



Sree Narayana Mangalam College Maliankara

(Affiliated to Mahatma Gandhi University, Kottayam)

E-Governance Policy

**Sree Narayana Mangalam College
Maliankara P.O, (Via) Moothakunnam,
Kerala, Pin – 683516
snmciqac@gmail.com
0484-2483600
www.snmcollege.ac.in**



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Technology has been a boon to academic institutions in the field of education, which helps to streamline governance systems and maintain a better quality of education. Good governance can be termed as the ability to address the challenges and need of the current situation. S.N.M College Maliankara has introduced a policy on e-governance to enhance good governance ensuring efficiency transparency and accountability of its functions. The college priorities to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of the college, it adopts e-governance in all its management and administrative activities. All stakeholders are oriented and encouraged to practice e-governance. This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute. Having an e-governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process. The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning. It will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process.

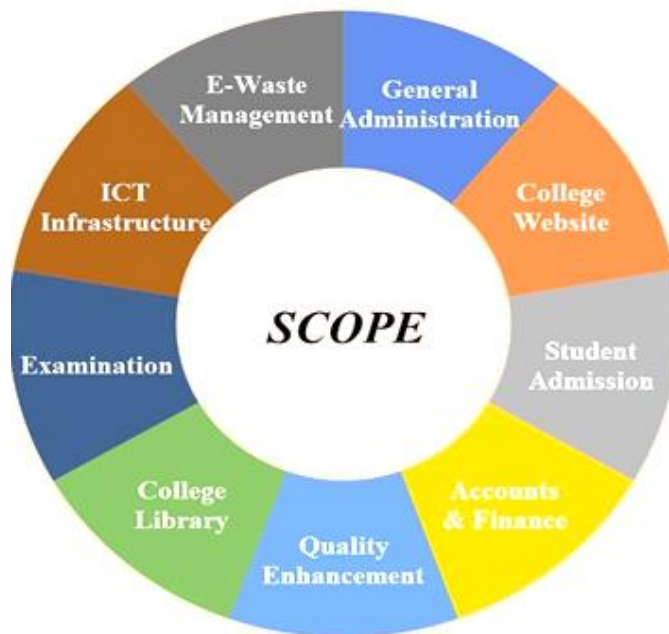
OBJECTIVES

- ✓ To Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- ✓ To promote transparency and accountability in all the functions of the college.
- ✓ To achieve the aim of being an environmental and user-friendly institution.
- ✓ To provide easy and quick access to information.
- ✓ To achieve and create a paperless environment in the college.
- ✓ To establish a fully automated Library.
- ✓ To Provide online internal and external communication between various executive bodies of the institution.

- ✓ Facilitate easy access to the information and to maintain the data on a secure environment
- ✓ Making the institution visible to the stakeholders globally by the use of digital media.
- ✓ To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.

Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, examinations etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure:



Website: The college website is the heart of the institution. It should act as a mirror of the college and all its activities. All the relevant data should be made easily available to the outsiders. The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the affiliated University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to (MGU CAP) manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

Accounts: College should be taken appropriate security measures for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Spark Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should maintain a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The library to install fully automated ILMS software which should have an easy to use- Graphical User Interface and export facility for most reports. The use of the software's Online Public Access Catalogue module to search library databases using selected phrases for information retrieval. All database creation and maintenance tasks should be covered by the Database Maintenance module. To encourage students and teachers to do unique work, the library should provide access to fully automated plagiarism detection software. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval. The library shall create a separate section in college website where students and teachers can easily go through all the rules and regulations, services, e-resources, various informational links and question papers.

Examination: The Examination process is regulated by the affiliated University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to fill examination applications, revaluation applications, fee payment, obtaining hall tickets, timetable, uploading of marks, question paper transmission, mal practice

and absent entry etc. everything in online mode. The college shall adopt an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. Regular updates of Students Internal Performance to be maintained and communicated to the parents. As per the directions of the University, it is mandatory to handle examination in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. College Chief Superintend of Examination needs to supervise the entire process of examination under the guidance of the principal of the college.

ICT Infrastructure: The College to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected. The college authority and the external vendors of software shall provide necessary maintenance and enhancement, as appropriate. College should prepare and follow an IT policy. As e-governance is based on computerization of the functions of different users and authorities, different categories of users must interact differently with the e-governance system. For instance, the nature of interactions by teaching staff and that of office assistants are different. The institute shall organize trainings for different categories of users for using the e-governance system.

General Administration: The college administration is made paperless in order to give a hassle-free, convenient, and smooth process. Students must be able to get the most out of online services. The college investigates the possibility of automating some of its administrative duties. To keep administrative staff up to date with new technologies, proper training and development are offered. To automatically calculate the Internal Assessment marks for attendance, Monthly Reports and Semester End Reports should be prepared. Students can access information such as attendance, results, timetables, assignments, and other study tools. Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance,

Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance. Administrative Office should use Advanced Excel, Enterprise Resource Planning (ERP) and File Management System tools to maintain effective database.

Quality Enhancement: All the activities of IQAC and the cells, clubs and committees under it will under the e-governance provisions. Feedbacks from the students, parents, teachers, alumni and employer shall be collected online and compiled and analysed using ICT tools. Online provisions will be used to accomplish teachers and students exchange programmes. Online provisions like LMS platforms will be developed and utilized for teaching learning purpose. It also be used to increase the competitive zeal of the students, to orient students with different issues of the society, increasing capability of the students and increasing their out orientation. Increasing students' participation through organizing online seminar and workshop. For the smooth functioning of ICT enabled and virtual teaching learning process an e teaching assistance cell will be established and maintained.

E-waste: The institute has always been making utmost efforts to create a green and healthy environment for all the stakeholders as well as for the society. Use of technology is the need of the day but keeping a balance between the environment and the modernization is the actual challenge. The institute hence shall always try to ensure that all the usage of its technology and generation of e-waste does not impact the environment. Provisions shall be made for e-waste management accomplishing a memorandum of undertaking with a party outside the college or made arrangement to provide e waste to government agencies, who undertake e waste management programmes.

