



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry



Lourdes Matha College of Science and Technology

6.2.3 (1) ANNUAL E-GOVERNANCE REPORT

(2) GOVERNING COUNCIL MINUTES OF MEETING



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

ANNUAL E-GOVERNANCE REPORT

2018-2019

The IQAC of LMCST has drafted a policy for implementation of E-Governance in various administrative and academic activities of the college from the academic year 2018-2019 to accelerate college functioning and development in terms of speed, efficiency and reliability.

Implementation of E-governance in areas of operation

It has been decided to automate all the various operation of the instructions in an integrated manner in order to enable transparency clarity in different functionalities of the instructions pertaining to teaching learning (Academic), Administration, Examinations, Finance and accounting, Admissions and HR wings.

In this direction a few vendors/service providers of ERP software are called and quotations are invited as per the recommendation of the IQAC of the intuitions followed by the directions of the Governing Council suitable ERP has been deployed and put into the appropriate use. Required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and connect with stakeholders.

Academic & Examination

For the ERP solutions, College has initiated its service with Ospyn Technologies, Technopark, Trivandrum. After the demonstration of the software in the year 2018-19, various modules are given for all the areas of operation.

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY is using Campus Management ERP Solution “**Ecoleaide**” provided by Ospyn Technologies



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

The staff and student database can be maintained using CMS.

CORE MODULES are

- ACADEMICS MANAGEMENT
- STUDENT LOGIN & PROFILE MANAGEMENT
- MANAGERIAL (MIS) REPORTS
- USER MANAGEMENT

MASTER INFORMATION

- Total Active Students
- Total Employees
- Total Courses
- Total Batches

STUDENT DATA

- Student Admission Process
- Student Profile

HR

- Employee Profile

ACADEMICS

- Subject Details
- Subject Allocation
- Final Internal Calculation



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



TIMETABLE

- Timetable creation
- Timetable History

SUBJECTS

- Subject Details
- Employee Association
- Assign Elective
- Assign Specialization

STUDENT ATTENDANCE

- Duty Leave
- Medical Leave
- Consolidated Attendance
- Attendance Reports
- Batchwise Monitoring
- Absent List

STAFF RATINGS

- Rating Periods
- Question Creation
- Rating Result

USERS

- User List
- User Groups



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



- Access Permission
- Widget Permission

SETTINGS

- Course Categories
- Batch Groups
- Admission Years

The system generates the above-mentioned reports and it can be assigned to each user based on their category.

Administration: Enterprise Resource Planning (ERP) aims at immediate availability of data in required formats that ease the work of staff and management and increase transparency and accountability in administration. Facilities should be provided for online leave management of employees, internal communication between the employees etc.

Accounts: Tally software is being used for maintaining Finance & Accounts. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on a timely basis. Office shall continue with Tally solutions for Finance management.

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY is using Campus Management ERP Solution “ **TALLY** ” provided by TALLY SOLUTIONS Pvt Ltd.

The Main Modules are:

1.Educational Masters

- i) Students Information
- ii) Students Fee Voucher Generation



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

iii) Students Fee Collection

iv) Fee Reports

2. Gate of Tally

i) Accounting Vouchers

ii) Trial balance

iii) Receipts & Payments ,Balance Sheet

iv) Students Ledgers

Other features of Tally Software are,

- Students Fee Voucher Generation
- Students Fee Collection
- Fee Reports
- Accounting Vouchers
- Trial balance
- Receipts & Payments, Balance Sheet
- Student Ledgers

Website: The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities. Information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be identified. Along with it, training should be given to the existing staff who will undertake the responsibility of website administration and update at the college level. The college website updation and maintenance services are continued with Techrista Systems Pvt. Ltd, Technopark, Trivandrum.



