

# **St. Ann's college for women**

(Autonomous), Affiliated to Osmania University  
Accredited by NACC with A+ Grade(3rd cycle),CPE by UGC  
ISO 9001:2015 and ISO 14001:2015  
Mehdipatnam, Hyderabad

## **E- governance policy**





## **E-Governance Policy**

### **Preamble**

In line with its values of quality, transparency, efficiency, St. Ann's college for women, Hyderabad endeavours to harness modern technology through a systematic and structured e-governance mechanism that includes all the aspects of institutional administration.

**Scope 1.0** The scope of this policy covers the following areas: General administration, Student Admission, Examination, Library, Accounts and Finance, ICT Infrastructure, e-waste Management

### **2.0 Formulating and implementing the policy**

The ICT centre and a specially constituted committee shall spearhead the efforts in implementing and

monitoring the employment of e-Governance in

- Administration
- Admission & student support
- Finance & Accounts and
- Examinations.

The committee shall have the following composition:

- Principal - Ex-officio Chairperson
- IQAC Coordinator
- Controller of Examinations
- Technical Director, ICT cell
- Finance officer: Ex-officio Member
- 2 Senior Faculty members - (Nominated)
- Senior IT Staff- Co-coordinator  
(Nominee)



### **3.0 Role and Responsibilities of e-governance committee**

- Plan for effective e-governance in the all administrative and academic aspects
- Assess the IT needs of the institution and plan for procurement and installation of necessary equipment, software, licences and monitor updation .
- The ICT centre shall look into installation of IT infrastructure, procurement and renewal of licences for various softwares,
- The committee shall monitor the development and the upgradation of existing facilities.
- The ICT centre shall take adequate steps for privacy and protection of institutional information.

### **4.0 IT Infrastructure**

In educational institutions teaching learning, exams and research are changing by leaps and bounds at

an unprecedented rate and institutions have to integrate ICT in all processes.

- The institution shall update its IT infrastructure in a sustained manner
- Efforts shall be made to provide ICT facility in as many classrooms as possible
- IT labs with workstations and sufficient number of systems with appropriate software shall be established
- Necessary infrastructure shall be installed to provide a blend of online and offline learning
- Adequate internet connectivity shall be provided to all users with adequate number of service providers and the necessary hardware for distribution.
- Wired and wireless LAN connectivity with suitable bandwidth distribution capability shall be provided.
- Institution shall setup local servers, firewalls and subscribe to various



cloud services, to handle and secure data.

- Various campus locations for seminars, conferences, cultural programs, academic events, administrative office and the exam cell shall have the necessary ICT infrastructure installed.
- Library and information centre, shall be periodically upgraded with relevant e-resources and subscriptions.
- Proper mechanism shall be put in place for e-waste management
- Infrastructure shall be procured for media production and dissemination.

### **5.0 IT Human Resources**

- An IT administrator shall be appointed to coordinate and monitor the activities of the IT department.
- Sufficient number of staff shall be employed to maintain IT infrastructure in the campus.
- An exclusive administrator for website maintenance shall be appointed.
- The staff shall ensure maintenance and upkeep of IT resources and infrastructure.
- Training shall be provided to the IT staff for updating their knowledge and skills.

### **6.0 Administration**

IT integration in administration ensures convenience, transparency and effectiveness.

- MIS should be developed or procured to maintain all professional and personal data of all employees, salary and leave details, and administrative information.
- ERP systems shall be developed for interconnecting academic and administrative sections.
- A systematic, well-planned, timely and transparent process shall be designed for documentation, collection, processing and maintenance.



- All records of students faculty and staff shall be digitalised.

## **7.0 Admissions**

The IT infrastructure for admissions shall facilitate accessibility and dissemination of information, release of list of selected candidates, online payment of fees and ensure transparency

- Dissemination of programme details and admission process shall be done through the prospectus on the official website.
- Online mechanism shall be followed for the screening, and processing of applications for admission to the various programs offered by the institution.

## **8.0 Accounting and Audit**

- The finance section shall have adequate staff to manage financial and accounting processes through authorised/ customized software.
- Adequate IT support shall be provided for data maintenance, privacy and protection.
- Staff salaries, insurance, provident fund, loan and grant details shall be accounted and audited with adequate IT support.
- Student fees, scholarships, concessions and waiver details shall be accounted and audited.

## **9.0 Learning Management System (LMS)**

The institution shall create an integrated learning management system to facilitate blended learning, flipped classrooms and open courses..

- The institution shall facilitate production of online learning content by providing infra and training support
- A lecture/video capturing facility shall be provided.
- Care shall be taken regarding copyright and intellectual property rights.



## **10.0 Examinations**

Evaluation is central to the functioning of an autonomous college.

- The institution shall strive for end to end automation of all examination processes.
- Schedule of exams, issue of hall tickets, payment of exam fee, result publication, transcripts and verification shall be done online through the exam portal
- Database of student evaluation shall be maintained with high security and confidentiality.
- Adequate security features shall be incorporated in the generation of grade cards, provisional degrees and other certificates

## **11.0 Maintenance**

Maintenance IT infrastructure is an important task for the IT administrator. Current trends and technological advances mean obsolescence of existing equipment has to be dealt with.

- A dedicated maintenance team shall work for the maintenance of IT infrastructure.
- Necessary budget allocation shall be made for maintenance and up gradation of hardware and software
- Annual maintenance contracts shall be taken with authorized service agencies.

## **12.0 Library**

The library located in the heart of the campus is the intellectual nerve centre of the institution.

- An integrated library management system shall be acquired to automate and manage the libraries in the college
- Adequate Wi-Fi connectivity shall be ensured for the usage of e-content and e-resources.



- The institution shall work for the necessary collaboration with national and international institutions for e-resources.
- The institution shall subscribe to online journals and renew and update the same periodically.


### **13.0 College Website and Social Media**

People at large perceive the institution through the website . Hence it is important to have a well designed and maintained website and other social media handles/pages.

- All important communication, notices and circulars and announcements shall go through the website and college apps.
- The institutional website shall be designed and maintained by qualified web administrators.
- The social media shall be managed by SQAC team and faculty.
- Website and social media shall be updated periodically

### **14.0 e- Waste Management**

- The institution shall plan for proper management and disposal of e-waste generated.
- Old equipment shall be repaired and donated
- An MOU shall be signed with a suitable agency for collection of e-waste.

  
PRINCIPAL  
ST. ANN'S COLLEGE FOR WOMEN  
MEHDIPATNAM, HYDERABAD-28.