



BISHOP MOORE COLLEGE, MAVELIKARA

POLICY DOCUMENT

E-GOVERNANCE & ICT

Policy Statement/Aim

- The aim of the policy is to promote decentralized and participative management in all realms of administration, accounts and examinations. It also seeks to reinforce pre-existing physical governance infrastructure and bolster seamless information sharing among stakeholders of the institution.
- This policy would enable Bishop Moore College to function more efficiently and accomplish the visions of e-Governance.
- By adopting and implementing e-Governance, Bishop Moore College will promote transparency and accountability and eliminate red tapism, redundancy and eliminate loss of time and energy leading to increased productivity.
- To improve productivity and efficiency in delivery of services by the College.
- To provide easy and convenient access to information.

Scope and Applicability

- The scope of the development and upgradation of e-governance structures is primarily to create greater synergy between the administration, non-teaching, teaching faculty and students.
- The policy shall be applicable to all the teaching faculty members, academic administrators, staff, students and any other stakeholder who use the services provided by the College.
- This policy is also applicable to any authority or body established or constituted under the College.

Components/Elements of the Policy

1. Bishop Moore College has upgraded its systems incorporating Information technology (ICT) and computer-based management systems.
2. This policy envisages that the myriad wings of the college administration which include administrative and accounts section, laboratory, hostel, library, server and CCTV control rooms should have excellent ICT access to dedicated equipment.
3. In order to promote unhindered access to information regarding classes and college events, timetables and bulletins should be regularly put up on the college website.

4. Online surveys for management of student options under CBCSS, online registration for events, online attendance and assessment, use of social media for professional purposes should be instituted to augment the fully automated office administration and advanced e-governance processes for management of various facets of student life.
5. "Salle Visuelle", the audio-visual hub, should be utilized for seamless access to online learning opportunities.
6. The college has acquired Internet Bandwidth of 100 mbps and should explore the possibility of 5G connectivity on the campus.
7. The College will wholeheartedly embrace the following e-governance tools:
 - a. Online Admission portal of the University of Kerala
 - b. Online Student register of the University of Kerala
 - c. e-grantz 3.0 - the Online Centralised System for Disbursement of Scholarships/Schemes
 - d. SPARK - Service and Payroll Administrative Repository for Kerala
 - e. Educloud Learning Management System
 - f. Embase Pro Suit Learning Management System
8. The Bishop Moore Library utilizes state of the art library management software KOHA (version 18.11) and would upgrade to the latest versions and softwares from time to time.
9. Teaching faculty would be provided access to update regular attendance, study material and evaluation for students through the Embase Pro Suit app.
10. The College would support adoption and usage of emerging digital technologies in e-Governance like Social Media, Internet of Things, Digital Payments, Data Analytics, etc. which will play an active role in improving the delivery of e-Services to its users.

Expected Outcomes

The expected outcome of this policy is simplifying and streamlining the structure of administration. It also seeks to make the process of administration more transparent and efficient. By embracing e-governance tools, the institution intends to provide quick delivery of services to its stakeholders.