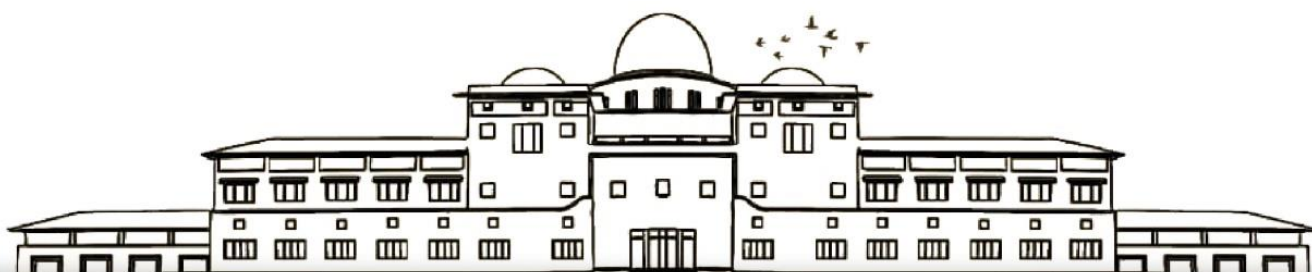# SAFI INSTITUTE OF ADVANCED STUDY (SIAS)

E-GOVERNANCE POLICY

INTERNAL QUALITY ASSURANCE CELL
(IQAC)

E-governance Policy

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Introduction

Information and Communication Technology in the field of education has become the latest trend among the higher education institutions as it helps in maintaining the quality in education and make governance of the iinstitutions seamless. The ability to confront the new changes and adapt to the needs of the current scenario make effective governance. The management understands the need to have an e-governance system in place to integrate the administration of the college as the institution developing into a well-established institute of higher learning. The e-governance system integrates all stakeholders of the institution by automating various functionalities. It brings transparency in the system and empowers the management in better administration of the college.

Benefits

- Paperless office
- Quick availability of Data
- Increased productivity
- Improved searching facility
- Reduction in human resources
- Controlled accessibility
- Improved quality
- Time and cost effective
- Improved consistency
- Efficient predictability
- Storage of data in cloud services

Objectives of the Policy

- To implement e-governance in various areas of operations in the institution
- To create transparency in the e-governance
- To achieve efficiency in the e-governance
- To promote accountability
- To facilitate resolution in case of disputes
- To unite various stakeholders and establish the institution's vision global

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Procedure of Execution

- The Managing Committee of SAFI Institute of Advanced Study, Vazhayur is the ultimate authority to select the vendors for e-governance according to the needs of the institution.
- The Managing Committee calls various vendors who provide e- governance services.
- The criteria for selection of the vendors are primarily: user friendly, time saving and cost effective 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 Managing Committee selects the vendor.
- The Managing Committee signs an agreement with the selected vendor and their services will be provided to the institution for the stipulated period unless terminated earlier.

The Selection of Modules

- Applicant management
- Finance and Accounts
- Student management
- Attendance management
- Employee management
- Staff communications
- Research scholars
- Purchase
- Inventory
- Booking and allocation
- E-file management and tracking
- Communications
- Examination

Administration

To improve the functioning of the institute, information technology needs to be adopted. The e-governance should take care of the entire administration of the institute ranging from services like application submission, fee payment, indexing, ranking, rank list preparation for admission, creating and hosting faculty profiles, support in creating various reports, timetable and workload setting, attendance marking and publishing, leave application, resource booking, internal and external duty marking and much more

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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, calculate tuition fee/ conveyance/hostel fee dues and also support the fee payment and collection.

Student Support

The software should be able to provide necessary features to handle the admission process starting from submission of the application to the enrolling for the programme along with online fee payment facility, ID card and TC generation, browsing the study materials, internal marks and attendance checking, receiving time-sensitive notifications on important matters and other necessary services needed for the students.

Examination

The institute conducts internal exams at regular intervals and the e-governance partner should maintain the marks of the internal assessments and exams for easy reference and maintenance. It should also help in the hall allocation to the students and invigilation duty allocation followed by features for mark entry, updation and eventual publication of the mark list. The platform should also have options to conduct internal exams both offline and online given the situation.

Course of Implementation

- The institute will be given a trial period to test the efficiency of the ERP proposed.
- The modules mentioned will be implemented step by step in the coming academic years.
- The college website will be updated on a daily basis to reflect the activities of the institute.
- In the upcoming years, the college will tie up with various e-governance supporting software providers and will try to research and work on more user friendly, upgraded and cost effective softwares.
- The institution will become completely automated in the near future, which will aid in the hassle-free and seamless governance.
- The institution will equip itself with the high-speed Wi-Fi facility, adding a good number of computers to departments and offices, providing interest-free loans for staff to buy laptops, installing printers in each department coupled with facilitating specific trainings and workshops to prepare the stakeholders to a be a part of the paperless office system. The vendors selected for the service will be provided with the necessary support from the institution.

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- 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/Officer on Special Duty will coordinate the e-governance modules and its maintenance.

- 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 Managing Committee whose decision shall be final.

The E-governance Policy is approved in the Managing Committee meeting of SAFI Institute of Advanced Study, Vazhayur held on 10.05.2010.

Secretary
Managing Committee
SAFI

Vazhayur P.O.
Vazhayur