



# St Joseph College of Communication

Media Village, Changanassery  
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Vision: Transforming Media for a Wholesome World

Founded in 2004

## E-Governance Policy

<b>Responsible Executive</b>	Coordinator, E-Governance & ERP, St Joseph College of Communication
<b>Responsible Office</b>	Administrative Office, St Joseph College of Communication
<b>Date Issued</b>	November 2022
<b>Date Last Revised</b>	November 2023
<b>Code</b>	SJCC/ADMP/08/23

### 1. Statement of Policy

In 2015, St. Joseph College of Communication (SJCC) implemented e-governance as a means to bolster effective governance characterized by transparency, stakeholder participation, and accountability. Subsequently, in 2019, the college transitioned its ERP system to a new provider, ensuring more efficiency and transparency. SJCC is committed to delivering quality education by embracing an e-governance framework.

### 2. Objectives

- Improve the internal process of administration
- Provide better information and service delivery to all the stakeholders of the institution.
- Increase transparency of the institutional administration.
- To ensure accountability and credibility of the stakeholders
- Promote stakeholder participation through a centralized approach.

- To provide online internal and external communication between various executive bodies of the institution.
- Facilitate easy access to the information and maintain the data in a secure environment.
- To implement automation of library facilities.
- To provide e-content to students, teachers, alumni and parents in various activities relating to the institution.

### 3. Individuals and entities affected by this Policy

All students, alumni, parents, teachers and staff members of St Joseph College of Communication will come under the purview of this policy.

### 4. Access to e-Governance System

The Principal, teachers, members of the administrative staff, students and parents have access to the e-governance facility.

#### The Principal

- The Principal has access to details of students, their attendance percentage, internal and external marks, the timetable for each semester, the academic workload of each member of faculty, feedback from the students, fee payment details of students, individual profiles of the students and faculty members, examination schedule, mark entry status, student admission status and all other roles of the administrator.

#### Teaching Staff

- Teachers have access to records of attendance, mark entry portal, timetable and number of sessions engaged for each batch. Faculty members can monitor the status of attendance and marks scored in internal and external examinations.

#### Parents

- Parents get limited access to records of attendance and mark entry through this system with effect from the 2020-21 academic year. They can view the profile, timetable, attendance and internal marks of their wards.

## Students

- Student's access to this system is implemented from the 2020-21 academic year. Students can view their profile, timetable, attendance and internal marks.

## 5. Facilities Provided

- The admission process can be done in online mode.
- Provision for fee payment through an online portal.
- Wi-fi system is enabled on the campus for efficient access to digital platforms.
- A computer lab and two edit suits with internet access.
- Online classes are conducted parallelly in tune with the technological advancement in the realm of education.
- Digital platforms are efficiently used to provide learning materials to students.
- Students can upload their assignments to Google Classrooms and view the marks allotted by concerned teachers
- The college library through the college domain holds the list of books available in the library.
- Smart classrooms and ICT-enabled (fitted with LCD projector) classrooms to ensure efficient transfer of academic content to students.
- The college website exhibits all information related to the college.

## 6. Approval & Review Details

### Approval Authority:

Executive Director, St Joseph College of Communication, Changanacherry

**Officer In-charge:**

Coordinator, E-Governance & ERP, St Joseph College of Communication

**Approved on: November 2023**

**Next Review Date: November 2024**

## **7. Feedback:**

Stakeholders may provide feedback about this document by e-mailing IQAC.