



# **ALPHONSO COLLEGE, PALA**

Reaccredited to A Grade by NAAC in the  
4th Cycle of Accreditation (CGPA 3.24)

Affiliated to Mahatma Gandhi University, Kottayam



**POLICY DOCUMENT**

**E-GOVERNANCE POLICY**

## E-GOVERNANCE POLICY

E-governance enhances efficiency, effectiveness, transparency and accountability of administrative processes. By embracing digital technologies, Alphonsa College enhances administrative processes and provides better services to students, faculty and staff with the ultimate aim of enhancing the overall educational experience.

### Scope:

- To streamline administrative processes, reduce paperwork and automate routine tasks
- To make administrative services more accessible to students, faculty and staff
- To improve communication between stakeholders by providing channels for feedback, queries and grievances.
- To facilitate better data management by centralizing student records, academic performance and other relevant information.

### Services

- Admission to Management and Community Quota through College website
- Online admission and fees payment through website
- Online grievance registration for students
- Remote access to library e- resources
- Institutional Library Management System

- Financial transactions through PFMS
- Application and distribution of scholarship funds through respective online sites
- An academic management system to facilitate admission process, student records, attendance management, fee management, internal examination, TC issue etc
- An accounting software to maintain the accounts of the college
- Online Maintenance, Repair and Operations registration through Website