



## **ANSAR WOMEN'S COLLEGE, PERUMPILAVU**



## **E-GOVERNANCE POLICY**

**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**



# ANSAR WOMEN'S COLLEGE

Affiliated to University of Calicut  
Accredited with 'A' Grade by NAAC

PERUMPILAVU, KARIKKAD PO,  
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## E-GOVERNANCE POLICY

### Ansar Women's College, Perumpilavu

#### 1. Introduction

Ansar Women's College is committed to delivering quality education that aligns with international standards. To achieve this, the institution has adopted E-Governance for efficient, transparent, and technology-driven academic and administrative management. E-Governance in higher education ensures real-time monitoring and enhances the effectiveness of institutional processes. It empowers the Governing Body to track academic and administrative progress and provides improved services to students, faculty, parents, and other stakeholders.

#### 2. Context

Over recent years, the institution has experienced significant growth in student strength and academic quality. This expansion demands a robust administrative system to ensure smooth functioning and continuous quality improvement.

In the evolving educational landscape, optimal utilization of resources is essential. Implementing electronic systems and automation supports high-quality education delivery, fosters collaboration, and strengthens institutional decision-making through integrated business intelligence.

#### 3. Objectives of the Policy

The primary objectives of implementing E-Governance at Ansar Women's College are:

- To enhance the overall efficiency of institutional operations
- To maintain transparency and accountability across departments
- To promote paperless administration and support environmental sustainability
- To simplify communication within and between departments
- To streamline student admission through online processes
- To provide parents with easy access to academic information of their wards
- To facilitate online assessment, progress tracking, and result dissemination

#### 4. Procedure for Execution

##### 4.1 Policy for Selection of ERP System

- The Governing Body of Ansar Women's College, Perumpilavu serves as the final authority



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for selecting e-governance vendors, based on the institutional requirements and suitability of the proposed systems.

- Quotations will be invited from reputed ERP vendors with proven experience in academic automation systems.
- Vendor selection will be based on institutional requirements, system features, support quality, and cost-effectiveness.
- The selected ERP systems must support comprehensive academic and administrative automation.
- The Governing Body enters into an agreement with the selected vendor to provide services for the stipulated period, while retaining the right to modify, upgrade, or replace the ERP system at any time if required.

## 5. Areas of E-Governance Implementation

### Administration

Administrative activities of the college are streamlined through the use of ICT tools to ensure smooth and efficient governance. Student data, including personal details, attendance, and academic progress, is maintained electronically by mentors. Attendance is monitored in real time, and parents are promptly informed of any absenteeism. Faculty leave management, internal communication, and circulation of administrative information are handled through software systems and official email channels.

The college website further supports administration by functioning as the central information gateway. It provides regularly updated academic and administrative information, highlights institutional achievements, and showcases various ongoing and upcoming activities. The website ensures transparency and serves as an accessible platform for stakeholders seeking information about the institution.

### Finance and Accounts

The institution uses dedicated accounting software to maintain accurate and transparent financial records. With evolving regulatory requirements, additional digital tools may be introduced to ensure compliance. All financial transactions, including fee payments, are carried out through secure electronic systems, supporting the college's cashless policy. Employee salaries are disbursed digitally, and e-pay slips are issued for transparency and convenience. Regular software updates and staff training strengthen the effectiveness of financial governance.



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## Student Support

The college provides comprehensive digital support to students beginning with the admission process. Admissions to all UG and PG programs may be completed through online or offline modes. Fee payments are facilitated through Federal Bank and the State Bank of India in line with the institution's cashless transaction policy.

Students benefit from modern library e-governance systems such as INFLIBNET, OPAC, and other e-resources, which enhance access to books, journals, and digital learning materials. Web-based library services promote academic productivity, and subscriptions to additional e-resources are made based on feedback from students and faculty, ensuring the library remains updated and relevant.

## Examination

Examination activities are fully digitalized as per University guidelines. Students submit examination applications and remit fees online through University portals. Admit cards, exam schedules, notifications, internal assessment marks, and University results are all provided digitally. This online system enhances transparency, accuracy, and ease of access for students.

## Alumni Management

The college maintains an active digital system for alumni engagement. A dedicated alumni portal supports communication, registration, and data management. Alumni stay connected with the institution through platforms such as Instagram, Facebook, and WhatsApp. Alumni databases are regularly updated, and periodic alumni events and interactions are organized to strengthen the bond between graduates and their alma mater.

## Course of Implementation

- The institution will provide a trial period to evaluate the effectiveness and suitability of the proposed ERP system before full implementation.
- ERP modules will be introduced in a phased manner over the upcoming academic years to ensure smooth integration.
- The college website will be updated regularly to reflect academic activities, announcements, and institutional developments.
- The institution will explore collaborations with additional e-governance software providers and continue to identify user-friendly, upgraded, and cost-effective digital solutions.



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- Steps will be taken to move towards complete automation, enabling seamless and hassle-free governance across all departments.
- Technological infrastructure will be strengthened by enhancing high-speed Wi-Fi connectivity, adding more computers in departments and offices, and installing printers in every department.
- Interest-free laptop loans will be offered to staff to support digital enablement and participation in e-governance processes.
- Regular training programs and workshops will be conducted to prepare all stakeholders for adopting a paperless office environment.
- The institution will extend full cooperation and support to selected vendors to ensure effective implementation and functioning of all e-governance systems.

## Review and Monitoring

The Governing Body periodically reviews the effectiveness of the E-Governance system. Necessary modifications, additions, or withdrawals of e-governance components are carried out based on institutional needs and advancements in technology. In the event of any ambiguity or need for clarification in interpreting this Policy, the Managing Committee will review the matter and its decision will serve as the final authority.