

## **St. Philomena's College (Autonomous), Mysore**

### **Policy document for E-Governance**

St Philomena's College since its inception is ever on the path of innovation. The management took a decision to computerize the entire functioning of the college as early as 1993. At that time DOS was the only affordable operating system available for computing with desktop computers. The first computers bought were 8088 desktops. These were upgraded to 246 and to 486 and later to Pentium machines. Servers have been constantly upgraded.

To make e- governance easy especially in the admission process, attendance, internal assessment marks, collection of fees and accounting, the college had to switch over to networking. What started with cat5 cabling with 10 mbps. Ethernet cards have gradually been upgraded with entire campus networked through OFC structured cabling at considerably heavy cost. What started with 100 kbps internet connection has been upgraded to high speed internet connection providing WiFi to the entire campus, including class rooms, library, staff rooms and hostels.

The college becoming autonomous in 2011 required better networking and robust ERP software. Over the years different service providers like Techfocuz, Atum software solutions and Iolite software solutions have helped the college in providing ERP solution from online admission to finally announcing the results and printing the marks cards.

Even the library has been completely computerized with latest library software and Inplibnet software and server providing numerous e-journals and e- books which can be accessed by students and faculty members.

Adapting to the evolving technology and development is the characteristic of the institution. The specific areas where the institution adopted IT Technology are:

- Admission Process
- Administration
- Academic Programs
- Evaluation Process
- Placement of the students

### **Purpose and Scope**

Transparency and integrity, the hallmark of the institution is to be open for scrutiny by the government bodies and the public. Our student populations drawn from various parts of the world require accessibility from every corner of the world. To create convenience to get information and to avail services for those who are associated with the institution as well as services done by other entities working for the institution.

### **Policy**

The institution ensures that the students, employees, external persons and entities working for the institution get access to relevant and useful information online. Inappropriate use of the college Information System like marketing, selling products or services is checked.

Appropriate control measures are in place to prevent unauthorized user access.

Classrooms, laboratories and libraries are ICT enabled to have access to online information. Every department staff room has the facility to access internet/ intranet to improve knowledge base and research activities.

Objectionable materials like pornographic videos are blocked.

Emerging technologies which are useful for the purpose of learning and administration are incorporated periodically.

Every staff member is provided with an ID and a password to access the relevant data which is protected through an appropriate centrally monitored system. The staff maintains the confidentiality and protects the information system from misuse by the outsiders. The use of social media through the institution information system is centrally controlled. Students with their ID card can have access to their attendance status, progress report and academic program. Well defined website ([www.stphilos.ac.in](http://www.stphilos.ac.in)) gives details of the institution, faculty and academic programs.

Data available on the information System is the sole property of the institution. Accordingly the students, employees or other entities who access the data have no right to modify, delete, process or transfer on the Information System.

The content of communication using the Information System will not contain personal opinions or political beliefs either explicitly or implicitly,

Persons who use Information System shall not post or engage in any communication to harass, threaten or abuse others based on gender, religion, region or nationality

Persons who use the information system shall not forge impersonate or misinterpret the source of the communication

The information will be accessed by the members only for the purpose of the activities and programs of the institution

Members shall not export software, technical/Scientific Information or technology in violation of international or country export control laws

The information system ensures the institution's commitment to its values and policies practiced over the decades, as well as compliance with the laws and regulations of the concerned authority.

### **Special facilities available in the library**

St. Philomena's College library is fully automated using Integrated Library Management Software called EASYLIB (Entire Automation System for Libraries). It performs various functions related to library while helping to improve operations, user satisfaction and achieve the dreams of having a state of the art library. It is a fully automation system for the library to manage all its resources and services. The issues and returns of books are done using the circulation module of this software. [WEB OPAC](#) (WEB Online Public Access Catalogue) facility is available and which allows the readers searching the books & journals through Author, Title, Publisher, Accession Number, subject, Class No., Keywords etc and helps them to know the status of availability of the books in the library. The users can also get the list of New Arrivals to the library instantaneously. St. Philomena's College Library currently uses Web version of the *Easylib- library automation software*.

The Central library has imbibed the latest technology and increased its e-resources collection. It is a member to the UGC E-resources project namely, N-LIST ( <http://nlist.inflibnet.ac.in/>) of the INFLIBNET Centre. The N-LIST Project provides full text access to more than 6,000 e-journals and 30,00,000 e-books to students, faculty and researchers. In addition to that, link to scholarly open access journals/database is also available on the Library webpage.

The digital collection of the central library has been consolidated by the state of the art Techfocuz Digital Library 4.02 from Focuz Infotech. It is a high performance, highly sophisticated CD/DVD mirror server solution designed to share CD/DVD based information simultaneously and effectively. Students and faculty can access these e-resources 24/7 not just across INTRANET facility of the campus (including departments and Hostels) but also through INTERNET.