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

Library : Koha is a fully featured integrated Library system which controls over all transactions of the library. This software provides easy access to information for library staff and users due to its effective searching and issuing of items. Library management becomes easier through automated collection of data. This software is very user friendly and easy to use. Report features in Koha help to collect data. The report generation is more professional and convenient in the process of generating reports, from data entry to data display. Reports generated in Koha can be taken on a daily, monthly, weekly and annual basis.

Koha has the facility to search a document by using simple search technique and advanced search technique but their way of displaying results is totally different from each other. Koha provides the facility of advanced search in which users can search their document by using the Boolean operators. The main advantage in this system is that staff can modify the software according to the user's needs. Koha modules include OPAC, administration, catalogue, circulation, serials, acquisitions, patrons and Koha Reports.

Koha provides a full functioning public access catalogue. It allows OPAC users to search with the fields like keyword, subject, title, class, barcode, author, publisher, ISBN and Series. It allows the OPAC users who are logged in as members to reserve library items for future issues. OPAC users can submit suggestions for acquisition.


The E-Governance report for the academic year 2018-19 has been submitted to the Governing Council. The Governing Council has verified and accepted the report.



IQAC Coordinator



Principal

PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

ANNUAL E-GOVERNANCE REPORT

2019-2020

The IQAC of LMCST has drafted a policy for implementation of E-Governance in various administrative and academic activities of the college from the academic year 2018-2019 to accelerate college functioning and development in terms of speed, efficiency and reliability.

Implementation of E-governance in areas of operation

It has been decided to automate all the various operation of the instructions in an integrated manner inorder to enable transparency clarity in different functionalities of the instructions pertaining to teaching learning (Academic), Administration, Examinations, Finance and accounting, Admissions and HR wings.

In this direction, a few vendors/service providers of ERP software are called and quotations are invited as per the recommendation of the IQAC of the intuitions followed by the directions of the Governing Council suitable ERP has been deployed and put into the appropriate use. Required training has been given for the teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stakeholders.

Academic & Examination

For the ERP solutions, College has initiated its service with Insto Consultancy Services Pvt Ltd, Ernakulam. After the demonstration of the software in the year 2019-20, various modules are given for all the areas of operation.



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY is using Campus Management ERP Solution “**InstoCampuz**” provided by Insto Consultancy Services Pvt Ltd.

The staff and student database can be maintained using CMS.

CORE MODULES are

- ENQUIRY & ADMISSIONS MANAGEMENT
- HR MANAGEMENT
- ACADEMICS MANAGEMENT
- BILLING & FEE MANAGEMENT
- STUDENT LOGIN & PROFILE MANAGEMENT
- MANAGERIAL (MIS) REPORTS
- MESSAGING - (Internal message, Email, SMS) *
- USER MANAGEMENT
- LEARNING MANAGEMENT SYSTEMS
- FLEET MANAGEMENT

MASTER INFORMATION

- Total Active Students
- Total Employees
- Total Courses
- Total Batches

STUDENT DATA

- Student Admission Process
- Student Profile
- Student Grievance



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

HR

- Employee Profile
- Employee Biometric Attendance Report
- Leave Request /Approval

ACADEMICS

- Subject Details
- Subject Allocation
- Subject Proposed Plan
- Subject Actual Coverage
- Assignments
- Learning Materials
- Online Exam
- Final Internal Calculation

TIMETABLE

- Timetable creation
- Timetable History

SUBJECTS

- Subject Details
- Employee Association
- Assign Elective
- Assign Specialization



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

STUDENT ATTENDANCE

- Duty Leave
- Medical Leave
- Consolidated Attendance
- Attendance Reports
- Batchwise Monitoring
- Absent List

EXAM

- Exam Creation
- Internal Marks Rules
- Exam Reports

STAFF RATINGS

- Rating Periods
- Question Creation
- Rating Result

MESSAGES

- Notification/Email/SMS
- Student Absentees Automatic SMS
- General Announcements

