



E-Governance Policy

An **E-Governance Policy** for a college establishes the framework for using digital technologies to enhance administrative efficiency, transparency, and accessibility. This policy outlines the college's commitment to implementing e-governance systems that streamline academic and administrative processes while ensuring data security, compliance, and ease of use.

E-Governance Policy of the College

1. Purpose of the E-Governance Policy

The purpose of this policy is to:

- Promote the use of digital tools for efficient governance and administration.
 - Ensure transparency, accountability, and easy access to information for all stakeholders.
 - Enhance decision-making through data-driven processes and reduce paperwork.
 - Streamline processes related to admissions, academics, finance, and human resources.
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2. Objectives

The primary objectives of the E-Governance Policy are:

- **Efficiency:** To streamline operations, reduce redundancy, and improve service delivery for students, faculty, staff, and other stakeholders.
- **Transparency:** To enhance transparency in administrative processes and allow real-time access to information.
- **Accountability:** To ensure accountability in governance through digital record-keeping and audit trails.
- **Accessibility:** To make information and services accessible to all stakeholders via a user-friendly online interface.
- **Data Security:** To protect the privacy and integrity of data while adhering to relevant regulations and data protection laws.



3. Scope

The E-Governance Policy applies to all academic, administrative, and support services within the college. It includes the digitalization of the following domains:

- Admissions and Enrollment
- Academic Records and Management
- Financial and Accounting Services
- Human Resources and Payroll
- Library and Information Services
- Examination and Assessment
- Communication and Feedback Channels
- Student Services and Grievance Redressal

4. Components of E-Governance

1. Admissions Management System:

- Enable online applications, fee payments, document submissions, and tracking for seamless and transparent admissions.
- Integrate admission data with student records for efficient enrollment and record-keeping.

2. Academic and Examination Management:

- Use digital platforms to manage course registrations, attendance, internal assessments, examination schedules, and grade submissions.
- Provide secure access to academic records, including online report cards, transcripts, and degree certificates.

3. Financial and Accounting System:

- Implement digital systems for budgeting, fee collection, payroll, vendor payments, and financial audits.
- Enable online payment gateways for tuition fees, fines, and other financial transactions.

4. Human Resources Management System (HRMS):

- Automate HR processes such as recruitment, attendance tracking, leave management, payroll processing, and performance appraisals.
- Maintain a secure, digital database of employee records, including benefits



and compliance documentation.

5. Library and Learning Resources:

- Develop an e-library system for online catalog access, e-book and journal subscriptions, and digital resource sharing.
- Enable remote access to library resources and digital archives for students and faculty.

6. Student Support and Grievance Redressal:

- Provide online channels for student support services, including counseling, academic advising, and grievance redressal.
- Maintain a transparent system for tracking and resolving grievances, ensuring timely responses.

7. Communication and Collaboration Tools:

- Establish official email accounts for all faculty, staff, and students to facilitate secure communication.
- Use online portals, mobile apps, and messaging platforms to share announcements, circulars, and event updates.

8. Data Management and Analytics:

- Implement a centralized data management system to collect and analyze data on student performance, attendance, resource usage, and feedback.
- Use data analytics to inform decision-making, monitor key performance indicators, and improve quality standards.

5. Data Security and Privacy

• **Data Protection:**

- Comply with data protection regulations to secure personal information of students, faculty, and staff.
- Use encryption, secure access protocols, and regular security audits to safeguard data.

• **Access Control:**

- Ensure role-based access to systems to prevent unauthorized access and misuse of data.
- Implement two-factor authentication and secure password management practices for sensitive systems.



