



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

**Criterion VI**  
**Governance,**  
**Leadership and**  
**Management**

**RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES**

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

**6.2**

**Strategy Development and Deployment**

6.2.2

Annual E-Governance Report

Submitted to





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RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

**NAAC Accreditation 2024**

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## **6.2.2 Implementation of E-Governance in the areas of operation**

**Annual E-Governance Report 2023-2024**

**Submitted to the Management**





**Rajagiri College of Management and Applied Science, Kakkanad**  
**E-Governance Report submitted to the Management**  
**Academic Year: 2023-2024**

### **Introduction**

E-governance at RCMAS involves the adoption of digital infrastructure, information systems, and online communication to enhance college operations. During the 2023-24 academic year, RCMAS embraced new technologies, expanded online services, and prioritized data security. Faculty training ensured effective utilization of these tools, fostering transparency and efficiency

### **Administration**

MCampus software was successfully implemented at RCMAS to streamline academic administration. It manages student, faculty, course, and financial aspects efficiently. Despite initial challenges like resistance and technical issues, its benefits include enhanced efficiency, improved communication, and data-driven decision-making. Recommendations for the future include ongoing training, feedback integration, analytics enhancement, and mobile accessibility

- Admission: Applications are invited through college website and interview and allotment schedules are done through 'MCampus'
- Fee collection: Course fee, Addon course fee, Bus fee, university exam fee collections are done through 'MCampus'.
- Database: Faculty and student details are stored and managed through our software.
- Attendance: Students daily attendance and cocurricular attendance can be recorded and monitored through 'MCampus'. Faculty can access attendance report. Each student can view his present or absent days, hours and attendance percentage.



*Legit*





## Admissions and Student Services

MCampus software at Rajagiri College of Management and Applied Sciences also supports student intake processes, and it includes:

- **Interview Scheduling:** Facilitating seamless scheduling of student interviews, ensuring efficient coordination and communication.
- **Verification Processes:** Streamlining verification procedures for applicant credentials, enhancing accuracy and transparency in admissions.
- **Fee Payment Notifications and Status:** Students receive timely notifications about fee payment deadlines and updates on payment status, ensuring financial planning and compliance.
- **Notifications from College and University:** It serves as a central platform for receiving important announcements, updates, and notifications from both the college and university, keeping students informed about academic and administrative matters.
- **Attendance Reports:** MCampus enables students to access their attendance records conveniently, allowing them to monitor their attendance and academic progress effectively.

## Finance and Accounts

The MCampus software at Rajagiri College of Management and Applied Sciences simplifies fee collection for purposes such as annual fees, bus fares, and examination fees. It offers students a user-friendly platform to efficiently manage and pay these fees.

## Examination

Exman is a comprehensive software solution developed by Rajagiri College of Management and Applied Sciences specifically for managing all aspects related to conducting examinations. Exman is designed to handle various critical tasks involved in exam administration.

- **Duty Allocation** Assigns invigilators, supervisors, and other exam personnel



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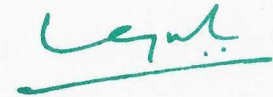


based on predefined rules and availability.

- **Timing and Scheduling:** Generates exam schedules, allocates time slots, and manages overlaps or conflicts.
- **Exam Hall Setup:** Manages seating arrangements, ensures compliance with seating plans, and monitors capacity.
- **Record Keeping:** Tracks duties performed by staff, records incidents or issues during exams, and maintains an audit trail for accountability.

Exman has significantly enhanced exam administration at Rajagiri College by improving efficiency, transparency, and compliance. With ongoing support, training, and enhancement, Exman continues to play a crucial role in maintaining the integrity and efficiency of exam management at the college.

Our college utilizes M-Campus software to efficiently manage internal examination activities. This system facilitates the scheduling, administration, and grading of internal exams, ensuring streamlined operations and accurate record-keeping.



Dr. Laly Mathew  
Principal

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## **6.2.2 Implementation of E-Governance in the areas of operation**

**Annual E-Governance Report 2022-2023**

**Submitted to the Management**





## Rajagiri College of Management and Applied Science, Kakkanad

### E-Governance Report submitted to the Management

Academic Year: 2022-2023

#### Introduction

E-Governance in colleges refers to the application of information and communication technologies (ICT) to manage administrative processes, academic affairs, and enhance the overall functioning of educational institutions which improves efficiency and promotes transparency.

#### Administration

MCampus software has significantly enhanced operations at Rajagiri College of Management and Applied Sciences, optimizing timetable creation, course planning, attendance tracking. It streamlines administrative tasks, promotes transparency, and supports efficient academic management, reinforcing our commitment to excellence in education.