TRANSPORT

- Vehicle List
- Vehicle Tracking



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

- Live Location

HOSTEL

- Hostel List
- Students List

LMS

- Assignments
- Learning Materials
- Online Exam

INVENTORY

- Store Items
- Store Categories
- Purchase Bills
- Suppliers List
- Supplier Account Ledger
- Store Item Transactions
- Supplier Balance Report
- Purchase Register

EVENTS

- Create Events
- Event List
- Event Calendar



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



USERS

- User List
- User Groups
- Access Permission
- Widget Permission

LOGS

- User Login Log
- User Action Log

SETTINGS

- Course Categories
- Batch Groups
- Admission Years

The system generates the above-mentioned reports and it can be assigned to each user based on their category.

Administration: Enterprise Resource Planning (ERP) aims at the immediate availability of data in required formats that ease the work of staff and management and increase transparency and accountability in administration. Facilities should be provided for online leave management of employees.

Accounts: Tally software is being used for maintaining Finance & Accounts. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on a



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

timely basis. Office shall continue with Tally solutions for Finance management.

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY is using Campus Management ERP Solution “ **TALLY** ” provided by TALLY SOLUTIONS Pvt Ltd.

The Main Modules are:

1.Educational Masters

- i) Students Information
- ii) Students Fee Voucher Generation
- iii) Students Fee Collection
- iv) Fee Reports

2.Gate of Tally

- i) Accounting Vouchers
- ii) Trial balance
- iii) Receipts & Payments ,Balance Sheet
- iv) Students Ledgers

Other features of Tally Software are,

- Students Fee Voucher Generation
- Students Fee Collection
- Fee Reports
- Accounting Vouchers
- Trial balance
- Receipts & Payments, Balance Sheet
- Student Ledgers



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

Website: The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities. Information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer is identified. The website coordinators will undertake the responsibility of website administration and update at the college level. The college website updation and maintenance services are continued with Techrista Systems Pvt. Ltd, Technopark, Trivandrum.

Library : Koha is a fully featured integrated Library system which controls over all transactions of the library. This software provides easy access to information for library staff and users due to its effective searching and issuing of items. It reduced the time of processing of library items, due to MARC and z39.50 compatibility. Library management becomes easier through automated collection of data. This software is very user friendly and easy to use. Report features in Koha help to collect data. The report generation is more professional and convenient in the process of generating reports, from data entry to data display. Reports generated in Koha can be taken on a daily, monthly, weekly and annual basis.

Koha has the facility to search a document by using simple search technique and advanced search technique but their way of displaying results is totally different from each other. Koha provides the facility of advanced search in which users can search their document by using the Boolean operators. The main advantage in this system is that staff can modify the software according to the user's needs. Koha modules include OPAC, administration, catalogue, circulation, serials, acquisitions, patrons and Koha Reports.

Koha provides a full functioning public access catalogue. It allows OPAC users to search with the fields like keyword, subject, title, class, barcode, author, publisher, ISBN and Series. It



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

allows the OPAC users who are logged in as members to reserve library items for future issues. OPAC users can submit suggestions for acquisition.

The E-Governance report for the academic year 2019- 2020 is submitted to the Governing Council. The Governing Council has verified and accepted the report.

IQAC Coordinator

Principal



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

ANNUAL E-GOVERNANCE REPORT

2020-2021

The IQAC of LMCST has drafted a policy for the implementation of E-Governance in various administrative and academic activities of the college from the academic year 2018 -2019 to accelerate college functioning and development in terms of speed, efficiency and reliability.

Implementation of E-governance in areas of operation

It has been decided to automate the various operations both academic and administrative in an integrated manner to enable transparency and clarity in different functionalities of the instructions pertaining to teaching learning (Academic), Administration, Examinations, Finance and accounting, Admissions and HR wings.

In this direction, a few vendors/service providers of ERP software were called and quotations were invited as per the recommendation of the IQAC of the institution. As per the directions of the Governing Council suitable ERP has been deployed and put into the appropriate use. Required training has been given for the teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stakeholders.

