



E-GOVERNANCE POLICY DOCUMENT

1. Administration including Complaint Management:

Objective:

To streamline administrative processes and enhance complaint management through the effective implementation of e-governance.

Policy Statements:

1.1. Digital Documentation:

- All administrative processes will transit to digital documentation, reducing paper usage and enhancing efficiency.
- All official communication, circulars, and notices will be disseminated electronically.

1.2. Complaint Management System:

- A robust e-governance platform will be established for efficient handling and resolution of complaints.
- Students, faculty, and staff will have access to an online portal for submitting and tracking complaints (through e-mail).

1.3. Administrative Processes:

- College website, Community Radio, e-mail communications and social media are best utilised for information sharing and spreading related to admissions, examinations, programmes, etc.
- The e-governance system will facilitate real-time tracking and monitoring of administrative activities.

1.4. User Training and Support:

- Comprehensive training programs will be conducted for faculty and staff to ensure effective utilization of the e-governance system.
- A dedicated support system will be in place to assist users with any issues they may encounter.


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2. Finance and Accounts:

Objective

To enhance financial transparency, accuracy, and efficiency through the implementation of e-governance in finance and accounts operations.

Policy Statements:

2.1. Electronic Financial Transactions:

- All financial transactions, including salary disbursement, vendor payments, and fee collections, will be conducted electronically.
- The e-governance system will integrate secure payment gateways for financial transactions.

2.2. Budgeting and Reporting:

- Budgeting processes will be streamlined as per the need and financial planning.
- Real-time financial reports will be accessible through the e-governance portal, ensuring transparency.

2.3. Audit Trail and Compliance:

- The e-governance system will maintain an audit trail for all financial transactions.
- Compliance with regulatory standards will be closely monitored through the system.

2.4. Digital Invoicing and Receipts:

- Invoices and receipts will be generated digitally, reducing manual paperwork.
- E-receipts will be issued for financial transactions within the college.

3. Student Admission and Support:

Objective

To simplify and expedite the student admission process and provide effective support services through e-governance.

Policy Statements:

3.1. Online Admission Portal:

- An online admission portal is implemented for seamless and paperless admission processes.
- Students can submit applications and make online payments.

3.2. Student Support Services:

- E-governance will facilitate online student support services, including academic counselling, career guidance, and grievance redressal.


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- Digital platforms will be established for students to access academic resources and support materials.

3.3. Automated Student Records:

- Student records, including attendance, grades, and academic progress, will be maintained digitally.
- Students can access and monitor their academic records through secure online portals.

4. Examinations:

Objective

To modernize and streamline examination processes, ensuring accuracy and integrity through e-governance.

Policy Statements:

4.1. Online Examination Management:

- The entire examination process, from scheduling to result declaration, will be managed through an online examination management system.
- Students can register for exams, receive admit cards, and view results online.

4.2. Secure Online Internal Assessment:

- E-governance will ensure secure online internal assessment mechanisms
- The system will facilitate automated grading, reducing manual efforts and errors.

4.3. Transparency in Evaluation:

- The e-governance platform will provide students with transparent access to examination results and answer scripts.
- Grievance redressal for exam-related concerns will be streamlined through online processes.

Implementation and Oversight:

- The implementation of e-governance across these operational areas will be overseen by a dedicated E-Governance Cell.
- Regular assessments and audits will be conducted to ensure the effectiveness and security of the e-governance systems.

Review and Enhancement:

- The E-Governance Policy will be subject to periodic reviews to incorporate technological advancements and address emerging needs.
- Feedback mechanisms will be established to gather inputs from stakeholders for continuous improvement.

Principal

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