E GOVERNANCE POLICY

MSTM Arts and Science College recognizes the transformative power of information technology (IT) in education. IT facilities are crucial for maintaining high-quality education and effective institutional governance. Effective governance, in turn, requires adaptability and responsiveness to current needs. As a forward-thinking institution, MSTM implemented an e-governance system from its inception. This system integrates all college stakeholders and automates various administrative functions, fostering transparency and empowering leadership for optimal college management.

Benefits :

1. Quick availability of Data

2. Reduction in human resources

3. Improved searching facility.

4. Increased productivity

5. Improved quality

6. Efficient predictability

7. Improved consistency

8. Real time-liberation

objective of the Policy :

1. To implement E-governance in various functionalities of the institution

2. To create transparency in the functioning of the institution

3. To achieve efficiency in the teaching-learning process

4. To promote accountability

5. To unite various stakeholders and establish the institution globally.

Procedure of Execution

• The management of the College has the complete authority to select the vendors for E-governance according to the need of the institution.

• The management calls various vendors who provide various E-governance services

- The criteria for the selection of the vendors are - user-friendly, time-saving, and cost-saving software along with meeting the requirements of the institution.

- The vendors can demonstrate and explain the special features of their services.

- Based on the inputs from various vendors and their terms of service provided, the management selects the vendor

- The manager/the principal, on behalf of the management signs an agreement with the selected vendor, and their services will be provided to the institution for the mentioned period unless terminated earlier.

The Selection of Modules

- Administration

- Finance and Accounts.

- Student Admission support.

- Attendance

- Examination Support

- Library

- Website

Administration

The institution needs the smooth functioning of its governance system for its improvement. The E-governance of the institution facilitates by providing information to the stakeholders, maintenance of data of staff and students, maintenance of attendance, easy internal communications, and easy access to students to get the certificates, leave forms, and so on without any trouble.

Finance and Accounts

The E-governance software provides support for maintaining the accounts and finance of the institution. It should be able to provide e-copies of the staff salary certificates, support in tax deductions, and also support the students' fee payment.

Student Admission Support

The admission of the college is made online and the E-governance partner should provide a platform for the admission process and the college also encourages online payment of the fees of the students.

Examination Support

The college conducts internal and model exams at regular intervals and the college wants the e-governance partner to maintain the marks of the internal assessments and exams for easy reference and maintenance. The college also wants to print hall tickets for the model exams to give a feel of the semester exam to the students. This also should be supported by the e-governance partner. The platform also gives options for conducting online exams and quizzes.

Library

The library is inducted with management software for books maintenance. More online sources and databases are pulled in to create a pool of knowledge on the campus. Facilities for an online database of books in the library are made in the due course.

Website

The website is the mirror of the college and will be revamped from time to time to keep it updated. The website contains the details of programs offered, facilities available, activities happening, and information regarding the college.

Course of Implementation

•   The modules mentioned will be implemented in a step by step process in the institution

•   The college website will be updated from time to time and will be the mirror of the activities of the college.

•   The Library will also be updated with software for maintenance and online databases for books.

•   The institution will become completely automated in the near future, which will aid in hassle-free data governance.

The institution will equip itself with the Wi-fi internet facility, adding a good number of computers to every department, installing printers and scanners for the ease of use of the stakeholders. The vendors selected for service will be

provided with the necessary support from the institution. Orientation on E-governance will be provided to all the stakeholders from time to time.

To implement e-governance in the institution, the management will allot a budget every academic year and the same will be released for purchase/maintenance of the E-governance software. The Principal will coordinate the E-governance modules and their maintenance.

Based on the needs of the institution, the e-governance modules, ICT Tools and resources, software, Computer Systems, Printers and Scanners, Internet facilities will be upgraded based on the recommendations of the E-governance reports. Every year the institution will upgrade itself in these lines for the increased efficiency of the administration Process.

If any question arises relating to the interpretation of this policy, it shall be referred to the MANAGEMENT whose decision shall be final.