- **Data Backup:**
 - Regularly back up all critical data and maintain an effective disaster recovery plan to restore data in case of accidental loss or cyber-attacks.
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6. Implementation and Maintenance

- **IT Infrastructure and Resources:**
 - Allocate resources for necessary hardware, software, and networking infrastructure to support e-governance systems.
 - Regularly update systems, conduct maintenance checks, and ensure user support is available.
 - **Training and Capacity Building:**
 - Conduct training programs for faculty, staff, and students to ensure they are comfortable with using e-governance systems.
 - Develop user manuals and offer ongoing support to promote seamless adaptation and adoption.
 - **Vendor Management:**
 - Collaborate with reliable IT service providers and consultants for the procurement and maintenance of e-governance systems.
 - Establish clear terms of service, data security agreements, and regular reviews to ensure high service standards.
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7. Monitoring and Evaluation

- **Performance Metrics:**
 - Regularly monitor system usage, user satisfaction, and operational efficiency to gauge the effectiveness of e-governance implementation.
 - Use metrics like processing time, error rates, and user feedback to continuously improve systems.
- **Internal Audits:**
 - Conduct periodic internal audits of digital processes to ensure compliance, data integrity, and transparency.
 - Review and revise protocols and standards based on audit outcomes and best practices.
- **Feedback Mechanism:**



- Gather feedback from students, faculty, and staff on their experiences with e-governance systems to identify areas for improvement.
- Use feedback to refine systems, enhance usability, and address any issues proactively.

8. Policy Review and Updates

The E-Governance Policy will be reviewed annually to adapt to technological advancements, regulatory changes, and user needs. Amendments will be communicated promptly to ensure continuous compliance and improvement.

Objectives

- To implement of E-governance in various functioning of the institution
- To achieve efficiency in our functioning
- To Promoting transparency and accountability
- To achieve paperless administration of the institution
- To facilitate online internal and external communication between various entities of the institution
- To provide easy access to information
- To make campus Wi-Fi enabled
- To make the classrooms ICT enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library

Policy:

In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning. The college has implemented e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the institution reserves the right to



implement e-governance even in the areas not enlisted herewith.

1. Website: The website of the college has revamped taking into account the new changes. The website acts as a mirror of the college activities and information about all activities, important notices, etc. should be made easily available to the outsiders. For this purpose, a separate web designer from the college IT division is deputed by the Principal. Along with it, the Data Cell In-charge is entrusted with the responsibility of website administration and updating at the college level. All the common announcements are displayed on the website <http://stmaryscollegevidisha.edu.in/>

2. Student Admission: The College will process all admissions through online mode as per the guidelines of Department of Higher Education Madhya Pradesh. This will cover admissions to all courses whether graduate, post graduate and certificate/diploma courses.

Step 1: Visit the college website (<http://stmaryscollegevidisha.edu.in/>) and go for Online Registration. Fill and submit an online Anti Ragging Form, which would lead to the college Registration Form on the College Portal. On submission of the Registration Form, applicants may proceed to pay the Registration Fee Online and get a Confirmation Receipt.

Step 2: Merit based list of names of eligible candidates would be displayed on the college website. (MPHE) The eligible applicants would also be notified through SMS and may have to appear for an online interview.

Step 3: Final list of selected candidates will be displayed on the college website and also will be notified through SMS confirmation for online payment of college fees. Once the candidate pays the first instalment online, he/she will be provisionally admitted.

Step 4: Online generated Fee Receipt and original documents need to be submitted in the college office. (Admission would be confirmed after the submission of the documents. Till then all admissions would be on provisional basis)



3. **Accounts:** For ease of maintaining accounts, the college is already using Tally software. The college has a well-defined user friendly financial manual. All the financial requisitions could be made through a well defined process by the staff as per requirement. Appropriate security measures are taken for maintaining confidentiality of the transactions. All the transactions are done duly following the Government of India guidelines.

4. **Administration:** To provide a hassle free, convenient and swift process, maximum of the administration of the college is handled with ICT based technology. The institution has its own Web developed for the same. Facilities are provided for online leave management of employees, e-copy of salary certificates etc. Students are able to apply for maximum services like transfer certificates, bonafide certificates, etc. in online mode. Through the MIS portal all the curricular, co-curricular and extra-curricular records of a student is accessible.

5. **Examination:** The college follows partial online process in the area of examination. Filling of examination forms, revaluation forms, obtaining admit cards, uploading of marks, etc. are done online. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution.


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