Criterion VI

Governance, Leadership and Management

RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

6.2 **Strategy Development and Deployment**

6.2.2

Policy on E-Governance

(Extract of Policy on E-Governance)

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Policy Manual

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Preface

This policy manual has been developed to guide the faculty, staff, and students of Rajagiri College of Management and Applied Sciences, Kakkanad. It outlines the principles, policies and procedures that govern the operations of the college, ensuring a cohesive and effective learning environment.

Rajagiri College of Management and Applied Sciences is committed to excellence in education, research, and community service. RCMAS uphold the values of integrity, inclusiveness and respect for diversity. This manual serves as a comprehensive resource for understanding the expectations and responsibilities of all members of our college community.

The policies contained herein have been crafted with the input of various stakeholders, reflecting the college's mission and vision. They are designed to provide clarity, consistency, and fairness in all aspects of college life. We encourage all members to familiarize themselves with this manual and to engage actively in upholding the standards set forth.

As we continue to grow and evolve, this policy manual will be periodically reviewed and updated to reflect new developments and improvements in our practices. We invite feedback and suggestions from our community to ensure that the policies remain relevant and effective.

We hope that this manual will be a valuable resource and guide for fostering a positive and productive environment at Rajagiri College of Management and Applied Sciences.

Dr. Laly Mathew
Principal
Rajagiri College of Management and Applied Sciences
Kakkanad

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E-Governance Policy

Introduction

In line with the rapid advancement of technology and the increasing reliance on digital platforms, Rajagiri College of Management and Applied Sciences (RCMAS) recognizes the importance of embracing e-governance practices to enhance efficiency, transparency, and accessibility in its operations. This E-Governance Policy delineates the principles, guidelines, and mechanisms for leveraging information technology for effective governance.

Policy Objectives

a. To facilitate seamless communication and collaboration among stakeholders through digital platforms.

b. To streamline administrative processes and reduce paperwork through automation and digitization.

c. To enhance transparency and accountability in decision-making through online dissemination of information and records.

d. To ensure data security and privacy in compliance with relevant laws and regulations.

e. To promote inclusivity and accessibility by offering online services and resources to all members of the college community.

Key Components

a. Digital Infrastructure: RCMAS will invest in robust IT infrastructure, including hardware, software, and networking capabilities, to support e-governance initiatives effectively.

b. Information Systems: The college will develop and implement integrated information systems for managing academic, administrative, and financial functions efficiently.

c. Online Communication: Platforms such as email, intranet portals, and instant messaging will be utilized to facilitate communication and collaboration among faculty, staff, students, and other stakeholders.

d. Electronic Document Management: RCMAS will adopt electronic document management systems to digitize records, streamline workflows, and ensure easy access to information while maintaining data integrity and security.

e. E-Services: Online portals and applications will be developed to offer services such as course registration, fee payment, academic advising, and library access, enhancing convenience for stakeholders.

f. Cybersecurity Measures: The college will implement robust cybersecurity measures to protect sensitive data, prevent unauthorized access, and mitigate cyber threats.

g.RCMAS is committed to maintaining its facilities and equipment to ensure a safe and conducive learning environment. Additionally, the college will implement effective e-waste management practices by ensuring the proper disposal and recycling of electronic waste in compliance with environmental regulations.

Roles and Responsibilities

a. IT Department: Responsible for managing and maintaining the college's IT infrastructure, developing information systems, and ensuring data security and privacy.

b. Administrative and Academic Units: Departments and units across the college are responsible for adopting and utilizing e-governance tools and adhering to established protocols for digital communication and documentation.

c. Users: Faculty, staff, students, and other stakeholders are responsible for using e-governance platforms and services responsibly and in accordance with college policies.

Training and Capacity Building

RCMAS will provide training and professional development opportunities to equip faculty, staff, and students with the necessary skills and knowledge to effectively utilize e-governance tools and platforms.

Compliance and Review

The E-Governance Policy will be regularly reviewed and updated to align with technological advancements, regulatory requirements, and best practices in the field of e-governance. Compliance with the policy will be monitored, and corrective measures will be taken as needed to ensure its effective implementation.

Conclusion

By embracing e-governance principles and leveraging technology to enhance governance processes, RCMAS aims to foster transparency, efficiency, and accountability while meeting the evolving needs of its stakeholders in the digital age.

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