



POLICY DOCUMENT



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM-695007

Re-accredited with 'A' Grade by NAAC

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POLICY NAME

POLICY ON E-GOVERNANCE

APPLIES TO



FACULTY	✓	STUDENTS	✓	NON-TEACHING STAFF	✓
PARENT/GUARDIAN	✓	VISITORS	✓	MANAGEMENT	✓

PREFACE

All Saints' College has a well-implemented and cohesive e-governance policy that seeks to highlight the ideals of transparency and accountability that the institution adheres to, in all aspects of its functioning. The e-governance policy has been drafted with special emphasis on effectual functionality that will in turn streamline the various administrative and academic operations of the college. The institution recognises the importance of implementing e-governance in an integrated, phased manner so as to ensure efficacy and clarity in different functionalities such as Administration, Finance and Accounting, Student Admission and Support and Examination.

PRACTICE

The institution adheres to strict procedural protocols so as to maintain the highest standards in terms of planning and implementation. Quotations from different vendors are invited and scrutinised by the Planning Committee and Purchase Committee of the institution to pick the most relevant ones in terms of the college's needs and purposes. These are then forwarded to the Governing Council which makes the final selection. As per the directions of the Governing Council, a suitable ERP (Enterprise Resource Planning) is then deployed and put to appropriate use after the required training has been given to the teaching and non-teaching staff of the institution. This ensures optimal use of the software to the benefit of all the stakeholders.

OBJECTIVES

1. To install an efficient and user-friendly ERP (Enterprise Resource Planning) solution to modulate the various functionalities within the institution.
2. To promote, implement and extend the reach of e-governance in the institution in all key areas of administration and academics
3. To promote transparency and accountability in all transactions
4. To promote paperless administration and thereby contribute to the green initiative



5. To facilitate internal and external communication in the most efficacious manner
6. To provide easy and equitable access to information that will enhance our ideal of transparency
7. To improve the visibility of the institution in a global world by accepting and practising new models of e-governance

AREAS OF E GOVERNANCE:

1. College Website:

The website of the college is the face of the college. It serves as a repository of information about the institution. All important communications, circulars and notices are posted on the website to ensure equitable access to all. An SMS feature further extends the outreach of the institution to individual stakeholders. It enables the institution to stay connected with parents, students and staff and convey important information.

2. Linways Academic Management System:

The college uses an intuitive, responsive and advanced Academic Management System (AMS). Linways AMS is a single tool for managing admissions, built-in Learning Management System, informed decision making, outcome-based education (OBE), assessment with rubrics, Blooms taxonomy and accreditation management. The features provided in the AMS include time table management, mark publishing, attendance marking and report generation, performance analysis of students, student leave management, online examination and analysis, sessional exams, staff activity report, faculty evaluation and faculty feedback, lesson planner, document repository, digital library, video library, weak student identification, placement and training, parents portal, academic auditing reports, faculty appraisal management and various modules such as OBE module, NAAC module and mentor-mentee module. Through the examination controller module, the workflow of examination management can be streamlined. Thus, the institution is ready to take care of all the needs of the present without compromising on the future.

3. Student Admission and Support:

All admissions are facilitated through the single window system of the University of Kerala. Scholarship details provided by the Government of Kerala for students are also entered and processed online. The college ERP has the facility of recording attendance, generating attendance reports, subject plans and conducting internal



examinations. Google Classroom and Google Meet, Telegram channels, YouTube channels have also been utilised as additional resources to ensure the effective delivery of online classes.

4. Examination:

The internal marks of students are uploaded on the University website. Registration of candidates for university examinations and declaration of results institution-wise and later, individually is facilitated via the website of the University of Kerala. The LMS of the college also has the facility of conducting internal assessments.

5. Finance and Accounts:

For effective maintaining of accounts, the institution uses Tally software. Salaries and service details of the staff are updated from time to time on the SPARK portal of the Government of Kerala and disbursed in accordance with the norms.

6. Library:

Library is fully automated. Gate register is used to keep track of the footfalls of the library. LIBSOFT is used to maintain a record of issue and return of books.

7. Administration:

Biometric scanning of employees is used to record the daily attendance of employees. E-copy of salary pay slips are available on the SPARK site.