Karnala Sports Academy's

BARNS COLLEGE OF ARTS, SCIENCE & COMMERCE

Affiliated to Mumbai University

शासन मान्यता - शासन निर्णय क्र. एन.जी.सी. २००८ (२५५/८) मशि - ३
मुंबई विद्यापीठ संलग्नता / मान्यता - २/४९८८/२००९ दि. २५ नोव्हेंबर २००९

Ref. No. :   Date :

E-GOVERNANCE POLICY

POLICY STATEMENT

KSA, Barns college of Arts, Science and commerce is committed to leveraging e-governance for the betterment of our institution, its stakeholders, and the community we serve. This policy reflects our dedication to transparency, efficiency, and data security through the effective use of electronic systems and practices.

We pledge to uphold the subsequent values in our e-governance initiatives:

A. Accessibility: Ensure that all users, including those with disabilities, can access electronic services.

B. Security: To protect sensitive data and information, put strong security measures in place.

C. Transparency: Inform stakeholders by publishing information, policies, and procedures.

D. Efficiency: Continue to look for ways to make administrative procedures more efficient.

E. User-Centric Approach: When creating electronic services, consider how the user will interact with them.

F. Compliance: Adhere to applicable laws and rules governing data protection and privacy.

- **Accessibility**

- **Security**

- **Transparency**

- **Efficiency**

- **User-Centric Approach**

- **Compliance**

KEY OBJECTIVES

Enhancing administrative effectiveness, enhancing service delivery, increasing transparency, and empowering students, teachers, and staff are the main goals of an e-governance policy for universities. These goals seek to employ technology to improve college administration's efficiency, user-friendliness, and accountability.

The e-governance policy for colleges aims to transform administrative operations, ensuring they are efficient, transparent, and user-centric. These objectives are designed to create an environment that empowers students, faculty, and staff, providing them with the necessary tools and services to excel in their academic pursuits while maintaining data security and compliance with relevant regulations

❖ E-governance implementation is necessary for the institution to operate efficiently. Reduce the amount of paper used in institution management.

❖ To increase accountability and transparency.

❖ Facilitating online communication between the institution's various executive bodies on both an internal and external level.

❖ To fulfil the goal of becoming a user- and environmentally-friendly institution.

❖ Ensure that data is kept in a secure environment and that it is easy to access.

❖ To introduce automation into the library space.

❖ Using digital means to make the institution visible to all relevant parties.

❖ To give students, faculty, alumni, and parents access to e-facilities for use in a variety of institution-related activities.

❖ Eliminating paper from the institution's administration

SCOPE AND APPLICABILITY

The e-governance policy's scope and application should be clearly defined and matched to the institution's particular requirements and objectives. To ensure the policy's effectiveness and successful integration into the college's operations, it is crucial to involve pertinent parties in its formulation and implementation.

➢ **Administrative Procedures:**

The policy may address a number of administrative activities, such as admissions, student record management, financial transactions, human resources, and communication.

The policy encompasses a variety of administrative procedures, such as enrolment management and admissions, but not exclusively.

✓ Administration of student records, including course registrations and academic transcripts.

✓ Financial activities include payroll, accounting, and budgeting. (Fees manager)

✓ Management of human resources, including hiring, paying, and evaluating employees' performance.

✓ Communication and cooperation between teachers and students.

➢ **Website**

A college website serves as the main route for communication, interaction, and service delivery, making it a crucial part of e-governance regulations. Websites can improve openness, accessibility, and effectiveness in college operations when combined with other e-governance principles and tools.

They act as the main point of contact between the college and its constituents, facilitating open dialogue and effective service delivery. The following are some crucial functions that websites perform in an e-governance plan for colleges:

✓ Information Dissemination
✓ Admissions and Registration
✓ Academic Information
✓ Student Portals
✓ Library Services
✓ Feedback and Support
✓ Emergency Notifications

The significance of websites is evident in today's interconnected society, from government and healthcare to e-commerce and education. In addition to acting as a hub for information, a well-designed and well-managed website may also act as a doorway to audiences throughout the world, encouraging accessibility, participation, and trust. The importance of websites in our lives is certain to increase as technology develops, making them a vital tool for both institution and individuals.

➢ **Technical Infrastructure:**

List the platforms and technical infrastructure, such as websites, databases, information systems, and communication tools, to which the policy will be applied. Outline the platforms, tools, and systems that fall under the e-governance policy's jurisdiction. Websites and online applications from colleges could be witnesses to this.

