



(Affiliated to Mahatma Gandhi University, Kottayam)



E- GOVERNANCE POLICY

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FOREWORD

In this era of modern technology, we witness rapid and revolutionary improvements in E- Governance and the subsequent spurt in growth of information and communication technology. In order to meet these global challenges, our institution needs a policy framework to implement this innovative technological improvements. The significance of e governance in the higher education sector lies in the fact that knowledge should be preserved and transferred to the future generations. It is highly needed for the economic development of our nation. The college has to tune its vision and make it inclusive of technological aspects regarding the ICT technology as specified in the strategic planning policy document of the college. This thinking contributed a fairly high investment in the basic ICT facilities in this college which enhances further development of the institute. It helps us to realise our dream as envisaged in our strategic development planning. Our college includes management staff, teaching faculty, non- teaching staff and students as key stakeholders and are entitled to receive maximum benefits from E- Governance. This ultimately will enhance the outlook of our staff and students in the near future. It should be revised as and when required to maintain the standard prescribed through this policy. Our college is committed on e-governance with the adoption of better ICT facilities to enhance the efficiency and efficacy of our stakeholders.

Dr. Junaid Rahman (Manager)

Al-Ameen College, Edathala



INTRODUCTION

Al-Ameen College, a pioneer educational institution under MG University tried to promote and integrate E-Governance initiatives from way back. E- Governance initiatives opened up technological improvement and transparency in both academic and administrative level in the institution. This invariably transformed the entire outlook of our college. The vision of our college envisages an ICT enabled comprehensive teaching-learning techniques to facilitate the transforming of our students into globally competent, ethically sound and socially committed individual. This has contributed to the development of an E- Governance policy for the college. All information are shared electronically through E- Governance mechanism. Al-Ameen college is on the path of expansion in the E- Governance area. Teaching staff, non-teaching staff and students venture on this consistently with active financial support from the management.

REASONS FOR FORMULATING E-GOVERNANCE POLICY

- ✓ To work in tune with the E-Governance policy of the government and to work for the competitive advantage over other colleges
- ✓ To achieve the goal explained in the strategic planning
- ✓ The main aim of e governance policy is to make administrative and academic activities transparent.
- ✓ It enables the optimum allocation of resources in an efficient way so as to withstand the shortage of staff if at all any.
- ✓ It equally utilise the ICT techniques in teaching-learning process and also in administrative matters.



- ✓ The development of different types of services, educational and related technological facilities, increasing number of courses, increasing growth of the number of students and faculty ,increasing availability of ICT services and systems result the necessity for application of E-Governance policies.

MARCHING TOWARDS E-GOVERNANCE

- Notices to the teaching and non-teaching staff are provided through group email.
- Notices to the students are also conveyed through SMS messages and also through general announcement in the campus
- It reduces the use of paper in administrative decisions
- Majority of office works have been computerised using TALLY developed by INDMERC Solutions which is mainly an accounting software and it involves inventory management, tax management, payroll system etc.
- TCS (Total Campus Solution) - Online attendance software system is in use from 2017-18 onwards. The college used to operate the attendance software developed by MOBIZ ASIA till then, It automatically SMS the status of attendance to the concerned parents hour-wise. Teachers can access the attendance details hour-wise, subject-wise, daily-wise, monthly and semester-wise. Two internal marks and marks for assignments etc. are consolidated for the preparation of Form A automatically. The consecutive Form A for all subjects are consolidated automatically to construct Form B which should be uploaded for each semester. It reduces the time and cost involved in the preparation of Form A and Form B.
- MOODLE- an open source Learning Management System (LMS) introduced in the college in 2016 and is functioning in a full-fledged manner from 2017-18 onwards.



Through this LMS Software the teaching staff can upload the learning materials for the students which includes Power Point Presentations (PPTs), class notes, question banks, additional information, academic videos, Reference URL's etc. The teachers can conduct aptitude tests, quizzes, assignments, test papers, internals etc. The evaluation can be conducted easily and the marks can be uploaded directly through this system. Teachers are also free to exhibit the marks scored by the students after each test. Students of the college can globally access MOODLE and if any lectures are lost, they can retrieve it through this software.

- Wi- Fi facility are extended to all teaching staff, non-teaching staff and students of this Al-Ameen family. Two types of connectivity are subscribed by our college. A 40Mbps connectivity under National Mission Education and Information Technology scheme of Government of India has been provided through BSNL .Rail Tel internet connection with FUP 200 Mbps is also in use at our college.
- An E- Governance centre is in function at our campus from 2018-19 onwards. It employs two staff and provides services to students of this college and to the general public. All e- communications for supplementary examination, submitting application for university examinations, registration for university examinations, PSC examinations, scanning of documents, photos, fee remittance , services with regard to several government services including Voter's ID card, procurement of results, employment exchange registration, PSC registration declaration etc. are done at this centre.
- Regular admission of students to the college inclusive of submission of application for admission, University examination registration, fee remittances, processing and sorting of applications based on university rules, fee remittance, scanning and uploading of



required documents, issuing of transfer certificates etc. are done through TCS software in the office.

- Two computer labs, Science labs and Language labs are functioning in the college and is available for the students to do their study chores.
- Library is also automated way back from 2012(Granada software), which is now replaced by Libsoft. E – Resources are also available to the students. A software to check plagiarism of paper publications and student projects are available in the Library. INFLIBNET, DLNET etc. can be accessed by both students and teachers which thrust the intuition of knowledge seekers.
- E –resources are also available for the effective enhancement of teaching and learning experiences for both students and teachers. It includes video conferences, Google class rooms etc.
- Google class room is a web based online enabled classroom where students from outside colleges can be invited to join through which sharing of knowledge is much easy.
- Online certificate courses such as SWAYAM, Spoken Tutorial classes, NIT online certificate courses etc. are extended to the students thus expanding the area and scope of ICT enabled services of the college.
- Video conferences with the university is made mandatory and is undertaken successfully.
- Automated printing of university question papers can be a stepping stone in this E-Governance direction.
- The number of computers stands at 226 now which fully support the E-Governance practices of our college.



CONCLUSION

Successful implementation of E-Governance policies will help in reducing paper work and time taken for the completion of a job. It also ensures better utilisation of human resources. The college is on the path of fully computerised automation in administrative work and also in academic cycle .It computerises every office procedure from registration for the course per student to the issue of TC at the end of the course. This policy framework adopted and adapted will lead to a sustained and effective growth of academic and administrative system in the college. This policy invariably is advantageous for the college and the decision making body of the college (comprising of Management Council and College Staff Council) assures whole hearted commitment to the successful layout and practice of this E-Governance policy.

