



GURUDEV ARTS & SCIENCE COLLEGE

(Affiliated to KANNUR UNIVERSITY)

Managed by the Catholic Diocese of Bathery

E- GOVERNANCE POLICY

OF

GURUDEV ARTS AND SCIENCE COLLEGE, MATHIL

OBJECTIVES:

Implementation of e-governance in all functioning of the institution in order to provide a simpler and efficient system of governance within the institution.

To promote transparency and accountability in all the functions of the college.

To achieve and create a paperless environment in the college.

To provide easy and quick access to information.

To make campus Wi-Fi enabled.

To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.

To establish a fully automated Library.

POLICY:

The college has implemented partial e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each function transparent and accountable.

WEBSITE:

The College has an official website. The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee is formed for the administration of the college website. The Committee will look after the process of updating, maintaining, and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

STUDENT ADMISSION:

An open and transparent strategy for the admission process is followed based on the admission portal provided by the Kannur University. The College brings out its brochure which is displayed on the website that has guidelines for the admission process.

ADMINISTRATION:

Attendance Management Software used by Administrative Staff and Teaching Faculty to record and track Attendance. Internal Assessment, Reports of Attendance are automatically calculated for the Internal Assessment marks. Administrative Office should use Advanced Excel and File Management System Tools to maintain an effective database. Students must be able to obtain maximum services in online mode. The college will look into opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology

EXAMINATION:

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard

ALUMNI:

To strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback, and many other aspects. Alumni association to be consulted for regular updates and database management.

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