



MILAD-E-SHERIEF MEMORIAL COLLEGE

Accredited by NAAC with 'B' Grade

KAYAMKULAM-690502

KERALA STATE- SOUTH INDIA

(A Minority Community Educational Institution)

Affiliated to the University of Kerala

Web site: www.msmcollege.in, E-mail: msmcollege@rediffmail.com

Fax: 0479-2445594, Tel. No: 0479-2442111



Criterion 6.2.3 AQAR 2020-2021

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SUPPORTING DOCUMENT FOR 6.2.3

IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

E-Governance Policy

E-Governance Policy is a framework that outlines the effective implementation and utilization of information and communication technology (ICT) tools in the administrative processes of an organization. This policy is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. It aims at planning and enabling any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute. The implementation of e-governance policies also promotes accountability, reduce ambiguity, and increase public trust in the organization.

Scope: The scope of this policy extends to the following areas: General Administration, student admission, examination, library, accounts and finance, ICT Infrastructure.

Objective: Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.

This promotes transparency and accountability in all the functions of the college and to achieve and create a paperless environment in the college. It provides easy and quick access to information and to make campus Wi-Fi enabled. This enables our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc. To establish a fully automated Library.

Policy:

1. The college establishes a comprehensive e-governance system that will enable stakeholders to access services online and facilitate the smooth functioning of the college's administrative processes.
2. The college ensures that all e-governance initiatives comply with the relevant laws and regulations, including data privacy and security.
3. The college ensures that all stakeholders have access to training and support to enable them to use e-governance tools effectively.

Procedures:

1. The college establishes standard operating procedures (SOPs) for the implementation and maintenance of e-governance initiatives.
2. The college ensures that all SOPs are regularly reviewed and updated as required.
3. The college establishes a dedicated e-governance officer/ media manager responsible for the implementation and maintenance of e-governance initiatives.

College Website:

1. The college website is the primary source of information for all stakeholders.

2. The website is regularly updated with relevant information, including admission requirements, course information, fee structures, and important notices.
3. The website is designed to be user-friendly and accessible to all stakeholders.

Admissions

1. The college establishes an online admission system that will enable prospective students to apply for admission online.
2. The e-admission process exists alongside traditional modes of admissions to ensure inclusivity and accessibility
3. The admission system integrates with the college's accounting system to enable seamless processing of fees and payments.

Accounting:

1. The college establishes an online accounting system that will enable the efficient and transparent processing of financial transactions.
2. The accounting system is designed to be user-friendly and accessible to all authorized personnel.
3. The accounting system is integrated with the college's administrative software to enable seamless processing of financial transactions.
4. Students are encouraged to pay all fees pertaining to their tuition, exams, labs, etc using the e-platforms

Administrative Software:

The college implements an administrative software system that enables the efficient management of administrative processes. The administrative software designed as user-friendly and accessible to all authorized personnel and is regularly updated and maintained to ensure its efficient functioning.