



**MILAGRES COLLEGE**  
Kallianpur – 576 114, Udupi District, Karnataka  
Web: [www.milagrescollegekallianpur.edu.in](http://www.milagrescollegekallianpur.edu.in)  
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Phone: 0820-2580235

Office of the Principal

87626 90235

## E-Governance Policy Document & Annual Report

### E-Governance policy

The Governing Council/Managing Committee of Milagres College has decided to automate various activities of the Institution in a systematic manner in order to achieve

- Transparency and clarity
- Upgrading library
- Quick access to any information regarding the Institution
- Paper-less environment
- ICT-enabled class rooms with Desktops, Projectors etc.,

In different fields related to

- Administration
- Finance and Accounts
- Student Admission
- Library
- Examination
- E-Waste Management

Regarding this, few vendors/service providers of suitable ERP software are contacted and quotations are invited as per the recommendation of the Governing Council. Later a suitable ERP has been selected and installed in the college for use. Proper training was given to all the teaching and non-teaching staff regarding the usage of the software by inviting experts in the field to get the optimum benefit.

### Policy

The college implements e-governance in functioning of different aspects like Administration, Library, Examination, teaching and learning etc.,

Following are the policies and procedures are made by the college

### WebSite

The College Website acts as a metadata of all information pertaining to the college. Notice, Circulars, SMS, Online applications for Student Admission, Examination Schedule, Details about different Courses, Programs, Faculty etc., are made available through the Website in a systematic manner. Expert Web designers are hired for this purpose. Website Committee was also formed to look after the process of updating and maintaining the Website to depict the up-to-date information at any time. The College is trying its best to put forth all its information under one roof through the Website.

### Administration

- Student Attendance, Internal Assessment Marks, Time Table, Class Room Details etc., are maintained by the Teaching faculty through the ERP software.
- Administrative staffs are using Microsoft Excel, Tally ERP 9 and Microsoft Word to achieve effective File Management system in regular office work.
- Most of the administration tasks are made digital to improve paper-less environment

  
Principal

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- Faculty Development Programs are conducted regularly in a year to keep all the staff familiar with new technologies in the field of Administration and Management

#### **Finance and Accounts**

- The college is using Tally ERP 9 to maintain the accounts in a systematic way. Latest version of the software is used for keeping the accounts up-to-date. Advanced features are enabled to maintain proper accounts. Final Account statements like Income and Expenditure, Payment and Receipts are generated through Tally ERP.
- Suitable measures are also taken to maintain security for the accounts and statements by providing user accounts and passwords for the administrative staff.
- College also maintains accounts regarding the Provident Fund, ESI and any other allowances in respect of the Salary of the Staff. The Salary of each staff is deposited to their corresponding Bank Accounts without fail.
- While making payments, the College usually follow online modes like NEFT, RTGS, Bank Transfer etc.,

#### **Student Admission**

- College initially brings out its Brochure through its website. Offline Brochures are also made available in the college office.
- College follows the rules and regulations regarding admission process laid by Mangalore University.
- The admission process of the student is done both through online and offline. Applications are to be submitted through the Website with scanned copy of relevant documents. Offline Fee payment is done through Bank challan. For Online payments, students can prefer NEFT, RTGS etc.,

#### **Library**

- The college maintains a well maintained library for the use of staff and students. E-Learning techniques are used for improving easy access to the Library.
- Library has installed EASYLIB software for library automation.
- Bar-Code reader is used for circulation of books.
- In-Out management Software is installed to maintain attendance of the students and the staff visiting the library.

#### **Examination**

- The college conducts Internal Assessment examination at regular intervals. The examination process is regulated by the Mangalore University.
- Semester examinations are conducted under the University's guidance by following proper rules and regulations.
- Marks of Internal Assessment examination and Attendance is uploaded in the Website in Student Portal for verification purpose.

#### **E-Waste Management**

- The E-Waste is properly recycled in the college so that it does not harm the environment.

### **Alumni**

- In order to strengthen the pillars of the college, a firm and strong relationship is maintained with the Alumni of the college. Programs like Alumni get-together, College-Day with Alumni, Honoring Students and Alumni Achievers etc., are also maintained to enrich the relationship.
- Alumni association is maintained by the college for regular updates.

### **ICT-Tools**

- College ensures that adequate number of Computers and printers are available to the students and staff.
- Projectors are available in the Auditorium, Audio Visual Hall, Class Rooms and Computer Laboratories.
- Scanners are made available in the Office to be used by the Staff only.
- To avail network facilities in the college for students and staff, Broadband with 50mbps capacity was made available.

### **Members of Governing Council**

President	Most Rev. Dr. Gerald Issac Lobo		
Vice President	V. Rev. Dr. Baptist Menezes		
Secretary	Rev. Fr. Vincent Robert Crasta		
Joint Secretary	V. Rev. Fr Valerian Mendonca		
Staff Representative	Rev. Fr. Dr. Prakash Anil Castellino		
Members	Dr. Vincent Alva	Dr. Gerald Pinto	Mr. Jeoffry Dias
	Mr Owen Rodrigues	Mrs Hilda Rodrigue	



**Principal**

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## ANNUAL E-GOVERNANCE REPORT

2016-17

### AGENDA

1. College ERP with Argees Business Solutions.
2. Student Scholarship from scholarships.gov.in
3. Student Scholarship from private organizations
4. Mangalore University Software for Semester Examination
5. Website management by DIVA solutions.

