



**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE**

**ACCREDITED - 'A' GRADE BY NAAC**

Best College Award (2015-2016) University of Mumbai

St. Dominic Road, Bandra (W), Mumbai - 400 050. Tel.: 2642 8684 / 2640 1657

E-mail : [principal@standrewscollege.ac.in](mailto:principal@standrewscollege.ac.in) / [info@standrewscollege.ac.in](mailto:info@standrewscollege.ac.in) • Web.: [www.standrewscollege.ac.in](http://www.standrewscollege.ac.in)

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COMMERCE**

**AFFILIATED TO UNIVERSITY OF MUMBAI  
ST. DOMINIC ROAD, BANDRA (W),  
MUMBAI 400050**

**E-GOVERNANCE POLICY AND GUIDELINES**



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## E-GOVERNANCE POLICY

### Introduction:

St. Andrew's College aims to provide a world-class education to its students. To achieve this, it is imperative to have efficient and innovative access to information, and the functioning of all systems associated with an educational institution.

It is thus necessary to implement fast and proactive e-governance at St. Andrew's College. In keeping with this thought process St. Andrew's College has been working at, and will continue to work at implementing e-governance in all aspects of its functioning; including admissions, administration, accounts, teaching, the library, and any function it may have to handle in the future. This policy is framed so as to enable transparency and accountability of each function.

### Aims of e-governance in St. Andrew's College:

- To provide a simple and more 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 the campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled
- To establish a fully automated Library
- To change the way teaching is imparted.
- To provide an alternative to the ways learning is done by implementing the means by which learning can take place outside the lecture room.
- To keep all information in one place in electronic form. This would also provide security by preventing theft or loss of valuable physical documents or records in the case of natural calamities by providing proper backup mechanisms.

### Aspects of e-governance in St. Andrew's College:

- Administration
- Accounts and Finance
- Student Admission and Fee Collection
- Website
- Library







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- Examination
- LMS platform – Pandemic and beyond towards NEP 2020:
- ICT Tools
- Alumni

## **Administration:**

- To train and continuously update the administrative staff to work with the available state-of-the-art technology to carry out its functions
- Office to maintain an MIS to maintain an effective database
- To make the administration of the college paper free
- To enable students to get maximum services in the online mode
- To have solutions for teaching faculty and administrative staff to record and track attendance and internal assessment
- To enable the office to keep records of staff leave, and as the next step have leave applications and approval online
- To enable staff to access their records online
- To enable the office to generate data required to be submitted to the University or government departments
- To maintain all records of the college administration, finances, staff, and students in soft copy form. Have cloud-based storage of records. Scan and save existing hard-copy records.

## **Accounts and Finance:**

- The office should use the latest updated version of the software Tally.
- The office staff should be at ease to work with the latest version of this software and use it to generate all financial analysis reports
- Appropriate security measures should be taken for maintaining the confidentiality of college transactions.
- Training of staff and updating the existing software must be done regularly.

## **Student Admission and Fee Collection:**

- Maintain an open and transparent strategy for the admission and fee collection
- Display all admission procedures, and guidelines for the same, and prospectus on the college website
- On-line admission services to provide data regarding the number of students applying to each course, fee submission, withdrawals, cancellations, and any other details that the college has to submit to the University or government departments





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## Website:

- The website will act as an information centre which will reflect aspects of the college, its activities, important notices, courses offered, etc.
- Form a Website Committee to administer, update, and maintain the college website on a regular basis.
- All the important notifications to go live on the website as and when they are released.
- The college should continue with a link to its Moodle server to provide information to students anytime-everywhere at home and in the college

## Library:

- The library will add e-learning resources for the benefit of teachers and students.
- The College should continue to subscribe to new journals and books.
- The library should continue to take recommendations from the teachers and students while subscribing to e-resources.
- The library to continue with the fully automated SLIM software
- To increase the use of library resources via the Online Public Access Catalogue (Web OPAC) by staff and students
- To integrate the ERP system with SLIM software
- To inculcate research ethics among staff and students by subscribing to and encouraging the use of anti-plagiarism software

## Examinations:

- The college should further automation of examination matters; starting with the filling of forms and payment of fees
- Given the pandemic situation the college should hire an online service provider to run the examinations in line with the recommendations of the University

## LMS platform – Pandemic and beyond towards NEP 2020:

- In the context of the pandemic the college needs to move ahead with online teaching. This kind of eLearning will facilitate a more flexible learning approach even in the future given the New Education Policy 2020.
- The LMS platform should enable effective online lectures with a regular timetable.
- The LMS platform should enable the use of online whiteboards, animated ppts, running videos, accessing relevant websites, etc.; besides sharing documents; receiving assignments for grading, and maintaining attendance records of both students and staff.
- Staff can think in terms of recording lectures and creating a YouTube channel for broadcasting the same.







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## ICT Tools:

### Hardware Infrastructure

- The college should continue to ensure that it has an adequate number of desktops and laptops for students and staff with access to the internet
- The administrative office should continue to have access to up-to-date hardware - computers and printers
- The college should continue to provide state of art projectors and other multimedia devices in the lecture rooms, conference rooms, and laboratories.
- The college can consider introducing smartboards in all lecture rooms

### Software Infrastructure

- The college should try to provide access to all standard econometrics, statistical, computational, and scientific typesetting packages
- The college should maintain a good LAN system and servers to enable the rapid transmission of data to various computers on the campus
- MS Office automation packages and Antivirus software should be updated regularly
- Required special software for the IT and MMC departments should be made available for the use of staff and students

## Alumni:

- A separate page linked to a website for Alumni should be established in order to strengthen our alumni relationships. There should be facilities for registration, a page with profiles of prominent alumni of the college, a page for employment/internships, interaction with current students, feedback, and many other aspects.
- Alumni can also be consulted for regular updates and database management of the alumni website.

*Fernandes*  
Dr.(Ms.) Marie B. Fernandes  
Principal