- **Timetable Setting:** The software simplifies the process of creating and managing timetables, ensuring efficient scheduling of classes and resources.
- **Internal Mark Entry:** It facilitates timely and accurate entry of internal assessment marks, aiding in comprehensive student evaluation and progress tracking.
- **Course Planning:** MCampus supports faculty in designing and updating course plans seamlessly, enabling alignment with curriculum objectives and academic schedules.
- **Ease of Use:** Its user-friendly interface allows faculty to navigate tasks effectively, saving time and reducing administrative burden.
- **Integration and Collaboration:** The software promotes collaboration among faculty members by providing a centralized platform for sharing academic resources and information.

#### Admissions and Student Services

MCampus software at Rajagiri College of Management and Applied Sciences also supports student intake processes, and it includes:



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- **Interview Scheduling:** Facilitating seamless scheduling of student interviews, ensuring efficient coordination and communication.
- **Verification Processes:** Streamlining verification procedures for applicant credentials, enhancing accuracy and transparency in admissions.
- **Fee Payment Notifications and Status:** Students receive timely notifications about fee payment deadlines and updates on payment status, ensuring financial planning and compliance.
- **Notifications from College and University:** It serves as a central platform for receiving important announcements, updates, and notifications from both the college and university, keeping students informed about academic and administrative matters.
- **Attendance Reports:** MCampus enables students to access their attendance records conveniently, allowing them to monitor their attendance and academic progress effectively.

### **Finance and Account**

MCampus software at Rajagiri College of Management and Applied Sciences streamlines fee collection for various purposes, including annual fees, bus fares, and examination fees. It provides a convenient platform for students to manage and pay these fees efficiently.

### **Examination**

MCampus software facilitates internal mark entry and assessment processes related to examinations. It streamlines the entry of internal marks and assessments, ensuring accuracy and efficiency in academic evaluations.

Fr. Ajeesh Puthussery CMI  
Principal



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## **6.2.2 Implementation of E-Governance in the areas of operation**

**Annual E-Governance Report 2021-2022**

**Submitted to the Management**



## Rajagiri College of Management and Applied Science, Kakkanad

### E-Governance Report submitted to the Management

Academic Year: 2021-2022

#### Introduction

E-Governance in colleges refers to the application of information and communication technologies (ICT) to manage administrative processes, academic affairs, and enhance the overall functioning of educational institutions which improves efficiency and promotes transparency.

#### Administration

Rajagiri College of Management and Applied Sciences utilizes MCampus software to streamline academic operations, including course management, student records, and scheduling. The software enhances communication, collaboration, and transparency among faculty, students, and staff, facilitating data-driven decision-making and operational efficiency. Overall, MCampus significantly improves education delivery and administrative effectiveness at the institution.

Rajagiri College of Management and Applied Sciences has successfully integrated Meliora Cloud Services to enhance operational efficiency across academic and administrative functions. These services have streamlined data management, collaboration, and communication, while also reinforcing data security measures. This implementation represents a pivotal advancement in supporting our institution's commitment to excellence in education and administration

#### Admissions and Student Services

MCampus software streamlines admissions at Rajagiri College of Management and Applied Sciences, managing online applications, document verification, and enrollment efficiently. It ensures seamless communication and enhances data security, optimizing the admission process for transparency and accuracy.





### Finance and Accounts

Rajagiri College of Management and Applied Sciences utilizes Tally software for comprehensive financial management, covering student fees, staff payroll, and overall institutional expenditures. The software ensures accurate accounting, financial transparency, and operational efficiency across all financial activities.

### Examination

Each department at Rajagiri College of Management and Applied Sciences employs Microsoft Teams and Google Classroom to carefully assess student academic performance. These digital tools enable departments to effectively document, organize, and analyze student grades and performance data.



Fr. Ajeesh Puthussery CMI

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## **6.2.2 Implementation of E-Governance in the areas of operation**

**Annual E-Governance Report 2020-2021**

**Submitted to the Management**





## Rajagiri College of Management and Applied Science, Kakkanad

### E-Governance Report submitted to the Management

Academic Year: 2020-2021

#### Introduction

Rajagiri College of Management and Applied Sciences has embraced a comprehensive e-governance framework to enhance administrative efficiency, financial management, admission procedures, and examination processes. Our college demonstrated resilience and adaptability by effectively managing academics, assessments, and admissions through various online platforms during the pandemic. The integration of Microsoft Teams, Google Classroom, and Zoom ensured that the college maintained a high standard of education and supported students throughout the challenging period.

During the COVID-19 pandemic, Rajagiri College of Management and Applied Sciences successfully utilized Zoom for conducting virtual lectures, tutorials, examinations, and administrative meetings, ensuring uninterrupted academic activities. Zoom facilitated interactive sessions with features like screen sharing and breakout rooms, fostering student engagement and collaboration.

Additionally, G Suite services such as Google Classroom, Drive, and Docs were extensively employed for seamless document sharing, collaborative projects, and online assessments, enhancing efficiency and accessibility for both faculty and students. This integrated approach not only supported educational continuity but also prepared us for future hybrid learning models, emphasizing flexibility, security, and enhanced communication in academic operations.