Academic & Examination

For the ERP solutions, College has initiated its service with IXIAN Technologies, Ernakulam. After the demonstration of the software in the year 2020-21, various modules are given for all the areas of operation.



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY is using Campus Management ERP Solution “**Campus7**” provided by IXIAN Informatics Pvt Ltd (Formerly Insto Consultancy Services Pvt Ltd).

The staff and student database can be maintained using CMS.

The CORE MODULES are

- ENQUIRY & ADMISSIONS MANAGEMENT
- HR MANAGEMENT
- ACADEMICS MANAGEMENT
- BILLING & FEE MANAGEMENT
- STUDENT LOGIN & PROFILE MANAGEMENT
- MANAGERIAL (MIS) REPORTS
- MESSAGING - (Internal message, Email, SMS) *
- USER MANAGEMENT
- LEARNING MANAGEMENT SYSTEMS
- FLEET MANAGEMENT

MASTER INFORMATION

- Total Active Students
- Total Employees
- Total Courses
- Total Batches

STUDENT DATA

- Student Admission Process
- Student Profile
- Student Grievance



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

HR

- Employee Profile
- Employee Biometric Attendance Report
- Leave Request /Approval

ACADEMICS

- Subject Details
- Subject Allocation
- Subject Proposed Plan
- Subject Actual Coverage
- Assignments
- Learning Materials
- Online Exam
- Final Internal Calculation

TIMETABLE

- Timetable creation
- Timetable History

SUBJECTS

- Subject Details
- Employee Association
- Assign Elective
- Assign Specialization



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

STUDENT ATTENDANCE

- Duty Leave
- Medical Leave
- Consolidated Attendance
- Attendance Reports
- Batchwise Monitoring
- Absent List

EXAM

- Exam Creation
- Internal Marks Rules
- Exam Reports

STAFF RATINGS

- Rating Periods
- Question Creation
- Rating Result

MESSAGES

- Notification/Email/SMS
- Student Absentees Automatic SMS
- General Announcements

TRANSPORT

- Vehicle List
- Vehicle Tracking



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

- Live Location

HOSTEL

- Hostel List
- Students List

LMS

- Assignments
- Learning Materials
- Online Exam

INVENTORY

- Store Items
- Store Categories
- Purchase Bills
- Suppliers List
- Supplier Account Ledger
- Store Item Transactions
- Supplier Balance Report
- Purchase Register

EVENTS

- Create Events
- Event List
- Event Calendar



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



USERS

- User List
- User Groups
- Access Permission
- Widget Permission

LOGS

- User Login Log
- User Action Log

SETTINGS

- Course Categories
- Batch Groups
- Admission Years

The system generates the above-mentioned reports and it can be assigned to each user based on their category.

Administration: Enterprise Resource Planning (ERP) aims at the immediate availability of data in required formats that ease the work of staff and management and increase transparency and accountability in administration. Facilities should be provided for online leave management of employees.

Accounts: Tally software is being used for maintaining Finance & Accounts. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on a timely basis. Office



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

shall continue with Tally solutions for Finance management.

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY is using Campus Management ERP Solution “ **TALLY** ” provided by TALLY SOLUTIONS Pvt Ltd.

The Main Modules are:

1.Educational Masters

- i) Students Information
- ii) Students Fee Voucher Generation
- iii) Students Fee Collection
- iv) Fee Reports

2.Gate of Tally

- i) Accounting Vouchers
- ii) Trial balance
- iii) Receipts & Payments ,Balance Sheet
- iv) Students Ledgers

Other features of Tally Software are,

- Students Fee Voucher Generation
- Students Fee Collection
- Fee Reports
- Accounting Vouchers
- Trial balance
- Receipts & Payments, Balance Sheet
- Student Ledgers




PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

Website: The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities. Information about all activities, important notices, etc should be made easily available to all the stakeholders. For this purpose, a separate service provider/web designer is identified. The existing website coordinators will undertake the responsibility of website administration and update at the college level. The college website updation and maintenance services are continued with Techrista Systems Pvt. Ltd, Technopark, Trivandrum.

