

E-GOVERNANCE POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/17
Title	E-GOVERNANCE POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women (mLAC), an autonomous college managed by a registered public trust, offers multidisciplinary programs catering to the varied academic interests of girl students. The college provides an environment that is conducive to learning with the main objective of meeting the changing requirements of a diverse group of students and other stakeholders. Governance at mLAC is enabled by an IT driven information management system paving the way for speedy and seamless delivery of services towards enhancing the quality of education.

The Board of Trustees have laid down clear guidelines for the governance of the college to ensure development by leveraging new and cutting edge technologies. The broad areas of e-governance include Admissions, Administration, Website and social media, Examination, Communication, Finance & Accounts and Library

This policy is aimed at planning and facilitating IT infrastructure for the deployment of cutting-edge applications and solutions for seamless administration of the college.

OBJECTIVES

- To ensure easy access to information for decision making
- To enable online communication with all stakeholders
- To promote transparency and accountability across all domains
- To achieve efficiency in all areas of functioning
- To create an ecosystem for paperless administration
- To provide scope for greater visibility

AREAS OF IMPLEMENTATION

1. Student Admission
2. Administration
3. Website & social media
4. Internal & External Examinations
5. Internal and External Communication
6. Finance & Accounts
7. Library

ATTESTED


Principal

**Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.**

Student Admission:

- An open and transparent admission process shall be followed governed by the statutes laid down by the affiliating university and regulatory bodies.
- The college brochure shall be displayed on the website with information about the programs offered and eligibility criteria
- Student admission shall be enabled online through the admission portal.
- Availability of application forms and payment of fees shall be managed through the online portal.

Administration:

- The college shall create IT infrastructure towards achieving the objective of paperless office.
- The administrative office shall maintain all database through implementation of cutting edge IT solutions
- The administrative office shall provide online services to stakeholders through adoption of appropriate IT applications
- All administrative processes shall be IT driven to ensure speedy decision making

Website and Social Media:

- The college website shall be hosted and deployed by a third party on a secure platform
- The website shall provide information about all the activities and engagements of the college
- A Website Committee shall be constituted for administration of the college website
- The Website Committee shall undertake the task of continuously updating and maintaining the website
- All the important notifications shall be posted on the website immediately after their release
- The Website Committee shall ensure that relevant information is posted on social media

Internal and External Examination:

- The examination process shall be carried out using appropriate software.
- Utmost diligence and caution shall be exercised to maintain secrecy and confidentiality in the conduct of internal and end semester exams
- Students shall have online access to all examination related information
- Regular updates of students' performance shall be maintained and communicated to the parents periodically
- Controller of Examination shall supervise the entire process of examination under the leadership of the Principal.

ATTESTED


Principal

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Internal and External Communication:

- Internal communication shall be undertaken electronically through email and other suitable IT applications
- External communication with stakeholders shall be conducted using the digital medium and appropriate social media

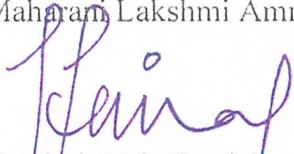
Finance and Accounts:

- The college shall ensure ease of maintaining accounts & finance by implementing relevant Accounting & Finance Software package
- Latest versions of the software shall be purchased to ensure accuracy in maintenance of financial records.
- Profit and loss account, Balance Sheet and analysis reports shall be generated through this software.
- Appropriate security measures shall be taken for maintaining confidentiality of the financial data.
- Training to the existing staff and updating of the existing software shall be undertaken regularly.
- All receipts and payments shall be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

- The College shall subscribe to e-learning resources for the benefit of teachers and students.
- The College shall subscribe to new e-journals and books regularly.
- Inputs shall be taken from teachers and students while subscribing to e-resources
- Access to e-journals and e-resources shall be provided to staff and students
- The college shall install fully automated ILMS software with use of Online Public Access Catalogue module to allow library database search.
- The Circulation module of the software shall cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module shall cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library shall provide access to a fully automated software for plagiarism check.

For Maharani Lakshmi Ammanni College Trust (Regd.)


Sri. K. Jai Raj. IAS (Retd.),
Managing Trustee

MANAGING TRUSTEE

Maharani Lakshmi Ammanni College Trust (R.)
Malleshwaram, Bangalore - 560 012

ATTESTED


Principal

**Maharani Lakshmi Ammanni College
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