



# CARMEL COLLEGE, MALA

Nationally Re-accredited with 'A' Grade (Third Cycle)

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## INSTITUTIONAL POLICY ON E-GOVERNANCE

The Management adopts proactive measures to ensure that the institution stays on par with the quality parameters of an HEI. To assure transparency, accountability, and efficiency in the institutional functioning at all levels, primarily, in areas concerning administration, financial management, student support and teaching-learning, the institution has implemented E-governance. The institutional policy on E-governance aims to,

1. Assure a fully functioning and user-friendly website that facilitates all institutional information
2. Digitalize administrative operations to carry out admission process, fee collection, government scholarships, preparation and disbursement of salary bills and similar accounts
3. Digitalize attendance marking of staff and students
4. Ascertain hassle-free admission procedures through the college website
5. Systematize the use of Management Information System and Learning Management systems to carry out academic and administrative operations. Separate login facilities for staff, students and parents
6. Institutional domain address for all staff
7. Ensure smooth and time-bound management of examination process linked to the university portal
8. Ensure effectual functioning of the fully automated library in extending access to E-learning resources like INFLIBNET-NList, e-journals and periodicals
9. Educate on and utilize plagiarism checking software to undertake authentic, quality research
10. Assure the service of a full-time technician/system administrator to manage technical issues encountered
11. Bring to effect periodic up-gradation of software applications necessary for effective undertaking of institution's routine functioning