# Naipunnya

## To reach the unreachable

**Naipunnya Institute of Management and Information Technology, Pongam**

## CRITERION VI

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.2.2 E- Governance Policy

## E-Governance Policy

### Preface

In order to manage communication processes, network-based management, and monitoring duties, information and communication technology is an essential component of academic and educational institutions. The transformation of conventional educational institutions into dynamic, effective, and responsive organisations has become crucial in a time marked by fast technological breakthroughs and changing societal requirements. Additionally, it is crucial to the facilitation of the teaching-learning process, where audiovisual components, learning management systems, and assessment applications guarantee prompt and effective interactions between the instructor and the student. To improve governance, electronic governance uses information and communication technologies, including wide area networks, the internet, and mobile computing. The way educational institutions run, communicate, and provide services to their constituents might be completely transformed by embracing digital innovation.

This E-Governance Policy is an innovative roadmap created to make use of technology and upgrade the institution's governance procedures. The policy is designed to handle four critical areas that are essential to the overall operation of an educational institution: administration, finance and accounts, student admissions, and examinations. This policy is a commitment to promote openness, accessibility, and efficiency rather than just a list of rules.

Some of the key benefits of e-governance include: -

- Efficiency gained through digitization and the decrease of manual effort.
- Transparency gained from platforms for structured communication.
- Accountability gained from automated processes.
- Convenience gained from resource management.
- Enhanced student assistance.
- Adaptability to shifting trends and demands.

### Objectives of the Policy

The chief objectives of the proposed e-governance policy include

• Enhanced services, communication, and assistance to stakeholders through open and available channels

• Modernized administrative procedures by automation of routine activities, introduction of transparent and accessible channels, and enhancement of accountability

• Technological innovation and progress using scalable and adaptable systems

## Policy Statement

The objectives of this institution are to promote values-driven growth, comprehensive education, and societal improvement. We accept e-governance concepts and use technology to improve administrative effectiveness, transparency, and student assistance in order to be in line with these admirable goals. The following principles serve as a framework for our e-governance policy. Technological empowerment

- Transparent governance
- Holistic Development
- Empowering Environment
- Personal, professional, and technological competencies
- Community impact

## Scope

The institution endorses and advocates the adoption of e-governance principles within the following domains:

- Administration
- Finance and Accounts
- Student Admission and Support
- Examinations
- Library
- Website

## Administration

The envisioned e-governance system is created to carefully take care of the following important administrative aspects: Dissemination of information

- Data management and streamlined access to vital information
- Attendance management and reporting
- Maintenance and upkeep of profiles and data for staff and students
- Establishment of an internal communication network for effective collaboration and coordination

## Finance and Accounts

This module includes features that improve accountability and transparency, streamline staff and student financial interactions, and effectively manage financial transactions. It should cover the following significant elements: Financial records management to ensure accurate and up-to-date financial records for the institution Generation and secure distribution of e-copies of staff salary certificates

- Generation of real-time financial reports and analytics, offering insights into budget allocations, expenditures, revenue, and overall financial health
- Assistance with tax deductions
- Support to staff members and students

By integrating these elements, we are committed to establishing a coherent financial ecosystem that aligns with our institution's values and fosters sustainable growth.

## Student Admission and Support

This module makes sure that the admissions process runs smoothly while adhering to university standards and governmental guidelines. Transparency, impartiality, information sharing, and technological know-how are upheld as its guiding values. Some essential elements are:Formulation of a detailed admission brochure outlining the step-by-step procedures and selection criteria for admission - Distribution of physical copies of the brochure

- Accessibility to online brochures via the official college website for easy reference by aspiring candidates
- Provision of clear information about eligibility criteria, application forms, deadlines, and required documentation
- Utilization of technology to automate the compilation and publication of rank lists, ensuring accuracy and transparency in the selection process

By integrating these elements, we ensure that aspiring candidates have a clear and accessible pathway to join our institution, while adhering to established norms and regulations.

## Examinations

The e-governance system's Examinations module seeks to provide smooth and organised examination procedures. The emphasis of this policy is on preserving correct assessment records, simplifying the delivery of online tests and quizzes, and encouraging efficient use of the adopted Learning Management System (LMS) by administrators, staff, teachers, and students. It adheres to the maxims of precision, usability, and sensitization for best use. Here are several essential elements:

- Mark maintenance and record keeping of internal assessments and exams, ensuring easy retrieval and management

- Provision of an online platform for conducting exams and quizzes, enabling remote administration and enhancing student engagement
- Facilitation of user-friendly interfaces and navigation, ensuring convenience to participate in online exams and quizzes
- Provision of an efficient mechanism for publishing test results and facilitating timely access to performance evaluations
- Creating a unified platform for teaching and assessment activities

By utilizing technology for online assessment and administration, we aim to create a conducive environment for effective teaching, learning and assessment, thereby enhancing the overall educational experience.

## Library

By allowing simple access to materials, encouraging innovative research, and equipping students and instructors with user-friendly digital tools, the library's e governance services will be made more accessible to users. This policy's primary goals include automating library operations, combating plagiarism, increasing online access to study materials, educating users about ICT resources, and improving access to online resources. It abides by the following principles: promotion of creativity, availability of online resources, accessibility facilitated by technology, and ICT awareness. The envisioned characteristics are as follows: Install fully automated software with a user-friendly Graphical User Interface enhancing resource access and utilization

- Provide access to a plagiarism check software, supporting students and teachers in maintaining originality and academic integrity
- Grant students and teachers access to study materials via the INFLIBNET and other facilities, utilizing individual user IDs and passwords assigned at the start of the academic year
- Sensitize library users about utilizing ICT facilities, enabling them to proficiently access and navigate digital resources
- Offer a Web Online Public Access Catalogue for efficient resource discovery and remote access to virtual library resources
- Facilitate access to a range of e-resources, including scholarly articles, research papers, and other academic materials, enriching the research experience
- Provide subscriptions to reputable journal databases and e-books repositories, expanding the library's digital collection and promoting diverse learning
- Continuously update and enhance the library's digital infrastructure and resources to cater to evolving academic needs

By providing easy access to resources, promoting original research, and sensitizing users to ICT facilities, we intend to create a dynamic and inclusive library environment that empowers students and teachers in their pursuit of knowledge and academic excellence.

## Website

The college website has to be managed and kept up to date in order to be a useful and engaging resource. This policy places a strong emphasis on the website's function as a complete source of information about the college, its programmes, resources, events, and significant announcements.The website is reflective of the college and serves as a digital mirror of the institution, presenting accurate and updated information to stakeholders. So, the website will serve as a comprehensive information hub, providing important details and notices.

- Regular maintenance and updates ensure that the website remains current and relevant. Therefore, the website will be revamped periodically to ensure its information is up-to-date and reflective of college activities.
- The website's design and functionality prioritise ease of use for visitors seeking information
- The website committee will be responsible for overseeing website administration, updates, maintenance and improvements. The committee will review the website regularly and make recommendations for improvements and enhancements.

By forming a website committee, and providing sensitisation to staff members, we aim to uphold the website as an essential tool for communication, engagement, and representation of the college's identity and activities

## Conclusion

Our organisation has established a solid basis for a dynamic, effective, and user-centric approach to information distribution and communication by adopting the concepts of e-governance. This policy demonstrates our commitment to using technology as a tool for proficiency, efficacy, and productivity. By fusing administrative know-how with technological innovation, we reaffirm our institution's dedication to quality and advancement. We are prepared to develop our institution's online presence as a beacon of knowledge, engagement, and empowerment for all stakeholders through cooperative efforts and a user-centric mindset.

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