



SURANA EVENING COLLEGE

(GDA FOUNDATION EST. 1995)

Recognized by Govt. of Karnataka
Affiliated to Bangalore University
Accredited by NAAC with B+
Approved by AICTE
ISO 21001:2018 Certified
Institutions

POLICY DOCUMENT ON E-GOVERNANCE

Surana Evening College, E-Governance policy envisages the vision of elevating the system of governance for the development of the institute. This e-governance policy aims to promote transparency, efficiency, and accessibility in the functioning of the educational institution. The broad areas of governance are in the areas of general administration, examinations, admissions, academics library, finance, and accounts to bring transparency, accountability, simplicity, convenience and efficiency. By adopting digital technologies and best practices, the institution seeks to enhance student experience, streamline administrative processes, and improve overall governance.

Aims:

- To establish a technologically advanced, student centric and well-governed educational institution.
- To digitize administrative processes and reduce paperwork, thereby improving efficiency.
- To provide easy access to information and services for students, faculty, and staff.
- To ensure secure and robust data management systems to safeguard sensitive information.
- To enable effective communication and collaboration among all stakeholders.
- To promote innovation in teaching methodologies through technology integration.
- To establish a grievance redressal mechanism for addressing stakeholder's concerns.

Infrastructure and Technology:

- To invest in modern IT infrastructure, including high-speed internet, secure servers and computer labs to support e-governance initiatives.
- Regular technology updates and maintenance will be conducted to ensure optimal performance and security.

Data Security and Privacy:

- Strict protocols will be followed to protect data from unauthorized access, loss or misuse.
- All data handling will comply with relevant data protection laws and guidelines.
- Regular data backups and disaster recovery plans will be implemented.



CA-17, Mysore-Tumkur Ring Road,
Kengeri Satellite Town, Bengaluru-560060.



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E-Governance Services:

The institution will implement various e-governance services, including but not limited to:

- Online admissions and enrolment processes.
- Digital attendance tracking for students and faculty.
- E-examination and result processing.
- Digital academic records and certificates issuance.
- E-library and online learning resources.
- Virtual classrooms and webinars for online learning and guest lectures.
- Online fee payment and financial transactions.
- Automated leave application and approval system for staff.

Website and portal:

- The institution will maintain a user-friendly website with up-to-date information on courses, faculty, facilities, and other relevant details.
- A secure web portal will be developed, offering personalized access to students, faculty, and staff, based on their roles and responsibilities.

Training and Skill Development:

- Regular training programs will be conducted for faculty and staff to enhance their digital literacy and proficiency in using e-governance tools.
- Workshops and seminars will be organized to keep stakeholders updated on the latest technological advancements.

Feedback Mechanism:

- The institution will implement a feedback mechanism to gather input from students, faculty, and staff regarding the effectiveness of e-governance initiatives.
- Feedback will be used to continuously improve and refine e-governance services.

Accessibility and Inclusivity:



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- The institution will ensure that e-governance services are accessible to all, including persons with disabilities.
- Efforts will be made to bridge the digital divide and provide necessary support to those who face challenges in using technology.

Compliance and Monitoring:

- A dedicated e-governance committee will be formed to oversee the implementation and progress of e-governance initiatives.
- Regular audits will be conducted to assess compliance with this policy and to identify areas for improvement.



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