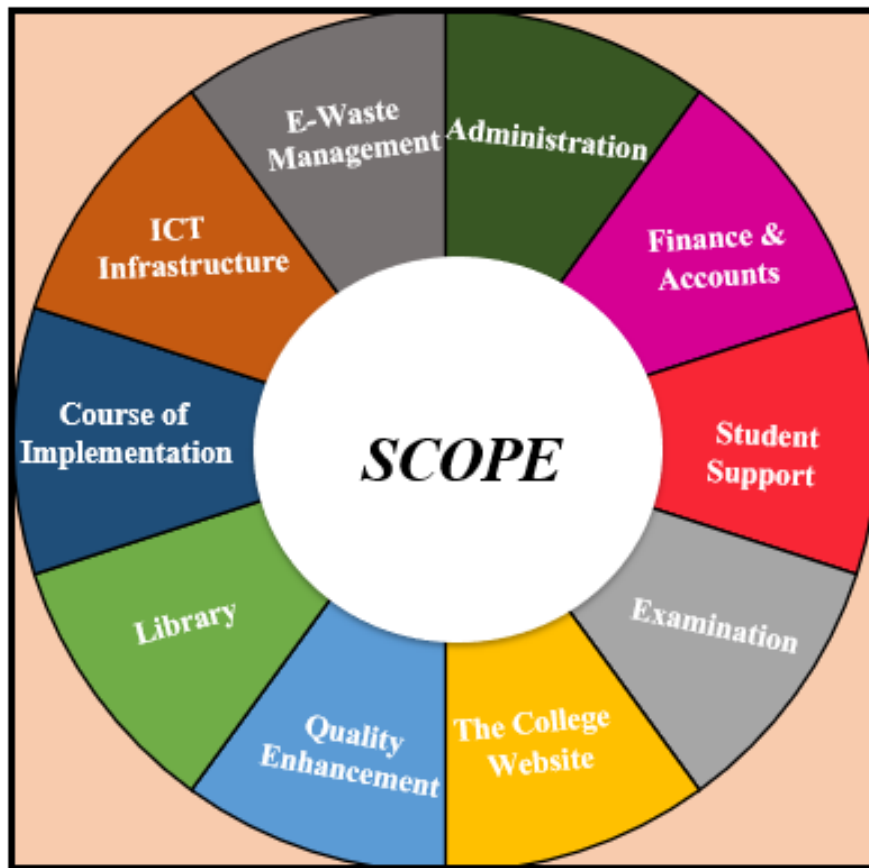


Grace Valley College of Arts and Science is implementing e-governance to enhance administrative efficiency, transparency, and accountability. This initiative, part of their green initiative, prioritizes paperless administration and encourages stakeholders to embrace e-governance across various operational areas. The goal is to integrate stakeholders, automate functions, and enhance transparency to support the college's growth as a reputable institution of higher learning.



Benefits

- Paperless office
- Quick availability of data
- Increased productivity
- Improved searching facility
- Reduction in human resources
- Controlled accessibility
- Improved quality
- Time and cost effective
- Improved consistency
- Efficiency predictability
- Strong of data in cloud services

Objectives of the Policy

- To implement e-governance in various areas of operations in the institution
- To create transparency in the e-governance
- To achieve efficiency in the e-governance

- To promote accountability
- To facilitate resolution in case of disputes
- To Unite various stakeholders and establish the institution's vision global

Procedure of Execution

The Managing Committee of Grace Valley College of Arts and science, maravattam is the ultimate authority to select the vendors for e-governance according to the needs of the institution.

The Managing Committee calls various vendors who provide e-governance services.

The criteria for selection of the vendors are primarily: user friendly, time saving and cost-effective software along with meeting the requirements of the institution.

The Managing Committee signs an agreement with the selected vendor and their services will be provided to the institution for the stipulated period unless terminated earlier.

Administration

The college is transitioning to a paperless administration to streamline processes for students. They are exploring automation for administrative tasks and providing training to staff on new technologies. Software will be used to manage attendance and assessment, with reports generated automatically. Students will have online access to attendance, results, timetables, assignments, and other study resources.

Finance and Accounts

The e-governance software is expected to support the institution in managing its finances and accounts. It should enable the provision of electronic copies of staff salary certificates, calculation of dues such as tuition, conveyance, and hostel fees, and facilitate fee payment and collection processes.

