



SURANA COLLEGE

No. 167, 5th Main Road, Industrial Suburb, 2nd Stage, Behind FTL, Near ESIC Hospital,
Peenya, Bengaluru-560022

E-Governance policy

Surana College E-Governance policy envisages the vision of elevating the system of governance for the development of the institute. 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.

Aim of the policy:

The aim of the policy is to promote transparency and accountability in all the functions of the college and to create a digital environment in the college. E-governance also aims at providing easy and quick access to information.

Areas of implementation

- College Administration
- Examinations
- Admissions
- Academics
- Library
- Accounting and Finance

An E-Governance committee is constituted to monitor the activities in the above areas. The committee consists of Convenor and members.

E-Governance Committee serves as a driving force in the digital transformation of the institution. Its responsibilities range from policy development and technology assessment to data security, user training, and ongoing support. The committee's efforts are focused on leveraging technology to enhance administrative processes, communication, and academic outcomes within the institution.



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Roles and responsibilities :

The E-Governance committee in the college plays a role in implementing and maintaining digital systems and processes to improve the efficacy and efficiencies of administrative functions. Their roles and responsibilities are:

1. Develop and implement digital systems for administrative functions: The E-Governance Committee is responsible for creating and deploying digital solutions to streamline administrative tasks such as admissions, examinations, attendance management, and finance.
2. Strategically plan and align E-Governance solutions with institution goals: The committee devises a strategic roadmap to ensure that E-Governance initiatives are in line with the overall vision and objectives of the educational institution.
3. Ensure data security, privacy, and compliance with regulations: The committee establishes protocols and measures to protect sensitive data from unauthorized access and cyber threats while ensuring that E-Governance practices adhere to relevant laws and regulations.
4. Provide user training and support while monitoring project implementation: The committee ensures that faculty, staff, and students receive adequate training to effectively use E-Governance systems. Additionally, it oversees the smooth implementation of E-Governance projects and addresses any issues that may arise.
5. Foster collaboration, gather feedback, and drive continuous improvement for efficiency: The committee encourages collaboration between different departments to ensure seamless integration of E-Governance initiatives. It actively seeks feedback from stakeholders and uses it to make necessary improvements to enhance the overall efficiency of the institution's processes.



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Areas of implementation

1. Admissions and Enrolments: Simplify the application process by enabling online submissions, reducing paperwork, and enhancing convenience for prospective students of the Institution.
2. Examination Management: Streamline the examination processes like QP indentation, Practical and theory exams, and result processing for improved efficiency and security in conducting examinations.
3. Learning Management System (LMS): Provide an online platform for course delivery, assignments, and interactions, supporting blended and distance learning.
4. Financial Management: Integrate digital systems for fee collection, budgeting, accounting, and payroll, ensuring transparency and efficiency in financial processes.
5. Student Information System (SIS): Centralize student data, including academic records and course registrations, for easy access by authorized personnel.
6. Communication and Collaboration: Enhance communication among students, faculty, and staff through emails, chat platforms, and video conferencing.

E-Governance implementation in these areas streamlines operations, enhances accessibility, and fosters a technology-driven educational environment.