Library : Koha is a fully featured integrated Library system which controls over all transactions of the library. This software provides easy access to information for library staff and users due to its effective searching and issuing of items. It reduced the time of processing of library items, due to MARC and z39.50 compatibility. Library management becomes easier through the automated collection of data. This software is very user friendly and easy to use. Report features in Koha help to collect data. The report generation is more professional and convenient in the process of generating reports, from data entry to data display. Reports generated in Koha can be taken on a daily, monthly, weekly and annual basis.

Koha has the facility to search a document by using simple search technique and advanced search technique but their way of displaying results is totally different from each other. Koha provides the facility of advanced search in which users can search their document by using the Boolean operators. The main advantage in this system is that staff can modify the software according to the user's needs. Koha modules include OPAC, administration, catalogue, circulation, serials, acquisitions, patrons and Koha Reports.

Koha provides a full functioning public access catalogue. It allows OPAC users to search with the fields like keyword, subject, title, class, barcode, author, publisher, ISBN and Series. It



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



LOURDES MATHA
COLLEGE OF SCIENCE & TECHNOLOGY
Bureau Veritas Certified ISO 9001-2015 Institution
Managed by Archdiocese of Changanacherry

allows the OPAC users who are logged in as members to reserve library items for future issues. OPAC users can submit suggestions for acquisition.

The E-Governance report for the academic year 2020-21 is submitted to the Governing Council. The Governing Council has verified and accepted the report.

IQAC Coordinator

Principal



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

LOURDES MATHA CATHOLIC EDUCATIONAL SOCIETY

Kuttichal, Thiruvananthapuram 695574

Minutes of the Governing Council meeting, LMCES

Date : 30-3-2019

Venue: LMCES office, Lourdes Forane Church Complex

Time: 11:15 Hrs to 13:00 Hrs

Members Present:

Rev.Fr. Jose Viruppel, President, LMCES

Er. Philip John , Secretary, LMCES

Rev.Fr. Dr. Tomy Joseph Padinjareveetil, Manager & Director

Rev.Fr.Dr. Sony Mundunadackal, Executive Director

Rev. Fr. Avies Edachethra, Bursar

Dr. P.P.Mohanlal, Principal, LMCST , Member Secretary

The Principal and Member Secretary of the Governing Council extended a warm welcome and thanked all the members for sparing their valuable time to make it possible to attend this meeting. Then, the items listed on the Agenda were taken for discussion one by one. The minutes of the meeting are as follows:

1. To confirm the minutes of the previous Governing Council Meeting. The minutes and the action taken report of the previous Governing Council Meeting was presented to the members. The members noted the minutes and approved the same.
2. To peruse the note of the principal on the academic and others important activities during



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

the period 2018 - 2019.

3. Rev.Fr. Dr. Tomy Joseph Padinjareveettil, Manager and Director informed the Council that an academic partnership with Xavier Institute of Management and Entrepreneurship (XIME), Bangalore for MBA in LMCST is being firmed up. XIME will invest Rs. 50 Lakhs (approx.) for books, Library augmentation, advertisement and other facilities.

XIME will also place high caliber faculty cum resource persons namely Director, Dean and Placement Officer for the Lourdes Matha Institute of Management Studies. Internally, the present MBA department will be referred to as Lourdes Matha Institute of Management Studies. The salaries for the faculty provided by XIME have to be paid by LMCST partially. The details are getting finalized.

