Lourdes Matha College of Science and Technology

6.2.3 POLICY DOCUMENT ON E-GOVERNANCE

POLICY ON E-GOVERNANCE

Lourdes Matha College of Science and Technology believes in bringing technology not only in teaching-learning but effectively in every day administration and governance.

Objectives:

1. Implementation of e-governance in various functional areas of the institution and thereby achieving efficiency.
2. Promoting transparency and accountability.
3. Achieving paperless administration of the institution.
4. Facilitating online internal and external communication between various entities of the institution.
5. Providing easy access to information.

Scope:

The scope of this policy extends to the following areas:

1. General Administration.
2. Student Admission
3. Examination
4. Accounts
5. Website
6. Library

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Policy:

1. In order to provide a simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.

2. The institution has already implemented e-governance in various areas of operation like administration, finance and accounts, student admission and support, examination and library.

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society will implement e-governance progressively in other areas not enlisted herewith.

1. **General Administration:** To provide a hassle free, convenient and cheap process, maximum of the administration of the society should be handled with ICT based technology. Facilities should be provided for online leave management of employees. Students are able to obtain services including attendance, internal marks, learning materials etc. in online mode.

2. **Student Admission:** The College has implemented admissions in online mode. This will cover admissions to all courses whether graduate or post graduate courses. For this purpose, an arrangement can be entered into with a reputed banking company preferable Federal Bank with whom the society maintains all its accounts. The Secretary of the Society is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

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3. **Examination:** As per the directions of the University, it is mandatory to handle examinations in an online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of question papers, uploading of marks, etc. everything has to be done in an online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution. The College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

4. **Accounts:** For ease of maintaining accounts, the society is already using Tally software. But, with new accounting methods and compliances, it has become necessary to update the required details in our Campus Management System. Accordingly, requirements were assessed by the Secretary in discussion with Bursar and other accounts staff. Appropriate security measures were taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares were done on a timely basis.

5. **Website:** The website of the college is frequently revamped taking into account the new changes. The website acts as a mirror of the college activities and information about all activities, important notices, etc were made easily available to the stakeholders. For this purpose, a separate service provider/web designer is appointed by the Secretary of the society. Training was provided to the existing staff and persons identified to undertake the responsibility of website administration.

6. **Library:** The College continues to maintain its academic and research excellence through maintaining a well-stocked library containing books and journals. The College has e-learning resources for the benefit of the teachers

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