



ST FRANCIS DE SALES COLLEGE

BANGALORE - 560 100

E-governance Policy

The management of St. Francis de Sales College believes in imparting quality education and to maintain quality, the college has to have a good governance system-in place. The introduction of Information and Communication Technology in the field of education has been a boon to the academic institutions as it helps in maintaining quality in education as well as in the governance of the institution.

The concept of effective governance is the ability to confront to the new changes and adopt to the needs of the present situation. With the institution developing into a well-established institute of higher learning, the management understood the need to have an e-governance system in place to integrate the administration of the college. Having an e-governance system will help in integrating all the stakeholders of the institution and to automate various functionalities of the institution. E-governance will bring transparency in the system and will empower the management in better administration of the college.

E-governance Policy

Objective of the Policy:

1. To implement e-governance in various functionalities of the institution
2. To create transparency in the functioning of the institution
3. To achieve efficiency in the teaching-learning process
4. To promote accountability
5. To unite various stakeholders and establish the institution globally

Procedure of Execution:

1. The management of St. Francis de Sales College has the complete authority to select the vendors for e-governance according to the need of the institution.
2. The management may call various vendors who provide services of e-governance.
3. The criteria for selection of the vendors will be - user friendly, time saving and cost saving software along with meeting the requirements of the management.
4. The vendors can demonstrate and explain the special features of their service.

5. Based on the inputs from various vendors and their terms of service provided, the management will select the vendor.
6. The management will sign an agreement with the selected vendor and their services will be provided to the institution for the mentioned period unless terminated earlier.

The Selection of Modules:

- Administration
- Finance and Accounts
- Student Admission support
- Examination Support
- Library
- Website

Administration:

The institution needs smooth functioning of its governance system for its improvement. To improve on its functioning, technology needs to be adopted. The e-governance should take care of providing information to the stake holders, the staff and students data should be maintained, maintenance of attendance, internal communications should be enabled and students also should be able to get the benefits by providing certificates, leave forms and so on without any trouble.

Finance and Accounts:

The e-governance software should provide support for maintaining of the accounts and finance of the institution. It should be able to provide e-copies of the staff salary certificates, support in tax deductions and also support the students' fee payment.

Student Admission Support:

The admission of the college will be made online and the e-governance partner should provide a platform for the admission process and the college will also encourage online payment of the fees of the students.

Examination Support:

The college conducts internal and model exams at regular intervals and the college wants the e-governance partner to maintain the marks of the internal assessments and exams for easy reference and maintenance. The college also wants to print hall tickets for the model exams to give a feel of the semester exam to the students. This also should be supported by the e-governance partner. The

platform also should give options for conducting online exams and quizzes.

Library:

The library will be inducted with management software for books maintenance. More online sources and databases will be pulled in to create a pool of knowledge in the campus. Facilities for online database of books in the library will be made in the due course.

Website:

The website will be the mirror of the college and will be revamped from time to time to keep it updated. The website will inform of all the programmes offered, facilities available, activities happening and information regarding the college. A college app will also be created to make it more convenient for the stakeholders to be informed about the college events and programs.

Course of Implementation:

- The modules mentioned will be implemented in step by step process in the institution.
- The college website will be updated and will mirror the activities of the college.
- In the upcoming years, the college will tie up with e-governance supporting software providers and will try to implement the modules needed for the college.
- The Library will also be updated with software for maintenance and online data bases for books.
- The institution will become completely automated in the near future, which will aid in the hassle-free data governance.

The institution will equip itself with the hi-fi internet facility, adding a good number of computers to every department, installing printers and scanners for the ease of use of the stakeholders. The vendors selected for service will be provided with the necessary support from the institution. Orientation on the e-governance will be provided to all the stakeholders from time to time.

To implement e-governance in the institution, the management will allot budget every academic year during the council meeting and the same will be released for purchase/maintenance of the e-governance software. The Principal/Vice Principal will coordinate the e-governance modules and its maintenance.

Based on the needs of the institution, the e-governance modules, ICT Tools and resources, software, Computer Systems, Printers and Scanners, Internet facilities will be upgraded based on the recommendations of the e-governance reports. Every year the institution will upgrade itself in these lines for the increased efficiency of the administration process.

If any question arises relating to the interpretation of this Policy, it shall be referred to the MANAGEMENT whose decision shall be final.

The E-governance Policy was approved in the Governing Body meeting of St. Francis de Sales Educational and Charitable trust on 02.05.2015.

Date: 02.05.2015

Place: Electronic City, Bangalore – 560100

President:



THE GENERAL MANAGER
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