



# IDEAL COLLEGE FOR ADVANCED STUDIES

(Affiliated to University of Calicut)

Kadakassery, Ayankalam - PO, Thavanur, Malappuram -Dt, Kerala, PIN: 679594

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Run by Ideal Trust

## E-Governance Policy

The introduction of information and communication technology (ICT) in the sphere of education has proven to be a benefit to academic institutions, as it aids in the maintenance of educational quality as well as institutional governance. The ability to address new developments and adapt to the demands of the current situation is the definition of good governance. The management saw the need for an e-governance system to integrate the college's administration as the institution grew into a well-established institution of higher learning. The e-governance system assists in integrating all stakeholders of the institution as well as automating numerous functions. E-governance increases system openness and provides the management more control.

## Objectives of the Policy

- 1.To integrate e-governance into the institution's numerous functions.
- 2.To make the institution's operations more transparent.
- 3.To make the teaching and learning process more efficient.
- 4.To encourage responsibility.
- 5.To bring together a diverse range of stakeholders and create the institution on a global scale.

## Procedure of Execution

- 1.The management and Principal of Ideal College 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 are - user friendly, time saving and cost saving software along with meeting the requirements of the institution checked by a technical committee constituted by the Principal



  
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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 on the basis of the recommendation of Principal

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.

### **The Selection of Modules**

- Administration
- Finance and Accounts.
- Student Admission support.
- Attendance
- Examination Support
- Library
- Website
- Infrastructure for e-governance

### **Administration**

The institution needs smooth functioning of its governance system for its improvement. Technology must be implemented in order to increase its performance. E-governance should take care of giving information to stakeholders, maintaining staff and student data, maintaining attendance, enabling internal communications, and students should be able to obtain advantages without difficulty by presenting certificates, leave forms, and so on.

### **Finance and Accounts**

The e-governance software aids in the management of the institution's accounts and finances. It should be able to give e-copies of employee wage certificates, assist with deductions, help students pay their fees and give receipts to all payments. The institution should also encourage all the payments in online mode.

### **Student Admission Support**



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The admission of the college should be done online, and the e-governance partner should offer a platform for the admissions process. The admission schedule advertise in the college web site and student use online facility of the university. The links are provided in the college web site in time. Application forms for admission are provided online.

### **Library**

The library is inducted with management software for books maintenance. To build a pool of knowledge on campus, more internet sources and databases are being used. In due future, facilities for an online database of library books will be implemented.

### **Website**

The college's website is a reflection of itself, and it will be updated on a regular basis. The website offers information on the college's programmes, facilities, and events, as well as information about the college.

### **Infrastructure for e-governance**

The college will install high-speed internet, as well as a sufficient number of computers in each department, as well as printers and scanners for stakeholders' convenience. The institution will give the required assistance to the vendors chosen for service. From time to time, all stakeholders will be given an orientation on e governance. The management will assign a budget for e-governance implementation in the institution during the council meeting every academic year, and the funds will be issued for the purchase and maintenance of the e-governance software.



A handwritten signature in blue ink, appearing to read "Om 3".

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