



K. M. E. Society's

G. M. Momin Women's College

Affiliated to University of Mumbai,
Re-accredited by NAAC with 'B++' Grade (3rd Cycle). ISO 21001:2018 Certified

Policy Document for the Implementation of E-Governance

Introduction:

This policy document outlines the guidelines and framework for implementing e-governance in higher education institutions, focusing on four key areas of operation: Administration, Finance and Accounts, Student Admission and Support, and Examination. E-governance will help enhance transparency, efficiency, and accountability in the functioning of these institutions. This policy aims to ensure the seamless integration of technology for the benefit of all stakeholders, including students, faculty, and administrative staff.

Scope:

The scope of this policy extends to the following areas:

- General Administration
- College website
- Accounts and Finance
- Student Admission
- Examination
- Library
- ICT Infrastructure
- E-waste Management

Objectives:

The objectives of implementing e-governance are as follows:

- To streamline administrative processes for better efficiency and service delivery.
- To enhance financial management and transparency in financial operations.
- To simplify and expedite the student admission and support processes.
- To improve the examination system for fair and timely assessments.
- To achieve and create a paperless environment in the college.
- To improve transparency and accountability.
- To implement automation in the library facility.
- To make the institution visible to the stakeholders by using digital media.
- To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.
- To make our Classrooms ICT-enabled with Desktops, Laptops, Smart boards, Projectors, etc.
- To provide easy and quick access to information.

1. Administration

- 1.1. All administrative processes and communication within the institution should be digitized and made available through a secure and user-friendly e-governance platform.
- 1.2. All administrative records, including student data, personnel records, and institutional data, shall be digitized and stored in a secure and accessible digital format.

- 1.3. Develop user-friendly online portals for students, faculty, and staff to access administrative services, submit applications, and track their progress.
- 1.4. The institution shall establish a dedicated e-governance committee responsible for implementing, maintaining, and periodically reviewing e-governance initiatives.
- 1.5. To enhance administrative efficiency, the e-governance system should include document management, workflow automation, and decision support systems.
- 1.6. To reduce manual work, Automate routine administrative tasks such as leave management, attendance tracking, and document approvals.
- 1.7. Regular training and workshops should be organized for staff members to ensure their proficiency using e-governance tools.

2. College Website:

- 2.1. The website of college shall serve as a comprehensive online information portal, providing easy access to academic programs, admission procedures, faculty information, and other relevant details.
- 2.2. The college has a full-time web developer and team members to upload the information on the college website.
- 2.3. Regular updates, including notices, news, and announcements, must be posted on the website to keep stakeholders informed.
- 2.4. The website should adhere to web accessibility standards to ensure accessibility to all users.

3. Finance and Accounts:

- 3.1. Financial transactions, fee payments, and financial reporting should be managed through the e-governance system.
- 3.2. The e-governance platform should maintain accurate financial records and support auditing requirements.
- 3.3. Maintain digital audit trails for all financial transactions to ensure accountability.
- 3.4. Ensure real-time financial data access to stakeholders for budget tracking, expenditure analysis, and audit compliance.
- 3.5. Implement secure online payment systems for tuition fees, scholarships, and other financial transactions.
- 3.6. Regularly back up financial data and establish a disaster recovery plan to protect against data loss.
- 6.7. Security measures should be in place to protect financial data and prevent unauthorized access.

4. Student Admission

- 4.1. Admission processes, including application, payment, and document submission, should be conducted through an online portal.
- 4.2. The e-governance system should support transparent and merit-based admission procedures.
- 4.3. Offer online academic and career counselling services, scholarship applications, and student support systems.
- 4.4. Maintain a centralized database of student records to streamline academic and support services.
- 4.5. Ensure that e-governance systems have accessibility features to accommodate all students.
- 4.6. Proper security measures should be in place to protect the personal information and data of applicants.

5. Examination:

- 5.1. Examination schedules, notifications, and results should be accessible through the e-governance portal.
- 5.2. The University regulates the Examination process, and thus e-governance policy of the University is to be adopted in this regard.
- 5.3. As per the directions of the University, filling out examination applications, revaluation applications, obtaining hall tickets, uploading marks, etc. everything in online mode is mandatory.
- 5.4. The e-governance platform should ensure the confidentiality and integrity of examination data.

6. Library:

- 5.1. The library's catalogue, resource availability, and borrowing services should be integrated into the e-governance system.
- 5.2. The library to install fully automated ILMS software should have an easy-to-use-Graphical User Interface and export facility for most reports.
- 5.3. E-library services should provide access to digital resources, e-books, and research databases.
- 5.4. The library should provide access to fully automated plagiarism detection software to encourage students and teachers to do unique work.
- 5.5. The e-governance system should facilitate online reservation and renewal of library materials.
- 5.6. The library shall create a separate section on the college website where students and teachers can quickly review all the rules and regulations, services, e-resources, various informational links and question papers.

7. ICT Infrastructure:

- 7.1. The institution shall ensure the availability and maintenance of a robust ICT infrastructure to support e-governance initiatives.
- 7.2. The College to ensure that it has adequate desktops and laptops for students and staff.
- 7.3. Computers and printers to be made available in the administrative block.
- 7.4. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories
- 7.5. Regular assessment and upgrading of hardware and software systems should be carried out to meet evolving technology requirements.
- 7.6. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- 7.7. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- 7.8. The institute shall organize training for different categories of users for using the e-governance system.
- 7.9. Data backup and disaster recovery plans should be in place to safeguard critical data.

8. E-waste Management

- 8.1. The institution shall follow environmentally responsible practices for the disposal of electronic and electrical equipment.
- 8.2. E-waste collection points should be established, and recycling or safe disposal methods should be adopted.
- 8.3. Periodic e-waste audits should be conducted to assess and improve e-waste management practices.

9. Compliance and Accountability

- 9.1. The institution's e-governance practices must comply with relevant laws and regulations concerning data protection, privacy, and accessibility.
- 9.2. The e-governance committee shall monitor and ensure compliance with this policy.
- 9.3. Regular audits and assessments should be conducted to evaluate the effectiveness and efficiency of e-governance implementation.

10. Review and Revision:

- 10.1. This policy shall be reviewed annually to ensure its relevance and effectiveness.
- 10.2. Any necessary revisions or updates to this policy shall be proposed and approved through the appropriate channels.

Conclusion:

This policy document outlines the framework for implementing e-governance in higher education institutions. It aims to enhance efficiency, transparency, and accessibility in administrative and academic processes while ensuring the security and privacy of data. The successful implementation of e-governance in these areas will contribute to the overall improvement of the institution's functioning.



PRINCIPAL
K.M.E. Society's G.M. Momin
Women's College Bhiwandi.