E- Governance Policy of

St. Anthony's College, Shillong

Policy Statement

This E-Governance Policy is with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. It shall apply to the areas of Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

Objectives

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various functions of the intuition.
- To provide simple and efficient system of governance within the institution and stakeholders.
- To promote transparency and accountability.
- To achieve and create a paperless environment.
- To provide easy and quick access to information.

Administration

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- An Attendance Management Software will be used by the faculty and staff to record and track attendance, Internal assessment etc.
- Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.

- The administrative Office will use advanced Excel and File Management System Tools to maintain database.
- Make transition towards Paperless transactions by enhancing the use of technology.
- The Administration shall use email service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.
- Promote the use of Biometric for attendance staff members.
- Upgrade to a fully automated, wireless office with 24x7 internet facility.
- CCTV Cameras will be installed at various places of need.
- ICT shall be introduced in every administrative function /work.

Finance

- The accounts of the institution will be maintained through Tally software.
- All payments/transactions will be encouraged through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Update and upgrade to latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc.
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.
- Promote automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

Student Admission and Support

- Use ERP to manage all student data including course, programme, and fee submission.
- Update college website for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- Make timely update of website by the designated Information and website committee.
- Post regular updates on Alumni portal for information of passed out students.
- Share Digital Brochure, video teaser, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

Examination

- Use ERP to handle the examination process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.
- Maintain compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.

This policy will be reviewed from time to time and updated to reflect changes deemed to be necessary for effective e-governance implementation.

Date: 13 June, 2013

Chairman of the Governing Body
&
President of the Sponsoring Body
Rev. Fr. Paul Olphindro Lyngkot
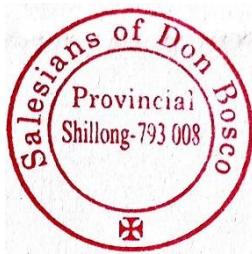
Principal cum Secretary

Rev. Dr. Br. Albert Longley Dkhar