

## **E-GOVERNANCE POLICY**

**Institution Name:** Shree Geet Law College

**Policy Code:** EGP–21

**Effective From:** 1 July 2025

**Approved By:** PRINCIPAL

**Next Review Due:** One year from the date of approval

---

### **1. Preamble**

The Institution recognizes the importance of digital transformation in enhancing transparency, efficiency, accountability, and accessibility in academic and administrative processes. This E-Governance Policy establishes a structured framework for implementation and management of Information and Communication Technology (ICT) systems to improve governance and service delivery.

The policy aligns with quality assurance requirements and digital governance initiatives promoted by statutory bodies such as the University Grants Commission and the National Assessment and Accreditation Council.

### **2. Objectives**

1. To promote transparency and efficiency in institutional governance.
2. To digitize academic and administrative processes.
3. To ensure secure management of institutional data.
4. To enhance accessibility of information for stakeholders.
5. To promote environmentally sustainable paperless practices.

### **3. Scope**

This policy applies to all digital and electronic systems used in the Institution, including:

- Academic administration
- Student admissions and records
- Examination and evaluation systems
- Finance and accounts
- Human resource management
- Library management
- Institutional website and digital communication platforms

### **4. Areas of E-Governance Implementation**

#### **4.1 Academic Administration**

- Online admission process and student registration.
- Digital attendance and academic records management.
- Learning Management Systems (LMS) for course delivery.
- Online examination-related communication.

#### **4.2 Finance and Accounts**

- Computerized accounting systems.
- Online fee payment facilities.
- Digital financial record maintenance.

#### **4.3 Human Resource Management**

- Digital maintenance of employee records.
- Online leave management system.
- Payroll processing through secure software systems.

#### **4.4 Student Support Services**

- Online grievance redressal mechanism.
- Digital communication of notices and circulars.
- Access to academic results and certificates.

#### **4.5 Library Services**

- Integrated Library Management System (ILMS).
- Digital cataloguing of books and journals.
- Access to e-resources and databases.

### **5. Website Management**

1. The Institution shall maintain an updated and user-friendly official website.
2. Mandatory disclosures including policies, statutory information, and accreditation data shall be published.
3. Website content shall be reviewed periodically to ensure accuracy and compliance.

### **6. Data Security and Privacy**

1. Institutional data shall be protected through secure servers, password protection, and authorized access controls.
2. Sensitive information shall not be disclosed without proper authorization.
3. Regular data backups shall be maintained to prevent loss.
4. Compliance with applicable data protection laws shall be ensured.

### **7. ICT Infrastructure**

The Institution shall:

- Maintain adequate hardware and software resources.
- Provide internet connectivity across campus.
- Ensure maintenance and periodic upgradation of systems.

## **8. Training and Capacity Building**

The Institution shall conduct periodic training programmes for faculty and staff to ensure effective utilization of e-governance tools and digital platforms.

## **9. Monitoring and Evaluation**

1. Implementation of e-governance systems shall be reviewed periodically by the designated committee and IQAC.
2. Feedback from stakeholders shall be considered for system improvements.

## **10. Compliance and Review**

This policy shall be reviewed annually and updated in accordance with technological advancements and regulatory requirements.

### **Declaration:**

The Institution affirms its commitment to adopting transparent, efficient, and technology-driven governance practices to enhance institutional performance and stakeholder satisfaction.

---