College relies on Dell Server services to manage critical operational functions across departments like admissions, finance, examinations, and student services. These servers ensure robust performance and secure data management, supporting efficient administrative processes essential for delivering quality education and services.





### **Administration, Infrastructure and Resources**

G suite is subscribed with the institutional domain ID for the entire staff and students. Basic infrastructure was renewed this year: Wi-Fi access points are distributed throughout the campus, with Wi-Fi routers installed in each department and administrative office. The system administrator performed routine maintenance on all the computational infrastructure. Regular upkeep was ensured for optimal performances. Purchased a new server to enhance the management of institutional affairs, ensuring improved data storage, security, and operational efficiency.

### **Admissions and Student Services**

During the COVID-19 pandemic, the college conducted its admission procedures entirely online using necessary software tools and Microsoft Office packages. This approach ensured safety, increased efficiency, and improved accessibility for applicants. The use of these technologies maintained continuity and accuracy in the admission process despite pandemic-related challenges.

### **Finance and Accounts**

Rajagiri College of Management and Applied Sciences extensively utilized Tally software to effectively oversee its financial operations, encompassing fee collection, inventory management, and payroll processing.

### **Examination**

Each department at Rajagiri College of Management and Applied Sciences employs Microsoft Teams and Google Classroom to carefully assess student academic performance. These digital tools enable departments to effectively document, organize, and analyze student grades and performance data.



Fr. Ajeesh Puthussery CMI

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ENGINEERING COLLEGE OF MANAGEMENT &  
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## **6.2.2 Implementation of E-Governance in the areas of operation**

**Annual E-Governance Report 2019-2020**

**Submitted to the Management**

## Rajagiri College of Management and Applied Science, Kakkanad

### E-Governance Report submitted to the Management

Academic Year: 2019-2020

#### Introduction

Rajagiri College of Management and Applied Sciences has adopted e-governance practices to enhance the efficiency and transparency of its administrative and academic processes. By integrating advanced software tools like Excel and Tally, the college aims to streamline data management and financial operations, ensuring a seamless experience for students, faculty, and administrators.

The college maintains a robust server infrastructure to manage data securely. Servers are equipped with appropriate security measures and backups to ensure data integrity and availability.

The college utilizes websites for e-governance, enhancing administrative efficiency, student services, and communication through centralized digital platforms. These websites facilitate online information access, application submissions, and administrative tasks, promoting transparency and accessibility in college operations.

Excel is utilized for data analysis, and academic performance monitoring, providing a versatile platform for managing large datasets and generating insightful reports.

Tally is employed for financial management, handling tasks such as fee collection, accounting, and financial reporting. This ensures accurate financial records and facilitates transparent financial operations.

Comprehensive CCTV coverage is installed across campus, including classrooms and key student service areas. This infrastructure enhances security and monitoring of sensitive areas, ensuring student safety and operational transparency.

Together, these tools form a robust e-governance framework that supports the college's commitment to delivering high-quality education and efficient administrative services.



*Legal*





Basic infrastructure was renewed this year:

- The entire campus is CCTV- enabled to register the constant need for vigilance and security.
- Limited Wi-Fi access points across the campus by deploying Wi-Fi routers at each department and administrative office.
- Periodic maintenance of all the computational infrastructure was carried out by the system administrator.
- The 2D lab and Stop-Motion lab have undergone comprehensive upgradation.
- Three fully equipped computer labs with 210 seats and i3 7 i5 computers.
- AV Room:- Audio-Visual room for fostering creativity and innovation among students.
- A digital display board was put up in the lobby and in the auditorium to promote updates on upcoming college events.

### **Administration, Infrastructure and Resources**

The college activities were effectively managed using Microsoft Office packages, including Excel. This approach ensured organized tracking, scheduling, and documentation of various events and tasks. The use of Microsoft Office facilitated streamlined operations and enhanced data accuracy for the college's administrative processes.

### **Admissions and Student Services**

The college website supports the admission procedure by providing essential information, facilitating online applications, and enabling communication with applicants, ensuring a smooth and efficient admissions process. To enhance and simplify the admissions procedures, Rajagiri College of Management and Applied Sciences integrated Microsoft Excel into its internal processes. This partial integration



with Excel significantly streamlined various aspects of admissions management, ensuring efficiency and accuracy.

### **Finance and Accounts**

To efficiently manage the college's financial operations, including fee collection, inventory control, and payroll processing, Tally software was employed extensively at Rajagiri College of Management and Applied Sciences.

### **Examination**

Each department at Rajagiri College of Management and Applied Sciences utilizes Microsoft Excel to meticulously evaluate the academic performance of students. Excel's robust data management and analytical capabilities allow departments to efficiently record, organize, and analyze student grades and performance metrics.

College utilizes CCTV surveillance in exam halls to monitor seating arrangements, enforce exam integrity, and deter malpractice, ensuring fair and transparent assessment processes. This initiative underscores the college's commitment to maintaining academic integrity and security during examinations.



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