

# **Criterion VI**

## **Governance, Leadership and Management**

### **6.2 Strategy Development and Deployment**

#### **6.2.3 Annual E Governance report approved by the Governing council**

SSR Cycle – 3



Since 1881

**THE AMERICAN COLLEGE, MADURAI - 625002**  
(An Autonomous Institution affiliated to Madurai Kamaraj University)



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# THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)  
Re-accredited (2<sup>nd</sup> Cycle) by NAAC with Grade "A" CGPA – 3.46 on a 4 - point scale

## SSR Cycle – 3

### Criterion VI – Governance, Leadership and Management

#### 6.2 Strategy Development and Deployment

##### 6.2.3 Implementation of e-governance in areas of operation

#### Annual E-governance Report approved by the Governing Council



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### The American College, Madurai

#### Annual E-governance Report approved by the Governing Council 2019-2020

##### (Introduction of Online Classes)

##### Background to the Introduction of Online Classes

The COVID-19 pandemic has one great, unforeseen, positive impact on higher education. It is the spontaneous adoption of online education. "Necessity is the mother of invention," goes an old saying. It has proved right in the present context. Webinars were conducted only by the department of Computer Science for the benefit of MCA students. The pandemic has made educators and the educated to rethink on the universal applicability of online education. All educational institutions were closed indefinitely all of a sudden in March 2020. Learning and testing processes came to an abrupt end.

##### Introduction of Online Mode

To facilitate resumption of learning, the college administration swung into action to implement online education. The faculty from the department of Computer Science and Application trained all the 300+ faculty members in collaboration with the IT Wing of the College on the use of Google Classroom.

##### Implementation of Online Classes

1. All the faculty members had already been given institutional Gmail id during the academic year 2018-2019 for the purpose of research.
2. The College linked G-suit with the College Website and generated Gmail to all students who were currently on roll.
3. Students' roll number follows @americancollege.edu.in
4. Each course teacher created google classroom for the courses that they teach and invited students.
5. Teachers deliver lectures and ensure discussion and interaction through Google Meet.

6. Google Meet Link is sent to all students by the respective course teachers once and 'open' the google classroom 10 minutes ahead of schedule.
7. Regular college calendar with Day Order System with five hours a day is being followed.
8. Online registration for CBCS courses by the freshers was done.
9. Online orientation at the college level and the department level was conducted to all freshers through Google Meet.

### **Online Semester Examinations**

Following the guidelines from the UGC and the State Government, the college conducted semester examination online for all outgoing students.

1. Institutional Gmail id was generated and sent to all final year students.
2. Examination schedule was posted in the stream.
3. Question papers were released 15 minutes before the start of the examination and one additional hour was granted for scanning and uploading the answer scripts.
4. Course teachers valued the scripts online.
5. PG Project Viva Voce was conducted through Google Meet.
6. All students were asked to upload the entire project and synopsis in Google Classroom earlier.

### **Webinars and Online Conference**

1. To fruitfully spend the pandemic period, the college enabled all the departments to organize webinars, web-workshops, online quizzes, online conferences.
2. All academic departments and some service departments like National Service Scheme organized international webinars at regular interval of times during the pandemic.

### **Evidence of Success**

The adoption of online academic activities proved to be a great success.

1. 90% of students regularly attend online classes. This huge attendance is encouraging.
2. Many of them are active participants in interaction and discussion and leaving responses in the chat box if they faced audio/video technical snag.

3. Students are willing to attend online classes for value added courses even after the college reopens for face-to-face classes.
4. All outgoing students took the online semester examinations.
5. Online classes save cost of education involved in hostels and travel.
6. Online learning is effective and powerful. It makes information easy to grasp and absorb. Diversion and deviation is minimized.
7. Blackboard is replaced with PPT and links to YouTube.
8. Softcopy of the English language textbooks is uploaded in the Google Classroom.
9. Online classes allow teachers a higher degree of coverage to deliver the content regularly. This ensures consistency in learning.

#### **Installation of URKUND**

The UGC recommended plagiarism checker has been installed at the DPM Library in order to enable student projectors, research scholars and faculty to get their articles, projects and theses quality-checked.

#### **Library Management System**

KOHA with RFID technology has also been introduced at the DPM library for a hassle-free use of the library by the users and to check the movement of users and books.

