ಸಂತ ಅಲೋಶಿಯಸ್ ಕಾಲೇಜು
(ಸ್ವಾಯತ್ತ)
ಮಂಗಳೂರು 575 003

ST ALOYSIUS COLLEGE
(AUTONOMOUS)
P.B. NO. 720
MANGALURU - 575 003, KARNATAKA, INDIA
Phone : +91 - 0824 - 2449700, 2449701
Fax : 0824-2449705
email : principal@staloysius.edu.in
website: www.staloysius.edu.in

Re-accredited by NAAC with 'A' Grade with CGPA 3.62
Recognised as Centre for Research Capacity Building under UGC- STRIDE
Recognised by UGC as 'College with Potential for Excellence'
College with 'STAR STATUS' conferred by DBT, Govt. of India

05.02.2020

E-Governance Policy

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

Objectives

- To implement e-governance in the institution so as to provide simple and efficient system of governance within the institution.

- To achieve a great class of professional environment on par with universities and institutes of high repute.

- To achieve and create a paperless environment in the college.

- To promote quick and easy access to information

- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.

- To provide easy and quick access to information.

- To make campus completely Wi-Fi enabled.

Policy:

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

- The College decides to make the following policies and procedure:

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- **Website**: The website acts as an information centre which will reflect the College, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Regular training is to be given to the administrative and teaching staff to make important updates on the website. A Website Committee has been constituted for the administration of the College website. The Committee will look into the process of updating, maintaining and working of the website on a regular basis. The website is regularly upgraded with more secure and new features. The Committee anticipates and looks for changes that are required in the website. The College strives to showcase its vibrant activities and campus culture through the website. All the important notifications have to go live on the website as and when they are released.

- **Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as suggested by the UGC and Mangalore University. The College brings out its brochures that are displayed on the website giving guidelines for the admission process. An admission Portal is being used to manage the admissions. The number of students applying to each course, withdrawals, fee submission, are to be managed exclusively through this Portal. Students are required to submit a separate Online Application Form for seeking admission to the College, and for this purpose, an online software is used by the Admission Co-ordinator.

- **Accounts:** The office continues to maintain its account on Tally. Latest versions of the software are purchased and used by the College. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the reports and analyses are also generated through Tally. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the

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existing software must be done regularly. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

- **Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more e-learning resources for the benefit of the teachers and the students. The College continues 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 college library will be completely automated with RFID which will enable the issuing and stock keeping of books and resources in a better manner.

  The college has also purchased a Plagiarism software (Turnitin) which is being used extensively by the faculty and students. This will enable a transparent method of correction of original articles. To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

  The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval is made. The Circulation module of the software will 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.

- **Administration:**

  Attendance Management Software will be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports,

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Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance. Administrative Office will use Advanced Excel and File Management System Tools to maintain effective database. To provide a hassle free, convenient and smooth process, administration of the college will be made paperless. Students must be able to obtain maximum services on online mode. The college will look into opportunities to automate some of its functions related to administration. Admin Staff will be provided with adequate training and development to keep them abreast with the new technology.

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

- **Alumni:** In order to strengthen our alumni relationships, a separate alumni page will 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.

- **ICT TOOLS**

Hardware Infrastructure

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

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Software Infrastructure

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

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