E- GOVERNANCE POLICY

College has implemented e-governance to improve good governance through transparency, involvement, and accountability from the stakeholders. E-administration and E-services are two major areas of e-governance. E-administration makes use of information technology to help administrative process and make decisions. E-services offer a variety of services.

Goals:

a. Improve the college's internal governance process

b. Provide better information and service delivery to stakeholders

c. Increase transparency of the college

d. Encourage stakeholder participation through a decentralised approach.

Users and privileges

The Principal Controller of Examinations, Assistant Controller of Examinations, Academic Department Heads / Deans, Programme / Semester Time Table In-charge, HR-Administrator, Faculty, Non-teaching staff Student, Parents .Through ERP, each stakeholder has access to a variety of relevant data and functions that may be done at their level.

The principal

The College Principal has got access to details of students, their attendance percentage, Internal and external marks, tine table for each semester, academic work of each faculty members, feedbacks from the student, fee payment details of student. Individual profile of the Students and faculty members, examination schedule, mark entry status, student admission Status etc.

Controller of Examinations (CoE)

The controller of examination has got access to examination related functions of entire Academic programmes of the college. The CoE can access the examination schedule, student attendance status, exam application status, condonation status of students, access to mark entry done by faculty members (internal score), semester examination result eligibility List of Students from each programs for applying examination, status of examination fee paid, Generation of hall ticket and preparation of semester mark list etc.

Head of Departments

Head of Department has got limited access to creating various academic programmes in the ERP, structuring the academic programme in ERP, Managing the semester in ERP, exporting students from one semester to the other semester

HR-Administrator

HR-Administrator has the duty to creating individual accounts to newly appointed Faculty members,

Faculty

Faculty members will have access to student attendance of respective classes in which they are engaging sessions. They will have access to mark entry portal time table, attendance status of individual students, number of sessions engaged for each class etc.

Non-teaching staff

The personnel who are in charge of student affairs will have access to student profile, fee payment details, and attendance reports. The staff who are in charge of faculty affairs will have access to details of Courses handled by each faculty, faculty profile and faculty academic work load.

Student

The complete life cycle of the students' admission is managed through ERP. Right from the application to different programmes to admission list, fee payment, tine table, attendance, internal marks, semester examination result application for examination, examination schedule, academic time-table and other relevant academic matters

Parents

Parents will be continuously kept informed of all activities on campus and the details regarding their ward

Following are the e-governance activities carried out through are admission, student portal, and examination