#### **New Website for Research**

The Library has joined the international community of researchers by creating a separate website for sharing research articles published in the indexed journals. It is called Indian Research Information Network System (IRINS) and the website address is [americancollege.irins.org](http://americancollege.irins.org)

  
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## **The American College, Madurai**

### **Annual E-governance Report approved by the Governing Council 2018-2019**

#### **(Introduction of E-content Development)**

##### **Background to E-learning**

The present generation learners are differently and technologically characterized. They are often described as digital natives. They are born and grow with technology. They expect technology to educate them. Technology is fun for them and they appear to be interested in doing any activity if it involves technology. They do not want to learn subjects only by listening to monotonous lectures at appointed time in fixed classrooms. They do not mind learning from where they live. They have smart phones to access information from anywhere and anytime. They strongly believe that there is no need for appointed time for to learn. Moreover, technology has permeated through everyone's life irrespective of caste, colour, culture, and creed. Therefore, E-learning or e-education takes place via electronic means. E-learning is imparting and facilitating knowledge fast even in the absence of teachers when they go on leave due unforeseen reasons.

##### **Rationale for the Introduction of E-content**

Teachers and textbooks are indispensable in any serious academic programme when learners join institutions for a material purpose like earning a degree. However, teachers and textbooks are not always available to students when they want one of them or both. In Indian context, teachers' lectures are as valuable as textbooks if not more. Their expertise and experience is superior to textbooks. Hence, the administration decided to develop e-content of the courses that are offered in different programmes and upload them in the college website so that students can have access to them as supplementary learning materials or self-learning materials in the absence of teachers.

##### **Process of E-content Development**

1. Teachers have been trained in batches on handling technology since many seniors are described as digital immigrants.
2. They are asked to choose a course that they teach and to narrow down to the unit level and prepare short lectures that run for 10 to 15 minutes.

3. Their lectures are audio-recorded at the studio maintained by the department of Visual Communication.
4. The IT Team of the college uploads these short lectures on the college website.
5. 100+ lectures have been uploaded. Since there is a huge demand for more, all faculty members have been asked to develop e-content on different courses that they teach.

#### **Evidence of Success**

1. Students evince a keen interest in e-learning.
2. They are already guided by course teachers to use high quality lectures from the famous ivy universities and many of them watch them.
3. Students make use of teachers' absence by watching and listening to the lectures uploaded.
4. It keeps them engaged in academic activities without being monitored by teachers or mentors and weans them away from unwanted activities and unproductive use of social media.



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### **Annual Report on E-governance 2017-2018 (Introduction of Digitization of Rare Books at DPM Library)**

#### **Background to the Introduction of Digitizing Rare Books**

The American College library is one of the oldest academic libraries in South India with its establishment during the academic year 1914-1915. Its centenary celebrations were commemorated during the last academic year 2016-2017. It was named in memory of Mr. Daniel Poor who gifted money for the same. It is the central library with open access system. Besides faculty and students, public and researchers are permitted to use it for serious academic, archival, and research purposes. It has a rich collection of 1,53,902 books as on today. The oldest printed book is *Hebrew Language Bible* (1720).

#### **Rationale for Digitization of Rare Books**

Some of them are not only old but also rare. They are rare because they are out of print, unavailable and inaccessible. They are too old that readers cannot handle them without breaking their pages. However, There is heavy demand for their use. In order to preserve them, they have been kept in a closed room and researchers are alone permitted to use them with care. The college is committed to preserve these treasures and at the same time to use them at optimal level. After several rounds of consultation with library personnel across the country, the Library Committee recommended to the college administration that the old and rare books can be carefully selected with fixed criteria and digitize them for online use by anyone in the world. It will save time, cost, and human effort.

#### **Digitization Process**

It was understood that huge amount of finance and trained manpower would be acquired. Hence, the administration decided to write a proposal to the United Board for funds on the noble cause of preserving rare books and make them available online through college website. The process started in the year 2015 with establishment of Digitization Lab. Personnel were trained to handle the rare books with care and scan them and store them in the

system with proper technology in the lab. A total of 1405 books were selected for the project. While the originals are carefully preserved in the room specially meant for them, the digitized books are uploaded in the college website at [americancollege.edu.in/departments/library](http://americancollege.edu.in/departments/library). A nominal amount of Rs.50 charged for downloading each book by outsiders through online payment. However, it is available to all faculty members of the American College free of cost.

