

SRI UMAPRAGATI FIRST CLASS COLLEGE
Kyathasandra, Tumkur-572104

E-Governance Policy for Sri Umapragati First Grade College

Introduction

Sri Umapragati First Grade College is committed to utilizing technology to enhance administrative efficiency, academic management, and overall institutional effectiveness. This e-Governance Policy outlines the use and integration of various e-Governance tools to facilitate processes related to student admissions, examinations, scholarships, staff management, and library operations.

1. Objectives

- **Increase Efficiency:** Streamlining administrative and educational processes through technology.
- **Improve Transparency:** Ensuring transparent and accountable operations.
- **Foster Accessibility:** Making services and information easily accessible to students, staff, and stakeholders.

2. Current E-Governance Tools

Tumkur University Portal & UUCMS

- **Use:** To conduct student admissions and examinations.
- **Purpose:** To facilitate online admission, exam scheduling, and result processing.

SSP (Student Scholarship Portal)

- **Use:** To manage student scholarships and financial aid.
- **Purpose:** To streamline scholarship applications, approvals, and disbursements.

HRMS (Human Resource Management System)

- **Use:** For salary management of teaching and non-teaching staff.
- **Purpose:** To ensure accurate and timely salary processing and record-keeping.

Library Software (NEWGENLIB)

- **Use:** To manage library resources and operations.
- **Purpose:** To maintain records of library books, track book circulation, and manage acquisitions.

3. Policy Implementation

1. Student Admission and Examination Management

- **System Usage:** Utilize the Tumkur University portal and UUCMS for all student admission processes, examination scheduling, and result management.
- **Integration:** Ensure accurate transfer of student statistics between UUCMS and the college's internal systems.

2. Scholarship Management

- **System Usage:** Use the SSP Portal to manage all aspects of student scholarships.
- **Procedure:** Ensure timely submission of scholarship applications and regularly monitor updates through SSP.

3. Personnel Management

- **System Usage:** Implement HRMS to manage staff payroll and related HR functions.
- **Procedure:** Maintain up-to-date records of teaching and non-teaching staff, ensure accurate payroll processing, and adhere to HR policies.

4. Library Management

- **System Usage:** Use library software to manage book inventory, track checkouts, and process acquisitions.
- **Procedure:** Ensure library software is regularly updated to reflect current inventory and user activity.

4. Integration and Coordination

- **Data Sharing:** Ensure seamless integration of data between Tumkur University systems, SSP, HRMS, and library software to avoid duplication and inconsistencies.
- **Regular Updates:** Periodically review and update systems to meet new requirements and improve functionality.

5. Training and Support

- **Staff Training:** Provide training to staff on the use of e-governance tools to ensure efficient and effective use of technology.
- **Technical Support:** Establish a support system to resolve technical issues and provide assistance with e-governance tools.

6. Data Security and Privacy

- **Access Control:** Implement strict access controls to protect sensitive data related to students, staff, and academic records.
- **Data Protection:** Ensure compliance with data protection regulations to safeguard personal and educational information.



7. Monitoring and Evaluation

- **Performance Monitoring:** Regularly evaluate the performance of e-governance systems to ensure they meet the needs and expectations of the college.
- **Feedback Mechanism:** Collect feedback from users to identify areas for improvement and make necessary adjustments.

8. Compliance¹⁰

- **Regulatory Compliance:** Adhere to guidelines and requirements set by Tumkur University, the Government of Karnataka, and other relevant authorities.
- **Reporting:** Maintain accurate records and prepare reports as required by regulatory agencies.

Prepared by
(R. Shekhar)

Principal


PRINCIPAL
Sri Umpragathi First Grade College
Gyathandra, TUMKUR - 572 104
KARNATAKA STATE