SAINTGITS
COLLEGE OF APPLIED SCIENCES

E-GOVERNANCE POLICY

1. About E-Governance Policy

Saintgits College of Applied Sciences, Pathamuttom, has introduced the e-governance to enhance the governance by the resourceful use of information and communications technology. It had brought better access to information and excellence in services for the faculties as well as for the students.

E-governance is advantageous as it helps in rapid growth of communication technology linked with the development of computer technology which in turn simplifies the complexities of administration processes and thus facilitates the students to perform their task speedily.

2. Goals

a) To improve efficiency in administration.

b) To empower students and faculties through access to information.

c) To enhance transparency in services provided by the college.

d) To ensure the accountability of public service functionaries.

e) To make the system more responsive by streamlining the processes within the institution.

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3. Users and Privileges

Saintgits College of Applied Sciences uses the e- Administration Programme that provides various privileges to its stakeholders. Providing information in the public domain like websites or various portals makes the functions and processes of the institution more transparent. The Principal, Convenor of the Examination cell, other members of the examination cell, Head of the Departments, Academic Coordinators, Faculty, Administrative staff, students and parents has got access to the relevant information regarding the administration processes which enhances efficiency in developing effective information management systems and other performance measurement mechanisms.

3.1 The Principal

The Principal has got access to details of students, their attendance percentage, internal and external marks, time table for each semester, academic workload of each faculty member, feedbacks from the student, fee payment details of the students, individual profile of the students and faculty members, examination schedule, mark entry status and student admission status.

3.2 Convenor of the Examination cell

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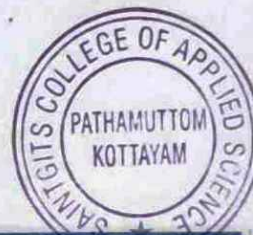
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examination, status of examination fee paid, generation of hall ticket and preparation of semester mark list.

3.3 HODs and Academic Coordinators

The Department Heads and Academic coordinators has got access to all the batches under them. They can manage the semester-wise timetable, student attendance and various reports. Also, they can monitor the staff profiles and receive grievances from the students. Regular monitoring of absentees list by the Department Heads reduces the risk of attendance shortage for the students.

3.4 Faculty

The faculty members can manage the student profile as well as their own profile. They can view the time table and the number of sessions assigned to them. They will have access to upload the additional reference materials, mark entry portal, online class and exam creation, lesson plan designing, course file preparation etc. In addition to this, they can create assignments for each module and can evaluate and publish the results. Online quiz or surveys can be conducted so as to obtain student feedbacks which in turn help the teacher to understand student grievances and resolve them.

3.5 Administrative Staff

The administrative staff can regulate the entire admission processes of the college. All the applications are received through the e- portal created for admissions of the respective academic year. The applications can then be easily

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sorted and rankings are given accordingly for the students, based on which the students are admitted to various courses of the college.

3.6   Students

The students of Saintgits College of Applied Sciences have benefitted extensively by the introduction of e-governance. They can update their profile and view attendance on a daily basis. They can upload the assignments given to them and can view the remarks from their teachers. They will get all the information regarding the hostel and transport facility and the committees they belong. They can fill the feedback forms and can even write their grievances to the authorities. They can also view various application forms and University results via the e- portal.

3.7   Parents

Parents can monitor their ward's activities, marks, attendance and performances on a regular basis.