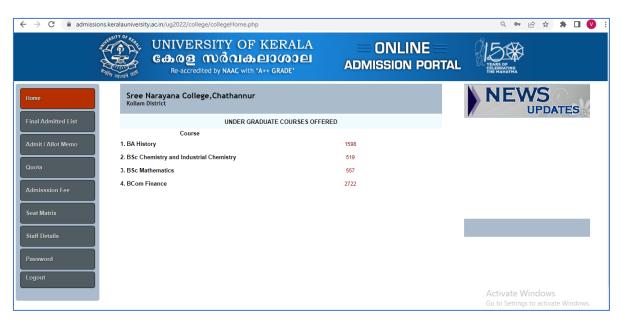
(Screenshot of Higher education Council Scholarship Portal_ Home page)

ADMISSION:

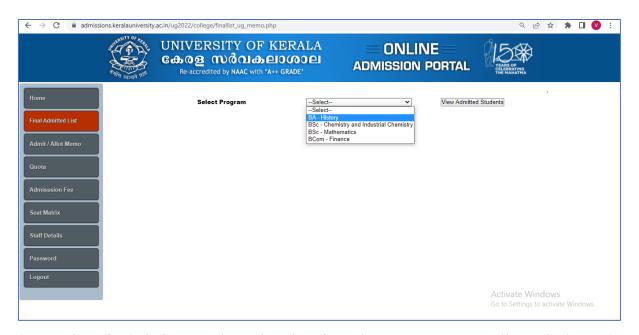
Admission Portal _ University of Kerala



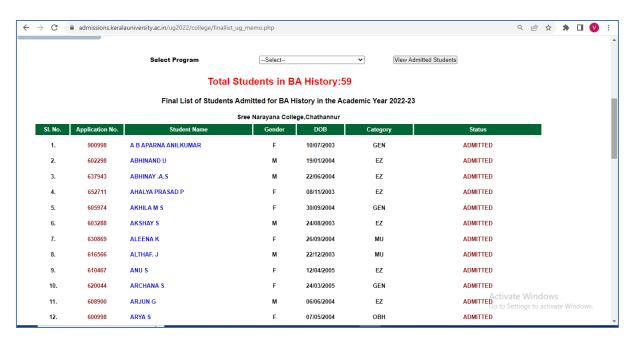
(Screenshot of Admission Portal _ University of Kerala)



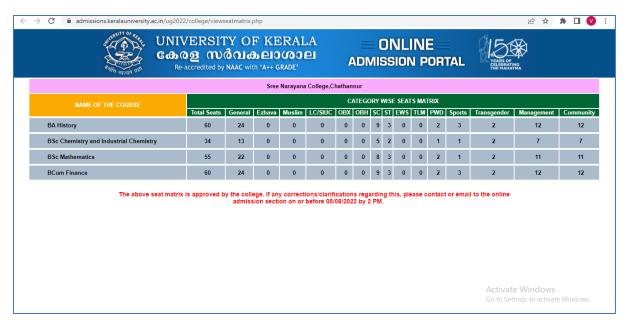
(Screenshot of Admission Portal _ University of Kerala _ Sree Narayana College Chathannur)



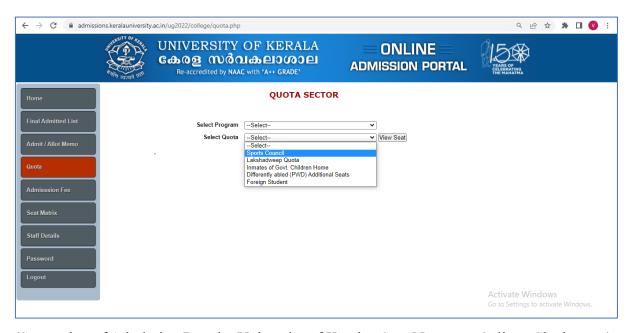
(Screenshot of Admission Portal _ University of Kerala _ Sree Narayana College Chathannur)



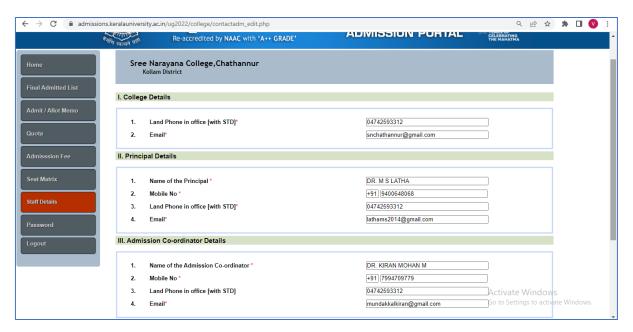
(Screenshot of Admission Portal University of Kerala Sree Narayana College Chathannur)



