



## CRITERION-6

### E-GOVERNANCE POLICY DOCUMENT

#### 6.3.2 – E-GOVERNANCE POLICY DOCUMENT



# W.M.O. ARTS & SCIENCE COLLEGE

*"education and some more"*

Affiliated to University of Calicut

(Aided by Govt. of Kerala)

P.O. MUTTIL, WAYANAD, KERALA-673122

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04396- 207532 (Principal)  
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Ref:

Date:.....

## E-Governance Policy Document

### 1. Purpose

The purpose of this E-Governance Policy is to establish a comprehensive framework for the integration and utilization of electronic means and technology in the functioning of WMO Arts and Science College. The policy aims to enhance efficiency, transparency, and accessibility in administrative and academic processes while ensuring the security and privacy of data.

### 2. Scope

This policy applies to all faculty members, staff, students, and stakeholders associated with WMO Arts and Science College. It covers all aspects of the college's operations, including but not limited to academic activities, administrative processes, communication, and information management.

### 3. Objectives

- To streamline administrative processes through the use of technology, reducing paperwork and manual efforts.
- To improve the accessibility and inclusivity of college services for all students and stakeholders.
- To enhance communication channels between the college, students, faculty, parents, and the community.
- To ensure the security and privacy of data and information exchanged through electronic systems.

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- To promote digital literacy and provide training and support for faculty and staff to adapt to technological advancements.
- To encourage data-driven decision-making for efficient resource allocation and academic planning.

## 4. Meaning and Concept

E-Governance refers to the use of electronic means, digital technologies, and information and communication systems to facilitate the delivery of public services, streamline administrative processes, and promote efficient communication and collaboration within an organization.


## 5. Benefits and Importance

The adoption of E-Governance in WMO Arts and Science College offers several benefits, including:

- Improved efficiency and productivity in administrative tasks.
- Enhanced accessibility of college services.
- Better data management and analysis for informed decision-making.
- Increased transparency and accountability in college operations.
- Strengthened communication and collaboration among students, faculty, and stakeholders.
- Reduced environmental impact through decreased paper usage.

## 6. Legal and Regulatory Compliance

WMO Arts and Science College will adhere to all relevant laws and regulations concerning data protection, privacy, and electronic

  
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communications. The college will regularly review and update its E-Governance practices to align with emerging legal requirements.

## 7. Information Security and Data Privacy

- The college will implement robust security measures to safeguard data and information from unauthorized access, modification, or disclosure.
- Access to sensitive data will be granted on a need-to-know basis, and appropriate access controls will be in place.

## 8. Accessibility and Inclusivity


- The college's digital platforms and websites will be designed with accessibility in mind to accommodate individuals with disabilities.
- Necessary measures will be taken to bridge the digital divide among students and ensure equal access to technological resources.

## 9. Capacity Building and Training

- Regular training sessions and workshops will be organized to enhance the digital literacy of faculty, staff, and students.
- Ongoing technical support will be provided to address any issues related to E-Governance systems.

## 10. Digital Infrastructure

- The college will invest in modern IT infrastructure to support the implementation of E-Governance initiatives.
- High-speed internet connectivity will be provided across the campus to ensure smooth operations.

  
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### **10. Key Components of E-Governance**

WMO Arts and Science College is a college affiliated to University of Calicut and aided by the government of Kerala. The college uses / subscribes all the software and portals mandated by University and government. The college develops its own software and portals for the effective management which are not provided.

#### **a) Campex**

Campex is an indigenously developed software to streamline administrative processes and student profiles. Campex efficiently manages tasks from student admissions to the issuance of transfer certificates.

#### **b) College Website**

All necessary information about the college, programmes offered, departments, services, activities, events, facilities are provided and updated on the website.

#### **c) WMO E Space**

A Moodle-based Learning Management System "WMO E Space" is established in the college for the effective dissemination of the course contents in blended mode. the college now manages over 130 courses through the E-Space platform.

  
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## 4. KOHA

Koha is used in WMO college main library. Koha supports all library housekeeping activities such as Acquisition, Cataloguing, Circulation, Serial Control, Patron Management, and OPAC.

### d) Admission

Admission to various programmes is done through centralized admission portal managed by the University.

### e) Scholarship

Various scholarships instituted by the government are managed through respective portals.

### f) Internal Marks and APC

The college uploads internal marks and APC to the portals managed by the University.

### g) NLIST

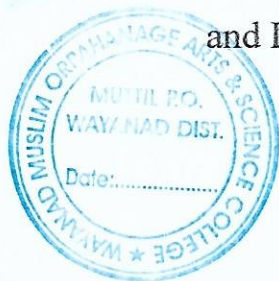
The college has subscription for National Library and Information Services Infrastructure for scholarly content.


### h) SPARK

Personal, payroll and account information are managed through the portal Service and Payroll administrative repository for kerala instituted by the government.

### i) BIMS

Bill Informations and Management System (BiMS) is an e-Bill portal instituted by the government for Claim Settlements by Drawing and Disbursing Officers (DDOs).



  
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