



Policy Document For E-Governance

• *Preamble*

Our commitment to this E-Governance Policy goes beyond administrative modernization; it reflects our dedication to academic excellence and innovation. By embracing the principles outlined in this policy, we pledge to provide a more efficient, transparent, and accessible administration that empowers our community to excel. E-Governance is a mechanism by which the college attains its optimum utilization of technology for ensuring transparency, accountability and efficiency by adopting green protocol.

• *Policy Statements*

- Attendance is administered through *e- College Connect*, software for education purpose.
- Admission to both UG and PG programmes is carried out through solely through university portal *MGU CAP*.
- Students register their grievances online through college website.
- Library is partially automated with e-Library solution.
- Administrative office is also partially automated.
- Bill payments are carried through *Service and Payroll Administrative Repository for Kerala (SPARK)*.
- Financial transactions for NSS are administered through *Public Finance Management Systems (PFMS)*.
- College employs only original software for implementing e-governance in its administration.
- Sophisticated Instruments of DST-FIST sponsored Instrumentation centre uses only original software.
- Application and distribution of scholarship fund is accomplished through respective online sights.
- Salary for guest faculties is transferred through online payment systems.
- A website monitoring committee regularly refurbish the activities of college website.
- College employs its own You-tube channel to reach out the students and is monitored by a staff in charge.
- Management information system is achieved through domain linked e-mail ids of all stake holders.



Time of implantation of this policy is from 01 June, 2019

- ***Review Mechanism***

This policy is reviewed annually to assess its effectiveness and make necessary updates to align with evolving technological inventions and practices.

Authorized Signatory

[Handwritten Signature]

Principal

St. Joseph's College, Moolamattom

