



E-GOVERNANCE POLICY

E-Governance Policy for Aurora's P.G. College (MBA), Punjagutta

Aurora's P.G. College (MBA), Punjagutta is committed to leveraging information and communication technologies (ICT) to enhance transparency, efficiency, and user services within the college. This policy outlines the framework for implementing e-governance practices across various institutional functions.

Objectives of the Policy:

- Promote transparency and accountability in college operations.
- Increase efficiency through streamlined digital processes.
- Enhance user experience by providing convenient online access to services.
- Foster a technologically relevant learning and work environment.
- Encourage participative management and decentralised decision-making through digital tools.

Scope of the Policy:

This policy applies to all faculty, staff, students, and stakeholders of Aurora's P.G. College (MBA), Punjagutta. It encompasses the following key areas:

Planning and Development: Online communication, proposal submissions, and a participative management system for strategic planning and resource allocation.

Administration: Paperless communication through e-mails, a dedicated college website, and a college-wide Whatsapp network for information dissemination.



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Finance and Accounts: Utilising Tally software for financial record management, analysis, online salary payments, and secure cashless transactions.

Student Admission and Support: Online admissions, document verification, fee payments, and information access through the Telangana State Council for Higher Education (TSCHE) web portal and the college website.

Examination System: Online upload of internal exam marks, collaboration with Osmania University for secure online external exams, and striving for a fully automated examination system in the future.

Library Services: Providing online access to study materials through INFLIBNET with user IDs and passwords and offering training on utilizing these ICT resources.

Implementation of the Policy:

The college will establish an E-Governance Committee responsible for overseeing policy implementation, monitoring progress, and recommending improvements.

Dedicated staff will be trained on using the implemented ICT systems.

User awareness programs will be conducted to educate students, faculty, and staff on accessing and utilizing e-governance services.

The college website will be maintained as the central repository for all e-governance related information, policies, and procedures.

Security and Privacy

- The college will implement appropriate security measures to safeguard data confidentiality and integrity.
- User privacy will be respected in accordance with applicable laws and regulations.



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Review and Update

This policy will be reviewed periodically to ensure its effectiveness and adapt to evolving technological advancements and user needs.

By embracing e-governance, Aurora's P.G. College (MBA), Punjagutta strives to create a more efficient, transparent, and technologically advanced learning and working environment for the college community. The college recognizes the importance of stakeholder collaboration in achieving e-governance success and encourages active participation in expanding this initiative across all institutional functions.




Principal
Aurora's PG College (MBA)
Punjagutta, Hyderabad