Strategic Plan: E-governance

ICT in Administration: Stella Maris College (Autonomous)

Vision Document

Introduction

Stella Maris College, as part of its Strategic Plan 2012 enhanced its IT infrastructure in order to automate various areas of its functioning. Following this, a team of IT staff was deployed to set up a high tech network of systems to enhance and streamline administration of the institution, using new and cutting-edge technologies for efficient and timely enabling of administrative and academic processes.

Objectives:

- To streamline institutional functioning and increase transparency in administration
- To automate all major processes for faster implementation of policies and plans
- To improve procedures in implementation of educational initiatives
- Improve information and service delivery
- Increase transparency in the functioning of various departments and units of the institution
- To empower faculty and students and encourage their participation in governance
- Decrease administrative costs

Vision

To create a highly efficient and effective ICT enabled systems and procedures to ensure the best cost-effective and transparent educational administration delivery.

Mission

Put in place state-of-the-art technological tools and networks, hardware and software, to ensure smooth, secure interface of various educational processes among stakeholders.

Scope: (ERP Modules)

- General Administration:
  - Centralised Admissions
  - Examinations

- o Day-to-day work of departments
- o Attendance Management
- o Biometric Attendance System
- Use of ICT in programme and course delivery
  - o Online courses
  - o Certificate Courses
  - o Online classes-interactive course delivery
  - o Online submission of assignments
- ICT in student services
  - o Preparing and delivering transcripts online
  - o Delivery of hall-tickets
  - o Results and analysis
  - o Computation of attendance
  - o Fee payment and generation of receipts
  - o Online course registration for electives
  - o Course enrollment details
  - o Student Scholarship details
  - o Exclusive student portal for attendance verification
  - o Placement registration
  - o Interview call letters for placement
  - o Registration for intercollegiate and intradepartmental cultural competitions
- ICT in administration
  - o Admission procedures
    - o Online applications
    - o Uploading applicant lists on website
    - o Uploading selected applicant list
    - o Online interview call letters
    - o Text messages to applicants on admission status
    - o E-mails to students on admission status
    - o Online interviews for potential students

- o Government scholarship disbursement
- o Private scholarship disbursement
- o Finance Department
  - o Salary disbursement
  - o Fees and other income accounting details
  - o Project funding
  - o KYCP (MHRD)
  - o UGC funds receipt
  - o Provident Fund details
  - o ESI details
  - o Telephone and EB
  - o GST
  - o TDS
- o Institutional Website
  - o Application portal
  - o Information, policies, guidelines and information updates
  - o Photo gallery
  - o Faculty details
  - o Course syllabi
  - o Programme details
  - o Department details
  - o Research Portal Research publications and projects
- ● ICT in academics
  - o Interactive classroom sessions: Google Classroom
  - o SMART Classrooms
  - o Remote teaching and learning
  - o Online course delivery
  - o Assignment submission
  - o Testing and examinations
  - o Question paper setting

- o Webinar
- o Online conferences and workshops

- Library
  - o RFID enabled
    - o Issues and return
    - o Security gate
    - o Scanner
    - o Cataloguing
    - o Archives
    - o OPAC

This document shall undergo review and updates periodically to keep apace with developments and transformations in the field of information technology. The institutions shall empower the IT team to make recommendations and implement changes and upgrades with the permission of the Principal.

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