#### **Evidence of Success**

1. Scholars from outside the college and faculty members use them without fear or anxiety of causing damage to the old books.
2. They have easy access to these rare collections at anytime from anywhere.
3. Manpower is saved in making the original copies available and accessible to users in person.
4. Original copies are also stored safe for the future.



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### **Annual e-governance Report Approved by the Governing Council 2016-2017 (Introduction of OMR Coding Sheet for MCQ)**

#### **Background to the introduction to OMR Coding Sheet**

Several examinational reforms have been introduced under autonomy from time to time since 1978 when autonomy was introduced in the college. One such reform in testing was the introduction of 20% multiple choice questions in both undergraduate and postgraduate programmes.

#### **Rationale for the Introduction of Coding Sheet**

However, it was tedious and time-consuming to manually correct thousands of scripts of hundreds of courses of 8000+ students. It was also found that there were computing errors in correction and totaling. There were queries and revaluation requests from students. Examiners felt that double valuation was not only laborious. These factors delayed the timely publication of end-of-semester examination.

#### **Introduction of Coding Sheet**

After discussion at the appropriate decision making bodies, it was resolved to introduce Optical Mark Reading (OMR) coding sheet from the odd semester examinations in Nov 2016. Kodak Capture-Pro and Alaris S2050 were bought to scan the coding sheets. YOMARK OMR Sheet Checker Software was installed on the systems at the Office of the Controller of Examinations. These devices enable a quick computer-based valuation of thousands of coding sheets and compute MCQ marks with the score scored by students in descriptive examinations.

#### **Evidence of Success**

1. On the day of join setting of the question papers, one of the internal faculty setters is expected to feed the answer on to the system.
2. OMR sheet is distributed along with answer scripts fifteen minutes before the start of the examination session for students to fill-in the personal and course details.

3. For the first time users (freshers), demo sheet on how to use it is sent to all academic departments for display on the notice boards so that students can familiarize themselves well ahead of examinations.
4. The first half an hour is allotted for answering MCQs and then coding sheets are collected and sent to the COE for immediate computer scanning and correction.
5. It saves time and ensures the timely publication of results.
6. Postgraduate departments that conduct entrance tests for admission to PG programmes use the OMR so that not only results are announced the same day but also selection list is made possible the same day.



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### **Annual e-governance Report Approved by the Governing Council 2015-2016**

#### **(Introduction of Online Application & Online Admissions)**

##### **Background to the introduction to online application**

Social mobility is a great barrier to the very process of applying to colleges for admission. Students living in remote villages and in poor socio-economic backgrounds are unable to reach towns and cities to buy applications at different colleges. Money matters, distance matters, and security in the case of women students matters. Making photocopies of all relevant documents, mode of travel, and travel cost a lot to several candidates of different backgrounds aspiring to apply to various colleges. The college used to receive around 10000 applications for admission to various programmes of study offered. There used to be heavy crowding in the campus during the months of May and June to buy application and hand back the filled-in application. It also required a huge manpower to sort out printed applications.

##### **Introduction of Online Application and Online Admission**

Recently, the college received a communication from the UGC to switch over to online admission. The pros and cons of online application and online admission were discussed in the college senatus which is a statutory body. While the idea of online application and online admission was received with enthusiasm, the members were skeptical about the proposal in the light of students not having access to online.

##### **Rationale for the Introduction of Online Admissions**

Taking into the following constraints in the issue of print applications, it was decided to implement online application and online admission with an option for the candidates, of getting the printed applications and college brochures, if they wished to, but their online applying would be facilitated at the MCA Computing Lab on the campus.

1. Online application saves time and money for the candidates.
2. Online admission letter reaches the provisionally selected candidates immediately through email.

3. Selected candidates were also intimated via automatic message to the phone number given in online application.
4. One can apply to any number of courses of study with the same documents uploaded once.
5. Selected candidates can make online payment from any part of India.

### **Evidence of Success**

The total number of applications exceeded 16000 as a result of the introduction of online application and admission during the academic year 2015-2016. Many students from far off places had applied for admission. It facilitated the presence of students drawn from different regions and districts of the state. The demand for residential accommodation, especially from women students increased exponentially to the extent that the administration had to start building a new hostel and to expand the existing halls.



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