



Dempo Charities Trust's

S. S. Dempo College Of Commerce & Economics

Reaccredited by NAAC at the 'A' Grade (with a CGPA of 3.30 on a seven point scale)

Deendayal Integrated School Complex, Cujira, (Opp. Goa Medical College, Bambolim) GOA 403 202.

Phone : 0832-2976646, 2976649

Fax : 0832-2976648

Principal (D) : 0832-2976647

e-mail : principal@dempocollege.edu.in / office@dempocollege.edu.in

Website : www.dempocollege.edu.in

E-GOVERNANCE POLICY

As part of its efforts to enhance efficiency in its processes, S.S. Dempo College of Commerce and Economics, Cujira, promotes e-governance in various areas of its functioning, especially in areas pertaining to student admissions and enrolment, finance and accounts, examinations, academic schedules, faculty profile and workload, IT-enabled teaching-learning, online library resources, etc.

OBJECTIVES OF THE POLICY

The e-governance policy of the College aims to

- Provide high quality ICT infrastructure in terms of hardware, software, internet connectivity, etc.
- Increase the efficiency of teaching-learning processes and administrative processes through usage of IT resources.
- Promote transparency and accountability in the functioning of the institution.
- Promote ease of access to information, especially to government authorities, authorities of the college and the management.

THE POLICY

Administration:

The College shall, to the extent possible, automate its functions related to general administration. This will broadly include deployment and active usage of

- Attendance Management Software (biometric);
- Advanced Excel and Tally for management of data related to finance and accounts;
- File Management System tools to maintain databases

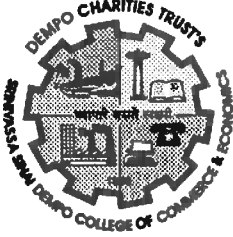
Administrative Staff to be provided with adequate training and development to keep them in pace with the new technology.

Student Admission and Enrolment:

The institutional website www.dempocollege.edu.in shall always remain dynamic and shall be upgraded periodically as a source of information for students, parents, authorities and general public. Admissions to the College shall be granted through an open and transparent policy as per rules prescribed by Goa University/ Directorate of Higher Education, Government of Goa. The College shall facilitate online admissions wherein application for each course, number of students admitted, withdrawal of admission, fee submission and so on shall be managed through the College portal.



Signature



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Examination:

The College shall fully adhere to the examination protocol prescribed by the affiliating University and shall manage data related to examination and assessment through a dedicated Examinational software. The software shall enable students to view their internal assessment marks at the end of each semester and report discrepancies, if any.

Finance and Accounts:

Data pertaining to the finance and accounts section of the College shall always be managed through Tally and Excel software. The data shall be shared with the regulatory authorities in real time on the portals of the Directorate of Higher Education, Govt. of Goa, and/or Goa University as and when required.

Appropriate security measures should be taken for maintaining confidentiality of the transactions.

Library:

The Library of the College shall be well-stocked with e-learning resources for the benefit of the teaching faculty and the students. The College shall continue to subscribe to new journals and books on a regular basis. The Library shall be managed through a Library Management System (LMS) which will be deployed to facilitate cataloguing, retrieval, etc.

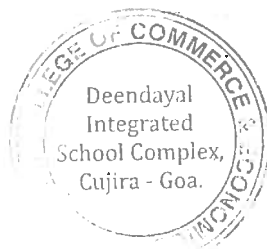
Website:

The College website shall be dynamic and shall contain information about the various educational programmes, the departmental and faculty profile, the process of admission, skill-development programmes, important notices and announcements. A Website Committee headed by the System Administrator and teaching faculty shall monitor updating, maintaining and working of the website on a regular basis.

Training:

The College shall conduct suitable training/capacity building programmes for teaching/administrative staff in the usage of Information and Communication Technology (ICT) resources and in the areas of e-governance as may be required from time to time.

Approved on behalf of Governing Body.



Rajesh R. Bhatikar
Rajesh R. Bhatikar
Secretary, Governing Body.

08/01/2018