

# E-GOVERNANCE POLICY



MARIAN COLLEGE  
KUTTIKANAM  
(AUTONOMOUS)

MAKING COMPLETE

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**Establishment:** 8 May 2012

**Last Amended:** 8 Oct 2014

**Date Last Reviewed:** 15 May 2019

**Responsible Officer:** Principal in collaboration with HODs/ Director or Dean of School



## 1. Scope of the Policy

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

## 2. Objectives of the Policy

- Implementation of E-governance in all functional areas of the institution, to provide a simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To provide Wi-Fi connectivity in the campus
- To ensure that our Classrooms are ICT Enabled
- To ensure easy access for all stakeholders to the fully automated Library.

## 3. Policy:

The college shall implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, learning, assessments, hostels etc.

The policy is designed and framed to make each and every function transparent and accountable.

## 4. Policies and Procedures:

The College decides to make the following policies and procedure:

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**4.1 Website:** The website must act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer shall be appointed by the college. Training should be given to the administrative and teaching staff to make important updates on the website. The service provider/web designer shall look after the process of updating, maintaining and working of the website on a regular basis. The College shall strive to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

**4.2 Student Admission:** An open and transparent strategy for the admission process is to be followed which has to be further strengthened by the ethical practices and regulations as opined by the affiliating university. The College must bring out its Brochure which shall be displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Coordinator.

**4.3 Accounts:** The office shall continue to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet shall be generated through this software only. All the analysis reports may also be generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College shall use multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disburse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

**4.4 Library:** The College shall continue to maintain its academic excellence through maintaining a well-stocked library. The College must add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database



The Library shall install fully automated ILMS(INFLIBNET Learning Management Service offered by the Information and Library Network Centre (An IUC of UGC) to the institutions of higher education) software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.

- The use of the Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

#### **4.5 Administration:**

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track student attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- College facility reservation and management to be automated through online portal
- Administrative Office should use the features provided by the online portal apart from advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode for all their requirements like leave application, learning materials, fee payment, examination calendar, examination results.
- The college will ensure that opportunities to automate any of its functions related to administration will be utilized at earliest.
- Administrative and teaching Staff to be provided with adequate training and development to keep them abreast with the new technology.

**4.6 Examination:** The College has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.

Examination duty, Paper valuation, Tabulation, Result publication and all examination related activities like revaluation etc are to be integrated into the online software.

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

**4.7 Alumni:** In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

**4.8 E-Waste Management:** MARIAN ensures that its usage of technology and generation of e-waste does not impact the environment. All E-waste disposal is to be controlled by a central system under the supervision of computer lab administrators.

## 4.9 ICT TOOLS

### 4.9.1 Hardware Infrastructure

- The College should ensure that it has an adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

#### 4.9.2 Software Infrastructure

- The College should maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MSOffice and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.



Principal