Student Support

The software should offer essential functionalities to oversee the admission process, starting from application submission to program enrolment. It should include online fee payment capabilities, generation of ID cards and transfer certificates (TC), access to study materials, checking of internal marks and attendance, receipt of time-sensitive notifications regarding important matters, and other necessary services required by students.

Examination

The institute conducts internal exams regularly, and the e-governance solution should manage the marks of both internal assessments and exams for easy reference and maintenance. It should assist in allocating exam halls to students, assigning invigilation duties, and provide features for entering, updating, and eventually publishing exam results. Additionally, the platform should offer options to conduct internal exams both offline and online, considering the prevailing circumstances

The college website

The college's website serves as the institution's central hub, reflecting its activities and information to external viewers. It's crucial that all relevant data is easily accessible, showcasing activities and important notices. A service provider/web designer will be engaged for this purpose. Administrative and teaching staff will receive training on vital website upgrades. Additionally, designated individuals will manage website administration and upgrades. The website will act as an information hub for events, announcements, and course offerings, continuously updated to reflect changes. Hosting and deployment will be handled by a secure third-party platform. A website committee will oversee updates, maintenance, and operations, identifying necessary improvements. The college aims to highlight its vibrancy and activity through its website, ensuring all important notifications are promptly posted. The website will undergo revamping to incorporate new changes.

Quality enhancement

All operations of IQAC and its subordinate cells and committees will adhere to e-governance guidelines. Feedback from students, parents, teachers, alumni, and employers will be gathered online and analysed using ICT tools. Online platforms will facilitate teacher and student exchange programs, foster competitive spirit among students, engage them with societal issues, enhance their capabilities, and promote outward orientation. Online seminars and workshops will be organized to boost student participation.

Library

The college maintains its academic excellence by curating a well-equipped library, continually adding e-learning resources for both teachers and students. Regular subscriptions to new periodicals and publications are prioritized, with input sought from teachers and students during e-resource selection. Teachers can request books by various authors to broaden their subject knowledge. The library will implement fully automated ILMS software with a user-friendly Graphical User Interface and reporting export functionality. The software's Online Public Access Catalogue module will facilitate database searches using selected phrases. The Circulation module will handle all circulation aspects, including member records and overdue book warnings. Database creation and maintenance tasks will be managed by the Database Maintenance module. To promote original work, the library will provide access to automated plagiarism detection software. Additionally, a dedicated section on the college website will be created for easy access to library rules, services, e-resources, informational links, and question papers for students and teachers.

Course of Implementation

- The institute will be given a trial period to test the efficiency of the ERP proposed.
- The modules mentioned will be implemented step by step in the coming academic years.
- The college website will be updated on a daily basis to reflect the activities of the institute.

- In the upcoming years, the college will tie up with various e-governance supporting software providers and will try to research and work on more user friendly, upgraded and cost effective softwares.
- The institution will become completely automated in the near future, which will aid in the hassle-free and seamless governance.
- The institution will equip itself with the high-speed Wi-Fi facility, adding a good number of computers to departments and offices, providing interest-free loans for staff to buy laptops, installing printers in each department coupled with facilitating specific trainings and workshops to prepare the stakeholders to be a part of the paperless office system. The vendors selected for the service will be provided with the necessary support from the institution.
- To implement e-governance in the institution the management will allot budget every academic year and the same will be released for purchase maintenance of the e governance software. The principal officer on special duty will co-ordinate the governance modules and its maintenance.
- The e-governance Modules ICT tools and resources software computer system printer and scanner internet facilities will be upgraded based on the recommendation of the e-governance reports. Every year the institute sent bill upgrade itself in these lines for the increased efficiency of the administration process.

ICT Infrastructure

The college is dedicated to maintaining a sufficient number of desktops and laptops for students and staff, with computers and printers available in the administrative block. Additionally, projectors and multimedia devices will be provided in various campus locations, complemented by networking devices and interactive teaching boards. The college will maintain configuration servers for fast data transmission and regularly update office automation packages such as Open Office, MS Office, and antivirus software. Access to standard software packages will be provided, and the installation and maintenance of e-governance infrastructure will be handled by selected vendors. Different user categories will receive specialized training for interacting with the e-governance system.

E waste management

The institute is committed to fostering a green and healthy environment for all stakeholders and society. While acknowledging the necessity of technology, it aims to balance modernization with environmental concerns by ensuring that technology usage and e-waste generation do not harm the environment. The institute will establish provisions for e-waste management through agreements with external entities.