ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11
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E-GOVERNANCE POLICY

St. Xavier's College has formulated an e-governance document and has been actively executing several initiatives in this realm. These initiatives encompass various activities that leverage Information and Communication Technology (ICT) to enhance the administration and management of the educational system. The formulation of this policy is rooted in the objective of achieving these outcomes.

Scope

This policy's purview encompasses the day-to-day operations of diverse functions and processes within the college, benefiting all stakeholders: administrative staff, teaching faculty, non-teaching staff, and students. The policy extends to the following areas:

- General Administration
- Student Admissions
- Examination Section
- Library
- Accounts and Finance Management
- ICT Infrastructure
- E-Waste Management

Objectives

- Ensure comprehensive implementation of e-governance across all institutional functions, fostering a streamlined and efficient governance system within the college.
- Instill transparency and accountability across all college functions.
- Transition to a paperless operational environment.
- Cultivate a sustainable "green" campus.
- Facilitate easy and swift access to information.
- Establish a Wi-Fi enabled campus.
- Outfit classrooms with ICT tools, including desktops, laptops, smart boards, and projectors.
- Automate the library system entirely.

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Mahuadanr

- Elevate the institution's global visibility.
- Engage parents, students, and the community in education and empower faculty and students for active participation in governance.

Policy

The college has embarked on an e-governance journey, encompassing all educational activities at SXCM. This policy is designed to introduce transparency and accountability to each operational facet. The following policies and procedures have been formulated:

Website

The college's website will function as an information hub, reflecting its activities, highlights, critical notices, and offered courses. To manage this, a designated web designer will be appointed. A website committee will oversee regular updates and maintenance. This committee will also address any necessary changes. The website will serve as a platform to showcase the college's vibrancy and engagement, with all vital notifications promptly posted.

Student Admissions

A transparent and open strategy for admissions is pursued, adhering to ethical practices and university regulations. The college's admission brochure, containing admission guidelines, will be accessible on the website. An admission committee will manage admissions through the Chancellor portal. All processes, including application numbers, withdrawals, and fee submissions, will be managed via the university portal. An online admission form will be employed to ensure accurate student information.

Accounts and Finance

The college will continue to utilize Tally software for accounting purposes, generating profit and loss statements, balance sheets, and analysis reports. Confidentiality measures will be maintained for transactions. Advanced financial systems like ERP, PFMS, and Payroll Management System will be used to handle salary calculations, payments, and allowances. Online modes such as NEFT and RTGS will be used for transactions.

Library

The college's library will be digitized to support book accession, issuance, and remote access to e-resources. Services like NDLI, INFLIBNET, and RFID will be launched. Online Public Access Catalogue (OPAC) will facilitate information retrieval. Wi-Fi facilities and internet access will be provided. The library will offer current awareness services through newspapers and newsletters.

Administration

All administrative functions will be ICT-enabled, with internet access. Attendance will be recorded digitally. ERP solutions will manage fee submissions and internal assessments. Excel and file management tools will be used for effective data management. Opportunities for automation will be explored. Digital messaging will be employed for real-time information sharing with stakeholders. ICT training will be imparted to faculty, staff, and students.

Examination

External examinations will be conducted via the university portal. Internal examinations will follow the college's academic calendar. Internal assessment marks will be displayed for student review. The college will adhere to university e-governance policies.

Alumni

The college will establish the Mahuadanr Old Xaverian Association (MOXA) to strengthen alumni relations. A dedicated alumni page will be created on the website for registration, alumni profiles, feedback, and more.

E-Waste Management

The college is committed to environmentally friendly e-waste management. Awareness programs and recycling partnerships will be established.
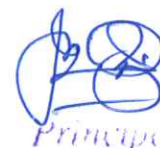
ICT Tools

Hardware Infrastructure

- Desktops, laptops, networking devices, printers, and scanners will be available.
- Projectors, smart boards, and multimedia devices will be installed in various areas.

Software Infrastructure

- Adequate servers will support data transmission.
- Office automation packages and antivirus software will be maintained.
- Access to econometrics, statistical, computational, and scientific software will be ensured.

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