AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

DOCUMENT INDEXING - INTEGRATED POLICY		
Title: e-Governance Policy		
Description: The fundamental goal of the e-Governance Policy of Agurchand Manmull Jain College is to describe the guidelines of e-Governance Policy and ensure compliance with the provisions of regulations as well as the provisions of any law for the time being in force concerning e-Governance.		
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Policy Population	All members of the institution.	
Policy Implementing Department	IT Department and Management Office	
Proposer & Drafter	Dr. M. M. Ramya, Dean	
Revisor	Ms. Bhavani S Assistant Coordinator, IQAC	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP		
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Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
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AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Shri. Pannalal Chordia	
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Policy Approval Date	22-05-2024	

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e-Governance Policy

I. Background

Technology has been a benefit to academic institutions in the education industry, helping to streamline governance procedures and maintain higher educational quality.

The goal of an institution's e-Governance strategy is to improve the governance system for the institute's development by using new and sophisticated technology. It seeks to plan and enable any infrastructure for the implementation of cutting-edge applications, as well as the deployment of solutions for the institute's flawless administration. Agurchand Manmull Jain College has created an e-governance policy with the primary goal of applying e-governance in different activities, transactions, and services of the institution.

As an ecological endeavour, the institution prioritises paperless administration. As one of the college's components, it uses e-governance in all its management and administrative operations to maintain a green and clean campus. All stakeholders are educated and encouraged to use e-governance. This policy will apply to the institute's administration, finance and accounting, student admission, examination, and everyday activities of the departments. Having an e-governance system will help with the integration of all stakeholders in the institution as well as the automation of various activities. It will also increase transparency in the process.

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II. Objectives

1. Use of e-governance to improve the institution's efficiency.
2. Reduce the use of paper in institution management.
3. Increasing openness and accountability.
4. Aiming to be an environmentally responsible and user-friendly institution.
5. Ensure that information is easily accessible and that data is kept safe.
6. To automate the library's operations.
7. Using digital media to make the institution visible to stakeholders all around the world.
8. To give e-facilities to students, staff, and alumni in different institution-related activities.

9. Facilitate payment-related digital transformation.

III. Governance

1. *Admission:* The entire admissions process is done online, from application sales to student admittance.
2. *Academic:* ERP manages all academic functions such as timetables, attendance management, staff log books, LMS, and internal mark input. ERP is used to analyse outcomes, attendance, and so forth.
3. *Purchase:* The entire purchase operation is handled digitally. The ERP offers functionalities right from receiving quotation to placing a purchase order.
4. *Administration:* Fee management, issuing bonafide / transfer certificates, offering on-duty/medical leave is handled through ERP.
5. *Library:* Circulation desk at library is automated using ERP. Access to e-journals is also available through website.
6. *Alumni:* The alumni can register with the college alumni association through ERP. All communications to alumni can be done through ERP.
7. *Feedback:* The feedback from students are collected through ERP.
8. *Mentoring:* The progress and observations of the mentor-mentee system are recorded in the ERP by the mentors.
9. *Grievances:* Faculty and students can submit their grievances through ERP. Action taken on the grievances can be monitored through ERP.
10. *Accounts:* The office maintains its accounts on ERP. Profit and loss, balance sheet are generated through ERP. Payroll management is also handled through the ERP.

IV. Event Proposals

To provide a hassle-free, comfortable, and smooth process, the college administration has taken measures to minimize the usage of paper to all possible extent. The institution has automated submission of event proposals through online tool. Faculty can submit the proposals online along with the budget. The entire process of various stages of recommendation and final approval of the submitted proposals, including booking of venues, requesting video coverage or photography for the event are done online. Upon approval, the information is

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automatically shared to offices such as PR and Media, estate, and accounts for supporting in the smooth organisation of the event.

V. College Website

The college's website acts as an information hub. It should serve as a reflection of the college and all its operations. All-important data should be freely accessible to outsiders. The website displays college activities as well as information on all events, relevant alerts, and so on. For this reason, a service provider/web designer is hired. The website includes information on all its main events/announcements, as well as course offers. The college's website is constantly updated to reflect new developments. A third party will host and install the website on a secure platform. A website committee will be formed to oversee the operation of the college website. The Committee will manage the process of updating, maintaining, and operating the website on a regular basis. The Committee will also look at any other website improvements that may be required. All relevant announcements must be made available on the website as soon as they are made available. The college's website needs to be updated to reflect the latest developments.

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VI. ICT Infrastructure

The college ensures that it has adequate number of desktops/laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors, interactive panels, and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure is complemented by computer networking devices, scanners, and interactive teaching board/smart board in all classrooms etc. The College maintains adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like MS Office and Antivirus are purchased and updated regularly. The installation and major maintenance of the ICT infrastructure required for e-governance are done by vendors duly selected. Some of the existing software modules for e-governance are developed in-house, and some are out-sourced. The college authority and the external vendors of software provide the necessary maintenance and enhancement, as

appropriate. There is an exclusive and detailed IT policy to handle and guide the functioning of the ICT Infrastructure.

VII. **Conclusion:** e-governance policy marks a crucial shift towards efficiency, transparency, and accessibility in administrative processes of the institution. By harnessing digital technologies, we aim to streamline operations, enhance communication, and facilitate seamless interactions between stakeholders. This commitment to e-governance not only strengthens institutional effectiveness but also fosters a culture of innovation and responsiveness in meeting the evolving needs of our academic community.

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