6.2.2 Institution Implements E-Governance in its Operations

INSTITUTIONAL E-GOVERNANCE POLICY &

ANNUAL E-GOVERNANCE REPORT

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E-GOVERNANCE POLICY

Introduction:

The E-Governance Policy serves as a blueprint for optimizing the integration and application of Information and Communication Technology (ICT) resources within organizational administrative frameworks. Leveraging ICT tools facilitates heightened operational efficiency, transparency, and stakeholder engagement. Given the ubiquitous nature of technology in modern society, e-governance policies offer pivotal strategies for enhancing administrative workflows, bolstering service efficacy, and fostering greater involvement of constituents in decision-making endeavours.

Objective:

The primary objective of this E-Governance Policy is to implement a systematic methodology for the effective integration and application of Information and Communication Technology (ICT) resources throughout the administrative processes of the college. This policy aims to **enhance the efficiency, transparency, and accessibility** of the college's services provided to its **diverse stakeholders**, encompassing students, faculty, staff, and the wider community.

Policy:

➢ The college pledges to establish a comprehensive e-governance framework, facilitating stakeholder access to online services and thus optimizing administrative procedures within the institution.

➢ All e-governance initiatives within the college will strictly adhere to pertinent laws and regulations, specifically focusing on data privacy and security measures.

➢ The college ensures that all stakeholders have access to comprehensive training and support in utilizing e-governance tools, thereby empowering them to engage effectively and maximize utilization.

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College Website:

➢ The college website will function as the primary repository of information for all stakeholders, furnishing crucial details and resources.

➢ The website will regularly feature updates on admission requirements, course details, fee structures, and important notifications to ensure stakeholders are well-informed and up-to-date.

➢ The website's foremost focus lies in fostering user-friendliness and accessibility, guaranteeing seamless navigation and inclusive accessibility for all stakeholders.

Admissions:

➢ The college will implement an online admission system to streamline the submission process for prospective students, enabling them to submit their admission applications seamlessly through the internet.

➢ Initial interviews and engagements with potential students will be conducted via electronic platforms to ensure fair access for individuals residing in diverse geographical regions.

➢ The admission system will emphasize user-friendliness and accessibility, guaranteeing that all candidates can effortlessly navigate and employ the system.

➢ The electronic admission procedure will operate concurrently with traditional admission approaches, guaranteeing inclusivity and accessibility for all potential students.

➢ Integration between the admission system and the college's financial management system will streamline fee processing and transactions, ensuring a seamless and efficient financial transaction process.

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Accounting:

➢ The college will deploy an online accounting system to guarantee the efficient and transparent management of financial transactions.

➢ Prioritizing user-friendliness and accessibility, the accounting system will ensure that all authorized personnel can effortlessly navigate and leverage its functionalities.

➢ Integration between the accounting system and the college's administrative software will expedite the processing of financial transactions, fostering efficiency throughout the institution.

➢ Students will be strongly encouraged to utilize electronic platforms for the payment of all fees encompassing tuition, examination fees, laboratory charges, uniform expenses, and other pertinent costs, thereby streamlining financial transactions.

Administrative Software:

➢ The college will implement an administrative software system to streamline and elevate the management of administrative operations.

➢ Emphasizing user-friendliness and accessibility, the design of the administrative software will prioritize ease of use for all authorized personnel.

➢ Regular updates and maintenance will be undertaken to uphold the continual efficiency and optimal performance of the administrative software.

➢ Stringent internal accounting and auditing protocols will be enforced for all third-party software integrated into the system, ensuring thorough oversight and accountability.

Library:

➢ The college will establish an online library system, enabling stakeholders to access the library's wide array of resources remotely through digital platforms.

➢ User-friendliness and accessibility will be paramount in the design of the library system, ensuring seamless navigation and utilization of resources for all stakeholders.

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SAHYA ARTS & SCIENCE COLLEGE
"Empowering the youth for a brighter future"
Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An under taking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

➢ Regular updates and maintenance will be carried out to enhance the library system with new resources, guaranteeing its ongoing efficiency.

➢ Alongside government and university-endorsed repositories, the library will actively integrate e-learning materials and distribute e-books, expanding the breadth of available resources and fostering a more diverse range of educational materials for users.

ICT Tools-Hardware and Software Infrastructure:

➢ The college is committed to consistently updating and maintaining its hardware and software infrastructure to guarantee optimal functionality.

➢ Standard Operating Procedures (SOPs) will be established for the maintenance and repair of both hardware and software infrastructure, ensuring systematic and effective handling of these systems.

➢ All authorized personnel will be provided access to essential hardware and software required for their duties, ensuring efficient performance in their respective roles.

The core aim of this E-Governance Policy is to construct a robust framework for integrating and leveraging ICT tools within the college's administrative procedures. By prioritizing **efficiency, transparency, and accessibility,** this policy strives to furnish stakeholders with top-tier services. Regular reviews and updates will be undertaken to uphold the continual pertinence and significance of this policy in propelling the college towards excellence.

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E-Governance Annual Report 2022-23

Sahya Arts and Science College has successfully integrated a suite of e-tools, significantly augmenting the efficiency of its teaching-learning framework. These tools address various facets including student admission, educational processes, examinations, finance, and administration. Each step forward taken by the college incorporates innovative strategies within its governance model, with the overarching goal of fostering an educational environment characterized by transparency, efficiency, and accountability. SASC consistently evolves to meet the evolving demands of contemporary education, thereby ensuring its responsiveness to the expectations placed upon a distinguished educational institution.

1. Administration: The College has embraced advanced strategies to handle extensive data flow, making strides towards paperless communication via online platforms. In the academic year 2020-2021, the institution made a significant investment in upgrading to a more robust ERP system named Embase, designed to manage expanded administrative tasks efficiently. Stakeholders are urged to actively engage through the Embase app, enabling their participation in college matters. Furthermore, the website underwent enhancements, allowing stakeholders the convenience of logging in and reporting grievances directly through the official college website. These updates aim to improve accessibility and responsiveness to their needs.

2. Finance and Accounts: In compliance with University directives, examination-related processes such as exam fee submissions, internal marks uploading, and examination registration are facilitated through the university portal to ensure the smooth conduct of external examinations. Commencing this academic year, internal assessments and evaluations are seamlessly integrated with the Embase ERP system. Embase offers a wide array of functionalities, including TC (Transfer Certificate) generation, online fee payment options, attendance tracking, exam management, and the generation of various student reports essential for administrative purposes. Furthermore, Embase incorporates features such as SMS alerts for

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absences and common notifications, with separate logins available for students and parents, thereby enhancing communication and engagement. Additionally, the option for online fee payment via the State Bank of India is extended to all students.

3. Student admission and support: At both undergraduate (UG) and postgraduate (PG) levels, student admissions are centrally overseen by the University, which furnishes finalized admission lists to individual colleges. However, at the institutional level, processes such as admission procedures, fee collection, and data compilation are efficiently managed using the Embase app. This application provides an online platform for attendance tracking, generating comprehensive monthly and semester-wise attendance reports. The mobile-friendly nature of the software ensures convenient access and usability. Moreover, the app is capable of generating multiple reports related to attendance, including Attendance Pass Certificates, along with internal examination reports, thereby promoting ease and efficiency in administrative tasks associated with student attendance and assessments.

4. Examination:

➤ All exam registrations are made in online through the affiliating University portal.
➤ Marks are uploaded on the affiliating University portal.
➤ Registration and issuance of admit cards are fully automated processes.
➤ Internal assessments are automated.
➤ Internal exams are occasionally conducted through ERP software.
➤ Question banks and question pools are accessible to students through the ERP module.

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