S. P. MANDALI's

RAMNARAIN RUIA AUTONOMOUS COLLEGE

e-GOVERNANCE POLICY

Name of the organization: S P Mandali's Ramnarain Ruia Autonomous College

Policy Number: RRAC-Admin P-5

_____

Title of the Policy: e-Governance Policy

Effective Date: 2022

Last Revision Date:

Responsible Party: Principal, Management, IQAC, Vice Principals, CEO

Scope and Audience: Administrative Staff and Faculty

_____

1. Introduction

   1.1 Shikshana Prasaraka Mandali's Ramnarain Ruia Autonomous College, Matunga, Mumbai – 400019, is one of the earliest Colleges to implement ICT in its day-to-day functioning to provide ease of service to students, staff and other related stakeholders of the College.

   1.2 This policy is a step further towards promoting eGovernance in the College.

2. Vision and Objectives

   2.1 The policy aims to maintain and strengthen automation of all possible areas of operations.

   2.2 The policy would enable ease of availability of all the mandatory services required to be provided to its stakeholders by the College.

   2.3 The policy will enable the College to function more efficiently and move towards paperless documentation.

3. Applicability of the Policy

   3.1 The policy shall be applicable to all areas of operations of the College except those as notified by the competent authorities of the College.

4. Authorities of the Policy:

   4.1 The College Management, Principal, Vice Principal Admin and CEO.

5. Purpose Statement

   5.1 The policy puts in place a framework for development and implementation of eGovernance systems and applications in the College.

   5.2 The policy provides a mechanism for continuity in objectives and directions in eGovernance implementation.

   5.3 The policy shall serve as an impetus to the College to promote proactive delivery of services to its stakeholders.

6. e-enablement of Services

   6.1 The College shall follow a standardized cyber secured service-oriented architecture for various eGovernance projects keeping in mind the Government of India guidelines in this respect.

   6.2 The College shall prepare a list of services for eenablement in a time-bound manner and eGovernance initiatives shall be planned and implemented in consultation with the IT Department.

   6.3 eenablement of academic and administrative services shall include online information availability, online admission process beginning from application, preparation of merit lists, form processing and receipt of fees; online student registration, generation of hall tickets, examination blocks, online evaluation, result declaration and result analysis;

generation of transcripts, transference certificates; online staff records; online payment of salaries and other financial transactions, online accounting, online keeping of service data, with special stress being on service delivery in Marathi wherever necessary.

6.4   The e-Governance Committee will ensure that all eGovernance projects are accompanied by plans to roll out on time by providing necessary resources for the same. An online hardware and software inventory of all departments of the College shall be maintained.

6.5   A data inventory will be set up for sharing of data vertically and horizontally among departments to avoid duplication of work.

6.6   The College shall opt for cloud computing as a preferred way for implementing all eGovernance projects.

6.7   Data standards including data structures and formats would be adopted   / created to ensure interoperability.

6.8   Ownership of all data arising out of any IT project or already available with the College shall be the property of the College.

6.9   All the applications, web portals and networks to be deployed as part of IT projects in the College should have all mandatory security certifications issued from time to time by the competent authority. All contracts with vendors will have provisions to ensure this.

6.10   Digital signature will be introduced at all levels in the College to ensure safe and paperless operations.

6.11   The use of a Biometric attendance system will be mandatory in the College.

6.12   All communication will be via emails

6.13   The College will adopt a system to introduce rules for preservation of Electronic Data (emails, documents, e-files, scanned documents, databases, etc)

6.14   The College will digitize old records and files and introduce a system for online maintenance and search of old records.

6.15   The use of unauthorized software shall not be allowed within the college.

6.16   The College will adopt transaction-based payments instead of outright purchases wherever possible, to reduce costs and/or development/rollout time.

6.17   The source code and IPR for all software custom developed for the College shall, as far as possible, lie with the College, and the reuse of these software components in all projects of the College shall be readily encouraged. Whenever full development cost (based on man months), or through tendering, is being paid, it will be mandatory that source code and IPR remain with the college.

6.18   The Committee shall revise existing and/or issue new adequate guidelines from time to time based on the changing ICT environment.

7. Infrastructure Requirement

    7.1   Every computer on the college campus(es), except otherwise specified, shall have internet connectivity, preferably through lease line.

    7.2   The College shall aim at establishing a computer network of all the departments of the college.

    7.3   The College shall maintain adequate disaster recovery infrastructure for ensuring recovery and business continuity in case of any disaster.

    7.4   The focus shall be on promoting and leveraging 'Green IT' in all ICT infrastructure setup.

8. Procurement of IT Products and Services

    8.1   The College will oversee the procurement of e-governance infrastructure with a focus on Green IT. The College shall consult with the IT department of the Shikshana Prasaraka Mandali, whenever required.

    8.2   The Purchase Committee shall, after receiving requisition from the e-Governance Committee shall carry out the purchase procedure as per prevailing purchase guidelines for procuring the IT products and services.

    8.3   The College may appoint a Project Management Consultant (PMC) if required, to assist the College in the complete execution of any project.

9. Capacity Building

    9.1   The College will ensure that adequate training/upskilling be provided to all the members of staff who are part of the e-governance.

10. Review and Audit

    10.1   The College shall conduct regular reviews and audits to verify the compliance with respect to the eGovernance, and to ensure that outcomes envisaged are achieved.

11. Budgetary Allocation

    11.1   Appropriate budget should be allocated for e-Governance in the annual budget by the College.

Ashokur

Prof. (Dr.) Anushree Lokur
Principal

Principal
Ramnarain Ruia Autonomous College
Matunga, Mumbai- 400 019