4. The performance appraisal of Teaching and Non-teaching staff was reviewed and the appreciation details and action taken were discussed.
5. The council perused the note of the principal on the academic, follow up in Choice Based Credit System in the academic year and other important activities of the college.
6. **To review and approve the E-Governance documents submitted by the member secretary.**

Principal explained the present status of Campus Management Software. It was decided to acquire a suitable software for the same at the earliest following suitable trial and demonstration steps. This has to be firmed up.

7. The council discussed the rejoining of Ms. Beshiba Wilson, CS Dept. who was on loss of pay leave till 25-3-2019 for research purpose. The Council approved the rejoining of Ms. Beshiba Wilson as HOD CS Dept. with effect from 1-4-2019.



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574



8. Principal presented the proceedings of the College Council meeting held on 27-3-2019 on academic, campus disciplinary matters and Joint Techno-Cultural Festival(Equinox'19) being held on 29 th and 30 th of March 2019.
9. Discussion on signing/ Renewal MOU with following organisations :
 - a. Keltron
 - b. Red Hat Academy
 - c. Vinvish Technologies Pvt. Ltd.

Dr.P.P.Mohanlal

Principal,

LMCST

SUMMARY OF ANNUAL E-GOVERNANCE REPORT 2018-19

1. Use of Campus Management System by Ospyn Technologies. All faculty members have been oriented with ERP and have started implementing the same for the current academic year.
2. All the assessment marks were uploaded in the ECOLEAIDE which simplified the work by expanding the analyzing capacity and faster feedback.
3. The college website and maintenance services are continued with Techrista Pvt. Ltd.
4. Tally software is used for Accounting purpose.
5. Koha software is used for library automation purpose.



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

LOURDES MATHA CATHOLIC EDUCATIONAL SOCIETY

Kuttichal, Thiruvananthapuram 695574

Minutes of the Governing Council meeting, LMCES

Date : 05-03-2020

In the Manager's Office at 11:30 Hrs.

Members Present

Rev. Fr.Dr. Tomy Joseph Padinjareveetil, Manager

Rev. Fr.Dr. Sony Mundunadackal, Exe. Director

Rev. Fr. Avies Edachethra, Bursar

Rev. Fr. Varghese Nambimadam, Boys Hostel Warden

Dr. Mohanlal, P. P., Principal, LMCST

Shri. Renjith Pillai, Principal, LMIHM & CT

The meeting started at 11:30 am in Manager's office.

The Principal and Member Secretary of the Governing Council extended a warm welcome and thanked all the members for sparing their valuable time to make it possible to attend this meeting. Then, the items listed on the Agenda were taken for discussion one by one. The minutes of the meeting are as follows:

1.To confirm the minutes of the previous Governing Council Meeting. The minutes and the action taken report of the previous Governing Council Meeting was presented to the members.

The members noted the minutes and approved the same.

2. To peruse the note of the principal on the academic and others important activities during the



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

period 2019 -2020.

3. To review and approve the E-Governance documents submitted by the member secretary.

4. Issue of Bus passes

The pending bus passes for this year shall be issued immediately. - Action: Shri. Aby C Jacob.

For the next year, the bus passes have to be issued at the beginning of the academic year after collecting the bus fee for one full year and make it non-refundable.

5. Leave application by Jaison (Office Staff)

Considering his illness which required leave, the committee decided to grant him accrued eligible compensatory leave to him. Medical leave is not approved.

6. MOU Renewal with Vinvish


After discussion, it is decided to have a negotiation meeting with the party on the terms before finalizing the renewal of the MOU.

7. Signing/ Renewal of MOU

Decided to sign/ renew MOU with Infosys Ltd, XIME Bangalore (Academic Collaboration), Muralya Dairy Products Pvt. Ltd., Visioncog R & D Pvt. Ltd. and Enfin Technologies.

8. Discussed about recertification of ISO 9001- 2015.

9. The members of Department Advisory Committee for all the departments were approved.



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

10. The performance appraisal of Teaching and Non-teaching staff was reviewed and the appreciation details and action taken was discussed.

