



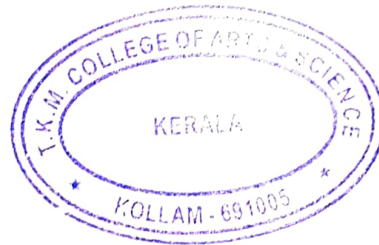
T.K.M. College of Arts and Science Kollam



E - Governance Policy

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E-GOVERNANCE POLICY

Preface

The introduction of Information and Communication Technology in the field of education has become a boon to academic institutions as it helps maintain the quality of education and streamline the governance system. The concept of effective governance is the ability to confront the new changes and adapt to the needs of the present situation. With the college developing into a well-reputed institute of higher learning, the management understands the need to have an e- governance system in place to co-ordinate the administration of the college. Having an e- governance system will help in integrating all the stakeholders of the institution and to automate various functionalities of the institution. It will also bring an element of transparency into the system.

Benefits

- Quick availability of Data
- Reduction in human resources
- Improved searching facility
- Increased productivity
- Improved quality
- Efficient predictability
- Improved consistency
- Real time-liberation

Objectives of the Policy

1. To implement e-governance in various administrative and academic 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



Procedure of Execution

1. The management of T. K. M. College of Arts and Science, Kollam has the complete authority to select the vendors for e-governance according to the need of the institution.
2. The management calls various vendors who provide various e- governance services.
3. The criteria for selection of the vendors/software include - user friendly interfaces, time saving and cost saving mechanisms which meet the requirements of the institution.
4. The vendors can demonstrate and explain the special features of their services.
5. Based on the inputs from various vendors and their terms of service provided, the management selects the vendor.
6. 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.

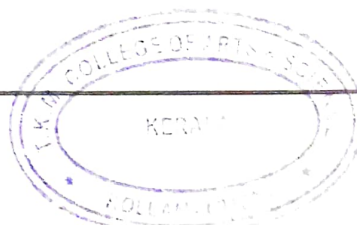
Areas in which e-governance is to be implemented:

- Administration
- Finance and accounts
- Student admission support
- Attendance
- Examination Support
- Library
- Website

Administration

For the holistic development of an institution, the governance should be carried out without any hitches; technology is a key element in this regard. The e- governance system should take care of the following administrative aspects:

- providing information to the stakeholders
- maintenance of staff and student profiles/data
- attendance marking and consolidation into reports



- internal communication network
- dispensing certificates, leave forms etc. to students

Finance and Accounts

The e- governance software should provide 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 process has been shifted into online mode and the e- governance partner should provide a platform for the admission process.

Examination Support

The college conducts internal and model exams at regular intervals and requires the e- governance partner to maintain the marks of the internal assessments and exams for easy reference and maintenance. The platform should also give options for conducting online exams and quizzes.

Library

The library requires the following:

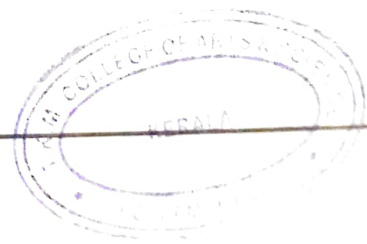
- Web OPAC and remote access to the virtual resources of the library
- Subscription to e-resources
- Subscription to journal databases and e-books repositories

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 programmes offered, facilities available, activities happening and information regarding the college.


Course of Implementation

The modules mentioned above will be implemented in a step-by-step process over a period of 5 years. The objective is that the institution will become completely automated in the near future, which will aid in the hassle-free data governance.



The institution will equip itself with the hi-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 the 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 its 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.


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A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line and a flourish.

SHAHAL HASSAN MUSALIAR
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