

St. Paul's College

Report on the Use of Strengthening School Administration Management Grant ¹ (2016-2018)

Objective	Task	Time Scale	Evaluation Criteria (Indicator)	Results Achieved	Cost	Sustainable Development Plan
Enhance the process of marking students' attendance	Procure an electronic system for processing students' attendance records	2016-2017	<ul style="list-style-type: none"> ▪ Form Teachers and administrative staff input and update details of students' attendance to the system ▪ Useful summaries of students' attendance generated ▪ Quick access of students' attendance 	<ul style="list-style-type: none"> ▪ Saving manpower for handling class registers ▪ Facilitating the timely provision of attendance records for teachers and parents 	\$35,200	The system will continue to be utilized and be fully implemented if the student smart card system is used
Streamline the workflow of monitoring the students' body temperature	Procure the infra-red thermo-imaging machines at the school entrances to provide images and detect anyone with body temperature above the normal range	2016-2017	<ul style="list-style-type: none"> ▪ Body temperature records at the main entrance ▪ Spot checks by duty teachers ▪ Students follow the guidelines if their body temperature exceeds the normal range 	<ul style="list-style-type: none"> ▪ Raising the awareness of staff and students on their own health condition ▪ Ensuring a safe learning and teaching environment 	\$99,600	

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Increase the effectiveness in the administrative work of accessing / retrieving student / alumni information	Procure an electronic document management system (DMS) of high security and efficiency with access rights granted as appropriate to store / retrieve student information systematically, as well as appropriate security management procedures laid down to protect data	2017-2018	<ul style="list-style-type: none"> Student information can be digitalized and a framework with index system can be created to facilitate the managing, distributing, storing, and retrieving of student information; and related procedural guidelines can be established 75% of the staff using the electronic DMS opine that the system can enhance the efficiency of the administrative work of student information 	Enhancing the administrative effectiveness and reducing administrative workload in documents routing and student information management through the use of electronic system	Part A (Hardware – Server) : \$98,071 Part B1 (Software - Document Management System) : \$100,000 Part B2 (Digitization Services - 260,000 images) : \$195,000	<ul style="list-style-type: none"> The electronic DMS will continue to be utilized to manage student / alumni information Staff in the College will continue to assist the enhancement and management of student / other information; they will also continue to adopt and update related guidelines
Total ² :					\$527,871	

¹ It was a one-off cash grant at the amount of \$250,000 per school. DSS schools can deploy government funds or non-government funds to cover the deficit.

² The deficit (\$527,871 - \$250,000 = \$277,871) will be covered by the school funds.