1. Student information systems. (SIS) (Fees manager)

2. Database administration programs.
3. Tools for communication (email, messaging services).
4. Examination software :- college level (Exam manager)

University level (MU App)

5. Student curricular and non-curricular skill enhancement
- Windows 10
- Visual studio 2015
- Open software (java, turbo c, Linux operating system, tally)

➢ Data Management:

The scope may include procedures for gathering, storing, and managing information about students, employees, and institutional operations. Explain in detail how data will be gathered, managed, stored, and safeguarded. From data gathering to data archiving or disposal, address the entire data lifecycle. This could include:

- ✓ Techniques and resources for data collection.(Google forms, uploading information on university websites)
- ✓ Procedures for storing and backing up data.(Hard disk)
- ✓ Access and sharing rules for data.(only the admin members with personalized id and passwords can access)
- ✓ Data encryption and security procedures.
- ✓ Policies for data archiving and preservation.

➢ Privacy:-

Define the extent to which security measures will be put in place to safeguard data and privacy.

- Access restriction and user verification. (only the admin members with personalized id and passwords can access)
- Encryption of data.
- Regular security evaluations and audits.
- Procedure for incident response and breach notification (immediate action)

➤ Library :-

To help the students write their tutorials, all necessary textbooks are maintained in the Reserve Section. There is a well-equipped reading room with subscriptions to many daily newspapers, weekly magazines, periodicals, and journals covering a wide range of topics.

Administration of libraries and resources. (Integrated library system - BIJUMS)

The institution keeps adding e-learning resources for the benefit of the instructors and students, and while subscribing to the e-resources, suggestions are gathered from the instructors and students.

E-resources utilized on the college level has access to all the stakeholders in the college i.e. student can access the library whenever they want.

Administrative Procedures	Website
Technical Infrastructure	Data Management
Privacy	Library
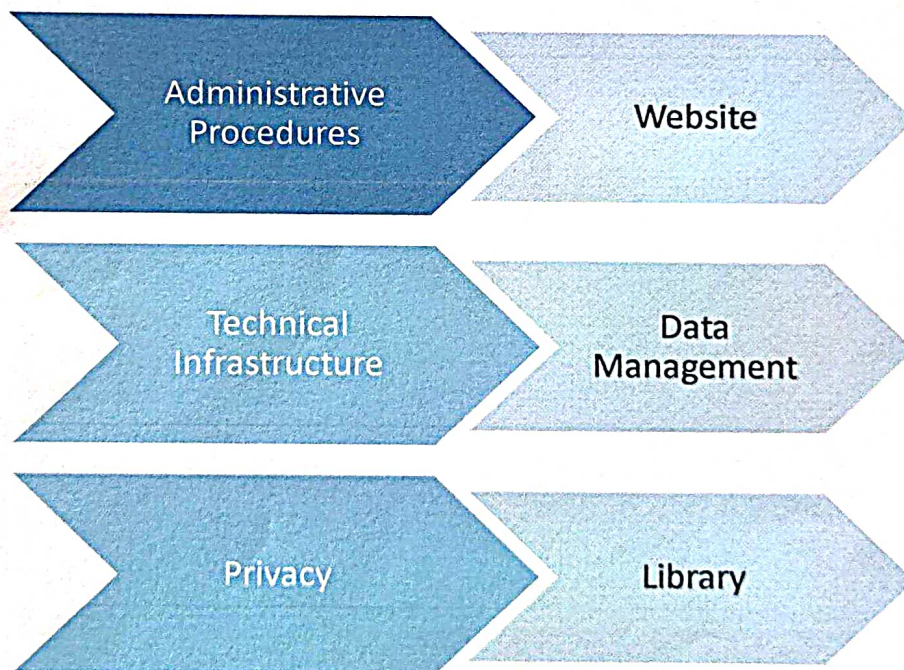
CONCLUSION

The goal of an e-governance strategy is to transform how educational institutions run, interact with their stakeholders, and provide services. Colleges can fulfil the changing expectations of students, professors, and staff while assuring data security and regulatory compliance by embracing technology, automation, and transparency. E-governance policies that are successfully implemented in colleges ultimately lead to increased operational effectiveness, financial savings, and happier staff members and students. The strategy continues to be an adaptable and dynamic template for developing educational institutions that are not just attentive to the demands of the digital age but also in the forefront of educational innovation as technology develops. The policy emphasizes offering user-centric services, encouraging a culture of accountability, and openness in addition to streamlining administrative procedures. By doing this, it encourages everyone who belongs to the college community to actively engage in both their academic and administrative endeavours.

I/C Principal
KSA, Barns College of Arts, Sci & Comm