



# ST PHILOMENA COLLEGE

Affiliated to Mangalore University Re-Accredited by NAAC at 'A' Grade

**MAI DE DEUS EDUCATIONAL INSTITUTIONS**

Managed by the Catholic Board of Education, Mangalore

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## E-GOVERNANCE POLICY



## 1. Preamble

The E-governance policy of the institution is for the purpose of enhancing the system of governance for the development of the Institution through new and advanced technologies. It aims at planning and enabling any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the Institution.

## 2. Objectives

- To implement E-governance in all functioning of the institution in order to provide a simpler and more efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the Institution.
- To achieve and create a paperless environment in the Institution.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library Implementation of E-Governance in the effective functioning of the institution.
- To provide online internal and external communication between various executive bodies of the institution.
- To facilitate easy access to the information and maintain the data in a secure environment.
- To make the institution visible to the stakeholders globally by the use of digital media.
- To provide E-facilities to students, parents, and teachers in various activities relating to the institution.

## 3. Policy Statement

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

## 4. Scope of the Policy

- Website
- Student admission
- Examinations

- Finance &Accounts
- Library
- Payment Systems
- Android Application
- Social Media
- Alumni

## 5. Area of Implementation:

### Website

The website will serve as an information hub for the Institution, reflecting all of its activities, significant announcements, courses offered, etc. The website will be hosted and deployed by a third party on a secure platform. The administrative and teaching staff will undergo training so they can make significant website updates. For the management of the Institution's website, a Website Committee will be established. The Committee will be in charge of regularly updating, maintaining, and operating the website. The Committee will also look for other changes that are required on the website. The Institution strives to showcase its vibrant self and activeness through its website.

### Student admission:

A suitable ERP solution will be used by the institution to handle programme, hostel, and other admissions. Additionally, students must have access to online modes for obtaining transfer certificates, Bonafide certificates, etc.

### Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc.
- Monthly Reports and Semester End Reports should be generated automatically
- Calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System
- Tools to maintain an effective database.
- Provide a hassle-free, convenient, and smooth process, administration of the Institution to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The Institution will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast

with the new technology.

**Accounts:** The office will continue to use ERP software to maintain its account. Advanced features of the ERP help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheets are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken to maintain the confidentiality of the transactions. Training for the existing staff and updation of the existing software must be done regularly. The Institution also uses 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 disperse 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 modes such as NEFT, RTGS, Bank Transfers, etc.

**Internal & External Examinations:** As per the directions of the University, it is mandatory to fill out examination applications, revaluation applications, obtain hall tickets, uploading of marks, etc. everything in online mode. Regular updates of Students' Internal Performance are to be maintained and communicated to the parents. Institution to manage student academics using a suitable ERP Solution with Real-time communication to parents with respect to Student Progress.

**Communication:** Regular updates to be communicated with respect to students on Fees, examinations, holidays, PTA meetings & other academic matters.

**Finance & Accounts:** For ease of maintaining accounts & Finance suitable Accounting & Finance Software package is to be implemented.

**Library:** The Institution continues to maintain its academic excellence by maintaining a well-stocked library. The Institution will add more and more e-learning resources for the benefit of the teachers and the students. The Institution 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 by different authors for the subjects they are teaching to increase the knowledge database.

- The Library installs fully automated ILMS 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 the 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 fully automated software for plagiarism checks.

**Payments:** Parents and Students to make payments using net banking, Debit/Credit Card & other UPI Platforms.

**Social Media:** social media will be used as an important communication tool to give wide publicity about the activities of the institution. Important information & achievements will be posted on social media.

**Alumni:** To strengthen our connections with our alumni, a special alumni page has been created on the website with tools including registration, a list of noteworthy Institution alumni, feedback, and many other features. The alumni association can provide information on regular database management and changes.

## 6. Disclaimer

The areas of operation for e-governance mentioned above are illustrative in nature and the institution reserves the right to implement e-governance even in the areas not enlisted above.



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