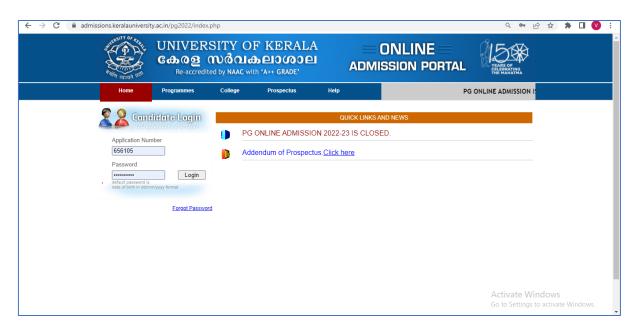
(Screenshot of Admission Portal _ University of Kerala _ Sree Narayana College Chathannur)



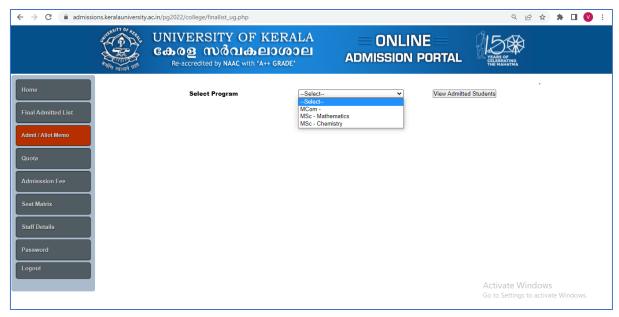
(Screenshot of Admission Portal _ University of Kerala _ Sree Narayana College Chathannur)



(Screenshot of Admission Portal _ University of Kerala _ Sree Narayana College Chathannur)



(Screenshot of Admission Portal _ University of Kerala _ Sree Narayana College Chathannur)





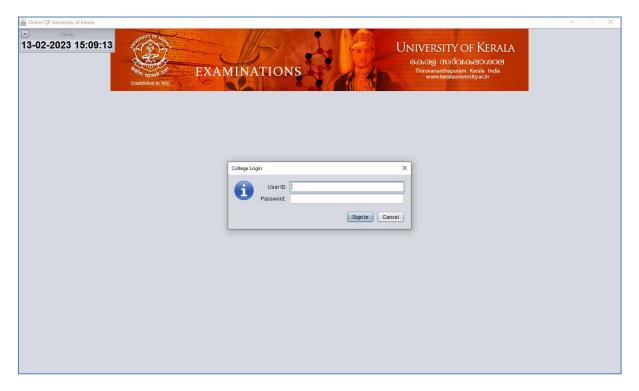
(Screenshot of Admission Portal University of Kerala Sree Narayana College Chathannur)



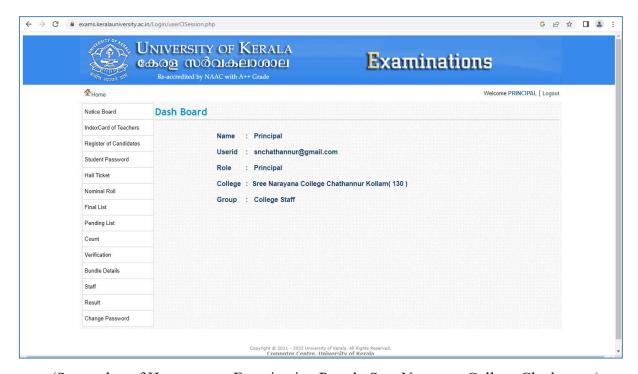
(Screenshot of Admission Portal _ University of Kerala_ Sree Narayana College Chathannur)

EXAMINATION:

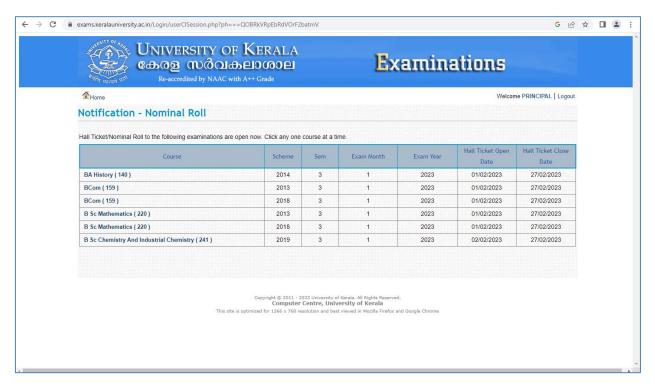
Examination Portal _ University of Kerala



(Screenshot of Login page _Examination Portal_ University of Kerala)



(Screenshot of Home page _Examination Portal_ Sree Narayana College Chathannur)



(Screenshot of Examination Portal_Nominal Roll_ Sree Narayana College Chathannur)