11. The council perused the note of the principal on the academic, followup in Choice Based Credit System in the academic year and other important activities of the college.



Dr.P.P.Mohanlal

Principal,

LMCST

SUMMARY OF ANNUAL E-GOVERNANCE REPORT 2019 -2020

1. Implement CMS with ERP of Insto Consultancy Services Pvt Ltd.
2. For bulk SMS to students and staff, services from Insto Consultancy Services Pvt Ltd to be used.
3. The Needed version of Tally Business Solutions was updated in the college office for Accounting.
4. All the assessment marks were uploaded in the campus7 which simplified the work by expanding the analyzing capacity and faster feedbacks.
5. The college website updations and maintenance services are continued with Techrista Systems Pvt. Ltd.
6. Google Meet application are used to conduct online classes and organizing different events and activities in the department. The recorded classes are to be uploaded in CMS.



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

LOURDES MATHA CATHOLIC EDUCATIONAL SOCIETY

Kuttichal, Thiruvananthapuram 695574

Minutes of the Governing Council meeting, LMCES

Date : 28-07-2021

In the Manager's Office at 11:30 Hrs.

Members Present

Rev. Fr.Dr. Tomy Joseph Padinjareveetil, Manager Chairman

Rev. Fr.Dr.Sony Mundunadackal, Executive Director

Rev.Fr. Avies Edachethra, Bursar

Rev. Fr Varghese Nambimadam Boy's Hostel Warden


Dr. Mohanlal, P. P., Principal, LMCST

Shri. Renjith Pillai Principal, LMIHM&CT

The Principal and Member Secretary of the Governing Council extended a warm welcome and thanked all the members for sparing their valuable time to make it possible to attend this meeting. Then, the items listed on the Agenda were taken for discussion one by one. The minutes of the meeting are as follows:

- 1.To confirm the minutes of the previous Governing Council Meeting. The minutes and the action taken report of the previous Governing Council Meeting was presented to the members. The members noted the minutes and approved the same.
2. To peruse the note of the principal on the academic and others important activities during the period 2020 -2021.
3. To review and approve the E-Governance documents submitted by the member secretary.




PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

4. Results of S5 MCA were analysed. Pass percentage obtained is 89.7%.
5. DST i-TBI proposal Submitted
6. KSM TBI – first level shortlisted (12 colleges). Presentation done for final selection
7. AICTE EoA final approval Obtained.
8. Solar power plant, Inverters and optimizers have arrived. Solar panels issues resolved with alternate source (Renewsys).
9. Ms. Meera Rose Benny is selected for MBA dept. in the vacancy of Ms.Sunu Rupesh.
10. The NAAC report First External review is completed
11. KTU affiliation renewal application has been submitted
12. The performance appraisal of Teaching and Non-teaching staff was reviewed and the appreciation details and action taken was discussed.
13. The members of Department Advisory Committee for all departments were approved.
14. The council perused the note of the principal on the academic, follow up in Choice Based Credit System in the academic year and other important activities of the college



Dr.P.P.Mohanlal

Principal,

LMCST



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574

SUMMARY OF ANNUAL E-GOVERNANCE REPORT 2020 -2021

1. To further strengthen the rise of ERP software, annual maintenance has been carried out by IXIAN Technologies.
2. SMS feature has been put into maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information. For bulk SMS to students and staff, services from IXIAN Technologies are used.
3. All the assessment marks were uploaded in the Campus7 which simplified the work by expanding the analyzing capacity and faster feedback.
4. All the recorded lectures were uploaded by faculty in CMS for future reference by students.
5. Website is put in to full use as a vital information source to all the stakeholders and all important communications/ circulars notices are made available in the website to ensure reaching of information to the needy any time anywhere.
6. Tally software is used for accounting purpose.
7. Koha software is used for library purpose.



PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P.O.
Thiruvananthapuram Dist. 695 574