### Minutes of the Meeting

1. Existing ERP with Argees Business Solutions is implemented for the academic year.
2. Awareness regarding student scholarship from the following committees was provided.
  - Minority Scholarships
  - Ministry of Higher Education
  - Vidyasiri (for PG Students)
  - Backward Classes
  - Social Welfare Office (SC/ST)
  - Social Welfare Office (PG)
  - Jindal
  - CV Raman
  - Sanchi Honnamma
  - Post Metric under Beedi Workers Welfare Fund
3. Private scholarship for students constitute:
  - Academic Scholarship
  - Endowment Scholarship
  - Proficiency Scholarship
  - Gabriel Scholarship
  - Prathibha Puraskara
  - Fee Concession
  - Buntara Sangha
4. Software provided by Mangalore University is used for uploading admission details/assessment marks/hall tickets/examination details.
5. College website committee decided to continue with Diva Solutions.

Date

Dr Vincent Alva  
Principal

  
**Principal**

Milagres College Kallianpur-576 114  
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Dr Jayaram Shettigar  
IQAC Co-ordinator

## ANNUAL E-GOVERNANCE REPORT

2017-18

### AGENDA

1. College ERP with Argees Business Solutions.
2. Student Scholarship from scholarships.gov.in
3. Student Scholarship from private organizations
4. Mangalore University Software for Semester Examination
5. Website management by DIVA solutions.

### Minutes of the Meeting

1. Staff Training program was conducted with existing ERP for the current academic year.
2. Awareness regarding student scholarship from the following committees was provided
  - Minority Scholarships
  - Ministry of Higher Education
  - Fee Concession (for UG & PG Students)
  - Backward Classes
  - Social Welfare Office (SC/ST)
  - Social Welfare Office (SC/ST) (PG)
  - Jindal
  - CV Raman
  - Sanchi Honnamma
  - Post Metric under Beedi Workers Welfare Fund
3. Private scholarship for students constitute:
  - Endowment Scholarship
  - Proficiency Scholarship
  - Gabriel Scholarship
  - Fee Concession
  - Buntara Sangha.
4. Software provided by Mangalore University is used for uploading admission details/assessment marks/hall tickets/examination details.
5. College website committee decided to continue with Diva Solutions.

Date :



Dr Vincent Alva  
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Dr Jayaram Shettigar  
IQAC Co-ordinator

## ANNUAL E-GOVERNANCE REPORT 2018-19

### AGENDA

1. College ERP with Argees Business Solutions.
2. Student Scholarship from scholarships.gov.in
3. Student Scholarship from private organizations
4. Mangalore University Software for Semester Examination
5. Website management by DIVA solutions.

### Minutes of the Meeting

1. Existing ERP with Argees Business Solutions is implemented for the academic year.
2. Awareness regarding student scholarship from the following committees was provided.
  - Minority Scholarships
  - Minority Scholarships (Ministry of Higher Education)
  - Vidyasiri (PG Students)
  - Vidyasiri (UG Students - Backward Classes)
  - Social Welfare Office (SC/ST)
  - Jindal
  - CV Raman
  - Sanchi Honnamma
  - Post Metric under Beedi Workers Welfare Fund
3. Private scholarship for students constitute:
  - Golden Jubilee Scholarship
  - Endowment Scholarship
  - Proficiency Scholarship
  - Gabriel Scholarship
  - Fee Concession
  - Buntara Sangha..
3. Software provided by Mangalore University is used for uploading admission details/assessment marks/hall tickets/examination details.
4. College website committee decided to continue with Diva Solutions.

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IQAC Co-ordinator



## ANNUAL E-GOVERNANCE REPORT

2019-20

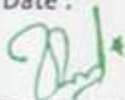
### AGENDA

1. College ERP with FreeLance Web Developer.
2. Bulk SMS service from FreeLance Web Developer
3. New version of Tally Business solutions.
4. Student Scholarship from scholarships.gov.in
5. Student Scholarship from private organizations
6. Mangalore University Software for Semester Examination
7. Website management FreeLance Web Developer.

### Minutes of the Meeting

1. Updated existing ERP with FreeLance Web Developer.
2. Bulk SMS service from FreeLance Web Developer was implemented.
3. Upgraded version of TALLY was used in college office for Accounting and Finance Management.
4. Awareness regarding student scholarship from the following committees was provided:
  - Minority Scholarships
  - Ministry of Higher Education
  - Vidyasiri
  - Backward Classes
  - Social Welfare Office (SC/ST)
  - Jindal
  - CV Raman
  - Sanchi Honnamma
  - Post Metric under Beedi Workers Welfare Fund
5. Private scholarship for students constitute:
  - Golden Jubilee Scholarship
  - Endowment Scholarship
  - Proficiency Scholarship
  - Gabriel Scholarship
  - Alumni Association
  - Fee Concession
  - Buntar ... gha.
6. Software provided by Mangalore University is used for uploading admission details/assessment marks/hall tickets/examination details.
7. College website committee decided to continue with FreeLance Web Developer

Date :



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IQAC Co-ordinator

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# ANNUAL E-GOVERNANCE REPORT

2020-21

## AGENDA

1. College ERP with FreeLance Web Developer.
2. Bulk SMS service from FreeLance Web Developer
3. New version of Tally Business solutions.
4. Student Scholarship from scholarships.gov.in
5. Student Scholarship from private organizations
6. Mangalore University Software for Semester Examination
7. Website management FreeLance Web Developer.

## Minutes of the Meeting

1. Updated existing ERP with FreeLance Web Developer.
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4. Awareness regarding student scholarship from the following committees was provided:
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  - Buntara Sangha
6. Software provided by Mangalore University is used for uploading admission details/assessment marks/hall tickets/examination details.
7. College website committee decided to continue with FreeLance Web Developer.

Date :

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