



E-GOVERNANCE POLICY

S. No	Table of Contents
1	Introduction
2	Benefits
3	Objectives of the Policy
4	Procedure of Execution
5	The Selection of Modules
6	Administration
7	Finance and Accounts
8	Student Support
9	Examination
10	Course of Implementation

INTRODUCTION

Information and Communication Technology in the realm of education has become the latest movement among higher education institutions since it helps to maintain educational quality and optimizes institutional governance. Effective governance necessitates the flexibility to deal with new challenges and adapt to the needs of the current situation. The management understands the importance of introducing an e-governance system in place to integrate the college's administration as it grows into a well-established institute of higher learning. The e-governance system integrates all stakeholders in the institution by automating different operations. The e-governance system brings together all stakeholders in the institution by automating various procedures. It increases transparency in the system and empowers management for better governance of the college.

BENEFITS

- Paperless office
- Quick availability of Data
- Increased productivity
- Improved searching facility.
- Reduction in human resources
- Controlled accessibility
- Improved quality
- Time and cost effective
- Improved consistency
- Efficient predictability
- Storage of data in cloud services

The implementation of the e-governance policy within the institute has several benefits to the institution, which can range from keeping a Paperless Office, providing Fast access to data, enabling Increased productivity amongst members of the institution, allocate an Improved search engine facility, and to gradually bring forth a Reduction in human resources. It can also be vital in formulating Controlled accessibility, Improvement in quality and consistency. The promotion of this policy is Timely and cost-effective. It can also be helpful with Storage of data using cloud services. Efficient predictability is another advantage of this policy.

OBJECTIVES OF THE POLICY

- To implement e-governance in various areas of operations in the institution
- To create transparency in the e-governance
- To achieve efficiency in the e-governance
- To promote accountability
- To facilitate resolution in case of disputes
- To unite various stakeholders and establish the institution's vision global

There are various overarching objectives and goals for the e-governance policy, which include adopting e-governance in several sectors of the institution, creating transparency in e-governance, accomplishing efficiency in e-governance, promoting accountability, helping facilitate resolution in case of disagreements, and bringing together various stakeholders to promote the institution's vision globally.

PROCEDURE OF EXECUTION

- The Managing Committee of Al Jamia Arts and Science college has the ultimate authority to select the vendors for e-governance according to the needs of the institution.
- The Managing Committee calls various vendors who provide e-governance services.
- The criteria for selection of the vendors are primarily: user friendly, time-saving and cost-effective software along with meeting the requirements of the institution.
- The vendors can demonstrate and explain the special features of their services.
- Based on the inputs from various vendors and their terms of service provided, the Managing Committee selects the vendor.
- The Managing Committee signs an agreement with the selected vendor and their services will be provided to the institution for the stipulated period unless terminated earlier.

The Managing Committee of Al Jamia Arts and Science College is in charge of implementing the e-governance policy, and it has the final say in selecting e-governance providers based on the institution's requirements. The Managing Committee contacts various vendors who provide e-governance services. Vendors are selected based on the following criteria: user-friendly, time-saving, and cost-effective software, as well as identifying with the institution's specifications. Vendors might exhibit and discuss the unique features of their services. The Managing Committee selects a vendor based on the information gathered from numerous

providers and their service terms. The Managing Committee signs an agreement with the selected vendor, and their services will be provided to the institution for the stipulated period unless terminated earlier.

THE SELECTION OF MODULES

- Applicant management
- Finance and Accounts
- Student management
- Attendance management
- Employee management
- Staff communications
- Research scholars
- Purchase
- Inventory
- Booking and allocation
- E-file management and tracking
- Communications
- Examination

The selection of modules is based on several factors, which comprise of Applicant management, Finance and Accounts, Student management, Attendance management, Employee management, Staff communications, Research scholars, Purchase, Inventory, Booking and allocation, E-file management and tracking, Communications, Examination etc.

Administration

To improve the institute's functions, information technology needs to be implemented.. The e-governance ought to manage the entire administration of the institute, which includes services like application submission, fee payment, indexing, ranking, rank list preparation for admission, creating and hosting faculty profiles, support in creating various reports, timetable and workload setting, attendance marking and publishing, leave application, resource booking, internal and external duty marking, and much more.

Finance and Accounts

The e-governance software is designed to assist the institution monitor its accounts and finances. It should be able to provide e-copies of staff salary certificates, to aid in tax deductions, calculate tuition/conveyance/hostel fees, and

assist with fee payment and collection.

Student Support

The software ought to be able to provide the necessary amenities to handle the admission process, from submission of applications to programme enrolment, along with an online fee payment facility, ID card and TC generation, browsing the study materials, internal marks and attendance checking, receiving time-sensitive notifications on important matters, and other services that students require.

Examination

The institute conducts internal exams on a regular basis, and the e-governance partner should keep track of the results for future reference and maintenance. It should also aid in the distribution of halls to students and the assignment of invigilation duties, followed by features for mark entry, updating, and, eventually, publication of the mark list. The platform should also have other alternatives for conducting internal tests both offline and online, depending on the situation.

Course of Implementation

- The institute will be given a trial period to test the efficiency of the ERP proposed.
- The modules mentioned will be implemented step by step in the coming academic years.
- The college website will be updated on a daily basis to reflect the activities of the institute.
- In the upcoming years, the college will tie up with various e-governance supporting software providers and will try to research and work on more user friendly, upgraded and cost-effective software.
- The institution will become completely automated in the near future, which will aid in hassle-free and seamless governance.
- The institution will equip itself with the high-speed Wi-Fi facility, adding a good number of computers to departments and offices, providing interest-free loans for staff to buy laptops, installing printers in each department coupled with facilitating specific trainings and workshops to prepare the stakeholders to be a part of the paperless office system. The vendors selected for the service will be provided with the necessary support from the institution.
- To implement e-governance in the institution, the management will allot a budget every academic year and the same will be released for purchase/maintenance of the e-governance software. The Principal/Officer on Special Duty will coordinate the e-governance modules and its

maintenance.

- The e-governance modules, ICT Tools and resources, software, Computer Systems, Printers and Scanners, Internet facilities will be upgraded based on the recommendations of the e-governance reports. Every year the institution will upgrade itself in these lines for the increased efficiency of the administration Process.

The Managing Committee of Al Jamia Arts and Science College is in charge of implementing the e-governance policy, and it has the final say in selecting e-governance providers based on the institution's requirements. The Managing Committee contacts several providers who provide e-governance services. Suppliers are selected based on the following criteria: user-friendly, time-saving, and cost-effective software, as well as matching the institution's specifications. Vendors can exhibit and discuss the unique features of their services. The Managing Committee selects a vendor based on the information gathered from numerous providers and their service terms. The Managing Committee approves an agreement with the selected vendor, and their services will be provided to the institution for the stipulated period unless terminated earlier.

If any question arises relating to the interpretation of this Policy, it shall be referred to the Managing Committee whose decision shall be final.

The E-governance Policy was approved in the Managing Committee meeting of Al Jamia Arts and Science College, Perinthalmanna held on 25 Feb 2021.

Secretary

Managing committee,
Al Jamia arts and science college
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