LITTLE FLOWER DEGREE COLLEGE
(Affiliated to Osmania University)
Uppal, Hyderabad
Managed by Brothers of St. Gabriel Educational Society

E-GOVERNANCE POLICY

Preface

E-governance policy in LFDC entails leveraging digital tools and technology to streamline administrative processes and enhance transparency. It provides easy access to information and services for students and staff fostering inclusivity in the educational environment.

1. Objectives

- Implementation of e-governance in all functioning of the college is to provide a simpler and efficient system of governance within the college.
- Achieve and create a paperless environment.
- Provide easy and quick access to information.
- Promoting transparency and accountability in all the functions of the college.
- Ensure the campus is completely WIFI enabled.
- Make classroom ICT enabled having desktops, laptops, boards etc.
- Establish a fully automated library.

2. Scope

The scope of this policy extends to the following areas:
- General Administration
- Student Admission
- Accounts and Finance
- Academic Record Management
- Examination and Evaluation
- Library Management
- ICT Infrastructure
- E-Waste Management

3. Policy

E governance policy in LFD outlines guidelines for the digital transformation of the administrative processes, ensuring transparency efficiency and accessibility. It mandates the adoption of secure online platforms for providing a simpler and efficient system of governance within the college. The college implements the following policies and principles at various levels of the organization.

3.1 Website and Social Media
- The website acts as an information center which reflects about the college, its activities, important notices, courses offered etc., and made easily available to the stakeholders.
- Important information and achievements are posted in social media to make it vibrant and active through its website.
- The website is continuously updated taking into account the new changes in respect to all academic matters.

3.2 Student Admission
- The college brings out its notice which is displayed on the website as well as on the notice board for the admission process
- Students can apply to each course by registering online and filling separate online applications for taking admission into the college.

3.3 Finance and Accounts:
- For easy maintenance of accounts, LFMS (Little Flower Management System), a suitable finance software has been created.

3.4 Library:
The college maintains a well-stocked library. It adds both printed and e-learning resources for the benefit of staff and students.
- The library has installed fully automated ISLMS software which is easy to use - graphical user interface, Unicode support with multilingual search.
- E-library is also available for e-books through DELNET.
- The library maintains a collection of books, reference books, journals, audio visuals and e-resources.

3.5 Administration

- For Attendance Management, record and track attendance, internal assessment, Monthly report, semester end reports are generated to automatically calculate marks and attendance using LFMS.
- Administrative offices use advanced excel and file management system tools to maintain an effective database.
- Students obtain maximum services in online mode.
- Admin staff are provided with training and development to keep abreast with the new technologies.

3.6 Examination

- Internal assessments are conducted before the commencement of semester exams and marks are uploaded online to assess the performance of the students.
- Mid-term/pre-final exam reports are generated.

3.7 Alumni

- To strengthen alumni relationships a separate alumni page is created on the website providing facilities like registration, prominent alumni of the college, feedback and other aspects related to the alumni.
- Alumni associations are consulted for regular update and database management.

3.8 E-waste Management

- LFDC ensures that its usage of technology and generation of e-waste does not impact the campus and the environment.
- LFDC shall arrange for the appropriate handling and disposal of electronic waste produced.
- An agreement shall be signed with a suitable agency (MoU) for the collection of e-waste.

4. ICT Tools

Hardware Infrastructure:
- The college shall ensure that it has an adequate number of desktops and laptops for the staff and students.
- The college shall continuously upgrade its IT infrastructure.
- Computers and printers shall be made available for the administrative staff.
- Projectors and other multimedia devices shall be provided in the auditoriums, classrooms and seminar halls.
- The infrastructure shall be complemented by networking devices, and interactive teaching boards/smart boards.

Software Infrastructure:
- The college should maintain adequate configuration servers to allow fast transmission of data to various computers.
- Office automation packages for desktops and laptops like open office, MS Office, antivirus to be purchased and updated regularly.
- The college should provide access to all standard econometrics, statistical computational and scientific typesetting packages.

PRINCIPAL
Little Flower Degree College
Uppal, Medchal Dist-500039.
College Code : 2010