



**AMAL COLLEGE**  
OF ADVANCED STUDIES

# **E-GOVERNANCE POLICY**

**AMAL COLLEGE OF ADVANCED STUDIES**

**Myladi, Eranhimangad Po, Nilambur – 679329**

Aided by Govt. of Kerala & affiliated to the University of Calicut

NAAC Accredited with A Grade (3.11 CGPA)

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## Introduction

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Amal College of Advanced Studies Nilambur is dedicated to improving institutional efficiency through robust e-governance practices. Starting with the adoption of Online TCS in 2018-19, an e-governance package for educational institutions, the college has been steadfast in embracing technological advancements. Demonstrating a commitment to modernization, the institution has recently upgraded its e-governance infrastructure to EMBASE Pro-Suite, a comprehensive ERP package, effective from the academic year 2021-22. With an annual investment of approximately 2 lakh rupees, Amal College ensures seamless operations in administration, finance, student admissions, and examinations. This E-Governance policy reflects the institution's dedication to leveraging technology for efficient and transparent governance.

## Objectives

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The E-Governance objectives at Amal College of Advanced Studies Nilambur are designed to optimize efficiency, transparency, and overall effectiveness across various operational domains:

### Administration and Complaint Management:

- Enhance efficiency by streamlining administrative processes and automating workflows to reduce manual tasks and paperwork.
- Implement a robust complaint management system to promptly address issues transparently and effectively.

### Finance & Accounts:

- Digitalize financial processes for accurate and efficient accounting, budgeting, reporting, and transactions.
- Introduce a digital payment system to ensure transparency in financial transactions.

### Student Admission & Support:

- Simplify and expedite the admission process through online platforms for a seamless experience.
- Provide comprehensive support services to students through digital channels, improving accessibility and responsiveness.

### **Examinations:**

- Implement online examination systems to streamline scheduling, distribution, and grading of internal examinations.
- Utilize the Calicut University Examination Portal to facilitate online exam applications, streamline fee payments, enable hall ticket printing, and ensure speedy result publication for university examinations.

## **Scope of the E-Governance Policy**

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The E-Governance policy at Amal College of Advanced Studies Nilambur encompasses students, teachers, the principal, administrative staff, parents, the university, government, and relevant bodies. It focuses on streamlining administrative processes, enhancing transparency, and ensuring the efficient functioning of academic and financial operations. The policy aims to provide a seamless experience for students, facilitate effective communication for teachers and staff, and maintain accountability to meet the standards set by the university, government, and other stakeholders.

## **E-Governance Policy Statements**

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### **Administrative Efficiency:**

We commit to streamlining administrative processes, leveraging technology to automate workflows, and reduce manual effort, ensuring a more efficient and responsive institutional framework.

### **Transparency in Complaint Resolution:**

Our institution pledges to implement and maintain a robust e-governance system for transparent and prompt resolution of complaints, fostering an environment of accountability and fairness.

### **Financial Digitalization:**

Embracing digital transformation, we aim to digitalize financial processes, ensuring accuracy, efficiency, and transparency in accounting, budgeting, reporting, transactions, and adopting a secure online payment system.

### **Student-Centric Admission Services:**

We strive to simplify and expedite the admission process through user-friendly online platforms, providing comprehensive support services to students for improved accessibility and responsiveness.

### **Examination Process Optimization:**

To enhance the examination process, we will utilize the Calicut University Examination Portal for online exam applications, fee payments, hall ticket printing, and result publication, promoting efficiency and user-friendliness.

### **Stakeholder Collaboration:**

Our e-governance policy emphasizes collaboration with stakeholders, including students, teachers, administrative staff, parents, the university, government, and other bodies, to ensure collective participation in the continual improvement of institutional governance.

### **Data Security and Privacy:**

We are committed to implementing robust data security measures to safeguard sensitive information, ensuring the privacy and confidentiality of student and staff data in accordance with legal and ethical standards.

### **Continuous Technological Innovation:**

Embracing a culture of innovation, we will continually explore and adopt emerging technologies to enhance teaching, learning, and administrative processes, ensuring the institution stays at the forefront of technological advancements.

### **Compliance with Regulations:**

The institution pledges to adhere to relevant regulations and standards set by accrediting bodies, the university, and government authorities, ensuring that our e-governance practices align with the broader educational framework.

### **Periodic Review and Improvement:**

We are committed to conducting regular reviews of our e-governance policies and practices, soliciting feedback from stakeholders, and making continuous improvements to adapt to evolving technological landscapes and meet the dynamic needs of the academic community.

## **E-Governance Policy Formulation Process**

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At Amal College of Advanced Studies Nilambur, the E-Governance Policy Formulation Process involves the collaborative efforts of a dedicated Digital Wing, comprising faculty, administrative staff, and student representatives, ensuring systematic planning, deliberation in the college council, and periodic evaluations for the seamless implementation and continuous enhancement of e-governance initiatives

### **Establishment of Digital Wing:**

The college has instituted a dedicated digital wing comprising a teacher coordinator, teaching staff members, administrative staff members, student representatives, and the principal to oversee and implement e-governance initiatives.

### **Periodic Meetings:**

The digital wing convenes regular meetings to discuss and review the seamless operation of e-governance infrastructure and digital technologies on campus.

### **Systematic Upgradation Plans:**

The committee formulates plans for the systematic enhancement of digital facilities within the campus, ensuring the technology aligns with evolving needs and standards.

### **College Council Deliberations:**

Recommendations from the digital wing are presented and thoroughly discussed in the college council. The college council's deliberations ensure a comprehensive assessment before finalizing any e-governance changes.

### **Ratification and Final Implementation:**

Upon consensus within the college council, e-governance proposals are ratified, and the final implementation of any changes or upgrades is carried out.

## **Annual E-Governance Report:**

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The digital wing is responsible for preparing an annual e-governance report. This report comprehensively outlines the effectiveness of the e-governance system in achieving its stated objectives. The report is then presented for review and discussion within the college council.

## **Digital Wing Team**

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The Digital Wing team at Amal College of Advanced Studies comprises seven members, representing a diverse collaboration of teachers, students, and administrative staff. The Digital Wing Committee w.e.f the Academic Year 2021-22 as follows:

**Chairman** - Dr. Zacaria TV, Principal

**Coordinator** – Dr. Abbas Vattoli, Assistant Professor of Commerce

## Members

1. Dr. Shihabudheen N – IQAC Coordinator
2. Mr. Shakeel Juman TP – HoD of Computer Science
3. Dr. Ashraf M – UGC Librarian
4. Mr. Jafar K – Head Accountant
5. Mr. Adeeb Aslam PK – Lab Assistant

## Conclusion

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E-Governance policy at Amal College of Advanced Studies reflects our commitment to efficiency, transparency, and stakeholder collaboration, fostering a technologically advanced and student-centric academic environment.



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