SAFA | COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Calicut | ISO 9001-2015 Certified | Recognised by UGC 2(f)

E-GOVERNANCE POLICY

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Safa College of arts and science adheres to the e-governance policy that outlines the use of information and communication technologies (ICTs) to augment administrative processes, academic activities, and overall governance within the college. The e-governance system unifies all of the institution's stakeholders by automating numerous functions and enhancing system transparency.

Objectives:

- To implement innovative technologies and approaches to create an efficient and successful governance structure.
- To promote transparency and accountability in all functions of the college.
- To provide easy and quick access to information.
- To promote a paperless environment in the college.

Scope:

The scope of this policy extends to the following areas:

- General Administration.
- Student Admission.
- Examination.
- Library.
- Accounts and Finance.
- ICT Infrastructure.

    General Administration: Digital technologies and platforms shall be utilized to enhance the efficiency of the college's administrative operations for managing student records, registration, enrolment, grades, academic transcripts, attendance tracking, maintaining faculty profile and the maintenance of an efficient database and other institutional functionalities. It renders the system more transparent and aid the governing body to monitor and improve administration procedures of the college. The LMS system shall have modules to generate ID cards and TCs, browse study materials, verify attendance, internal marks and send out timely notifications.

Student Admission: An open and transparent procedure for the admission process is followed by the college as per the regulation of University of Calicut. Admission related guidelines should be available on college website. The website should have all the features needed to manage the admission process, such as application submission, program enrolment, online fee payment, etc.,

Examination: The colleges LMS system shall have options to conduct internal exams both offline and online given the situation. The semester examination process is regulated by the University and thus e-governance policy of the University shall be adopted.

Library: Management software is installed in the library to issue books and maintenance. More databases and internet resources should be retrieved to broaden the knowledge repository. Software for detection of plagiarism, online database of library books, screen reader software are installed to promote the library to digitally automated.

Accounts and finance:

The E-College Solution site and Tally shall be used by the office for managing its accounts. The college shall purchase and utilize the updated versions of the software. The ERP software's sophisticated features assist the faculties in rapidly and effectively maintaining financial records. To ensure the secrecy of the transactions, appropriate security measures must be implemented. Regular software updates and training for the workforce are essential.

ICT Infrastructure:

The institution is equipped with Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. High speed data transmission and uninterrupted network

uplinks/downlinks should be maintained through adequate configuration servers. ICT resources shall be made available for academic excellence, including multimedia devices and projectors. Fully functional college website with access to individual users shall be available to the stakeholders.

Process of Implementation:

The management chooses its e-governance vendors based on requirements of the college.

The vendor selection shall be based on meeting institutional needs and selecting software that is user-friendly, time- and cost-effective.

An agreement shall be in place with the selected vendor with all the technical specifications and service period.

Proper documentation of the agreements shall be ensured with the Annual Maintenance Contract (AMC).