



# BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)  
KOTTAYAM  
(NAAC REACCREDITED)

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## e- GOVERNANCE POLICY

### Objectives

- Implement e-Governance in the functioning of the institution.
- Achieve efficiency in the institution's functioning.
- Promoting transparency and accountability.
- Achieve paperless administration of the institution.
- Facilitate online internal and external communications between various entities of the institution
- Provide easy access to information.
- Project the visibility of the institution globally.

### Policy

To provide a simpler and more efficient system of governance within the institution, it is decided to adopt and implement e-Governance in maximum activities of our functioning.

The institution has already started with e-Governance in some aspects of functioning like a library, accounts, etc. It has now been decided to implement e-Governance in many more areas, and with this aim, we have drafted this policy framework.

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative, and the institution reserves the right to implement e-governance even in the areas not enlisted herewith.

**Website:** The website of the college needs to be revamped periodically, taking into account the new changes. The website acts as a mirror of the college activities, and information about all the activities, important notices, etc., should be made readily available to the visitors of the website. For this purpose, a separate service provider/web designer can be appointed by the Manager of the institution. Along with it, training should be given to the existing staff and persons responsible for website administration and updation.



**Student Admission:** The College has decided to process all admissions online. This will cover admissions to all courses, whether graduate or post-graduate. For this purpose, an arrangement can be made with a reputed bank, with whom the college maintains all its accounts. The Principal/ Bursar of the institution is given the authority to make appropriate decisions and identify the persons responsible for implementing this aspect of the policy.

**Accounts:** For ease of maintaining accounts, the society is already using Tally software. But, with new accounting methods and compliances, it has also become necessary to procure other softwares. Accordingly, requirements should be assessed by the Bursar by a discussion with the accountant and other accounts staff and accordingly, new softwares may be purchased. Appropriate security measures should be taken to maintain the confidentiality of the transactions. Training to the existing staffs and updation of the current softwares must be done on a timely basis.

**Library:** The College has the privilege of having a sufficiently well-equipped library and browsing centre. To continue with this, we need to add more e-learning resources to benefit the teachers and students. The library is presently using the KOHA software for its internal work. It needs to be updated timely. Also, the library system will be converted into a web-based service for others to utilise the library resources effectively.

Similarly, newer e-learning resources like journals, etc., should be identified and subscribed to, taking into account the recommendations of the library advisory committee. Teachers' and students' recommendations also need to be considered while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

**Administration:** To provide a hassle-free, convenient and cheap process, maximum administration of the institution should be handled with ICT-based technology. Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees, etc. Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc., in online mode.



**Examination:** As per the directions of the University, it is mandatory to handle examinations online. Filling examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving examination papers, uploading marks, etc., has to be done online. Utmost secrecy and confidentiality must be maintained while handling examinations, and all the work must be done with utmost care and caution. The Senior Assistants of Examinations need to supervise the entire examination process under the guidance of the Principal of the college

**Attendance of Students:** The attendance of students has been made easier and transparent through the Total Campus Solution(TCS) online management system. Hourly attendance, exam management, and hour adjustments can be done online from the departments. Attendance can be marked hourly and submitted to the Principal.

**Alumni:** In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information on college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a separate agreement can be entered into with suitable service providers by the Bursar and a separate alumni coordinator at the college level be appointed to take care of the entire activity.



  
*Principal*  
*Bishop Chulaparambil Memorial College*  
*Kottayam*