



MACFAST[™]

Igniting wisdom since 2001

E-GOVERNANCE POLICY



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**



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Mar Athanasios College for Advanced Studies Tiruvalla, herein after referred to as MACFAST resolves to implement e-governance in various academic and administrative functions for better efficiency, transparency and accountability. This policy for E-governance shall apply to the Administration, Finance and Accounts, Student Admission, Support Examination and Support Services. This policy has been framed with the following specific objectives.

Objectives:

- To implement E-governance in every function of the college.
- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution.
- To provide easy and quick access to information.
- To create a paperless environment in the college.
- To promote efficiency, transparency and accountability in all the functions of the college.
- To facilitate online submission of assignments and conduct of examinations.
- To make the institution globally visible.

Administration:

- Supervision of the regular functioning of the office through ERP
- An Attendance Management Software will be used by the faculty and staff to record and track attendance
- Upgradation of the profile of staff members and preparation of work diary shall be through ERP.
- Leave management will be through ERP
- Digital messaging services like SMS and Emails shall be adopted for sharing information with parents, students and staff members and alumni.
- 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 Google facilities like Google Sheet and Google Forms.
- The Administrative Office shall use E mail 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 in whatsapp groups.
- All staff members shall use facial recognition attendance.
- CCTV Cameras will be installed at various places.
- ICT shall be introduced in every administrative and academic functions.

Finance and Accounts:

- The accounts of the institution will be maintained through Tally software.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- The software must be updated on a regular basis.
- All financial statements including Income and Expenditure Account and Balance Sheet shall be generated through software.
- All financial analysis reports shall be generated through Tally.
- Appropriate security measures should be adopted for ensuring confidentiality in transactions.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.
- The existing workforce must be trained on a regular basis.

Admission and Support of Students:

- The official website acts as the face of the college and provides information about all programmes offered and the admission procedures.
- Admission Portal will be used to manage student data regarding application for different programmes.
- The MACFAST ERP shall be used for of all student management activities
- Provision shall be given to the students to view the Time table and their attendance, through ERP
- The college website shall be updated regularly for real time information sharing/dissemination.
- Post regular updates on Alumni portal.

Examination:

- The examination process is regulated by the affiliating University and hence E-governance policy of the University shall be adopted.
- Provide a platform for students to view online their internal assessment marks and to raise discrepancies, if any.
- The college shall continuously review and update the approved policy and is committed to its implementation.

Library:

- Biometric facial recognition for recording entry and exit of students and faculty members shall be used.
- The college shall subscribe more e-learning resources.
- The library may be automated using integrated library management system.




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