

POLICY FOR E-GOVERNANCE



**ST. EDMUND'S COLLEGE
SHILLONG**



St. Edmund's College
Shillong

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Prepared by


(IQAC Coordinator) **IQAC COORDINATOR**
St. Edmund's College
Shillong - Meghalaya

Functional Responsibility


(IQAC Coordinator) **IQAC COORDINATOR**
St. Edmund's College
Shillong - Meghalaya

Authorized by


(Secretary, GB) **Secretary**
St. Edmund's College
Shillong - 793003
Meghalaya


(Bursar) **BURSAR**
St. Edmund's College
Shillong - 793003


(Principal) **Principal i/c**
St. Edmund's College
Shillong

1. Introduction

St. Edmund's College, Shillong, is committed to leveraging Information and Communication Technology (ICT) to enhance administrative efficiency, improve service delivery, and facilitate transparency in its operations. This policy outlines the framework for the implementation and utilization of e-governance initiatives within the college.

2. Objectives

- To streamline administrative processes and reduce paperwork.
- To enhance accessibility and transparency in college operations.
- To facilitate effective communication and collaboration among students, faculty, and staff.
- To promote the use of ICT for teaching, learning, and research.

3. Scope

This policy applies to all students, faculty, staff, and administrators of St. Edmund's College, Shillong.

4. E-Governance Initiatives

4.1. Financial Management System:

- Implement a multi-user Tally accounting system to manage financial transactions, including fee collection, expenditure tracking, and generating financial reports.
- Ensure secure access to the system for authorized personnel.
- Regularly update and maintain the system to ensure data integrity and accuracy.

4.2. Online Fee Payment System:

- Establish a secure online platform for students to pay their fees conveniently.
- Integrate the payment gateway with the college's financial management system.
- Provide real-time updates on fee payment status to students and the college.
- Implement robust security measures to protect sensitive financial information.

4.3. Student Information System:

- Develop a centralized database to store student academic records, personal information, and attendance details.
- Provide students with unique login credentials to access their academic information online.
- Enable students to view and update personal information as required.
- Implement measures to protect student data privacy and confidentiality.

4.4. Library Management System:

- Implement a KOHA library management system to automate library operations, including cataloging, circulation, and inventory management.
- Provide students and faculty with online access to the library catalog and resources.
- Enable users to search for books, articles, and other materials electronically.

4.5. Classroom Technology:

- Equip most classrooms with projectors, screens, and computers to enhance teaching and learning.
- Provide faculty with training on the use of classroom technology.
- Ensure adequate technical support for classroom equipment.

4.6. Security Coverage:

- Install approximately 200 CCTV cameras across the campus to enhance security and monitor activities.
- Implement a video surveillance system to record and store footage for evidence and analysis purposes.

5. Data Security and Privacy

- Implement robust security measures to protect sensitive data, including firewalls, antivirus software, and data encryption.
- Conduct regular security audits and vulnerability assessments.
- Adhere to data privacy regulations and protect the personal information of students, faculty, and staff.

6. Training and Support

- Provide training to faculty, staff, and students on the use of e-governance systems.
- Establish a helpdesk or support center to assist users with technical issues.
- Regularly evaluate the effectiveness of training programs and make necessary adjustments.

7. Evaluation and Review

- Regularly assess the impact of e-governance initiatives on college operations and student satisfaction.
- Identify areas for improvement and implement necessary changes.
- Review and update the policy periodically to align with technological advancements and institutional needs.

8. Implementation

- Develop a detailed implementation plan outlining timelines, responsibilities, and resource allocation.
- Establish a dedicated e-governance committee to oversee the implementation and monitoring of the policy.
- Provide necessary infrastructure and technical support.

By implementing this e-governance policy, St. Edmund's College aims to create a digital campus that enhances the overall learning experience, improves administrative efficiency, promotes transparency and accountability, and ensures the safety and security of the campus community.