



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1<sup>st</sup> Cycle)

(Affiliated to Aryabhata Knowledge University)

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## E-GOVERNANCE POLICY

### Introduction:

The E-Governance policy of St. Xavier's College of Management & Technology aims to enhance operational efficiency, transparency, and accessibility through the effective use of digital technologies in administrative processes.

### Scope of the E-Governance Policy:

1. The E-Governance policy encompasses the implementation of digital technologies and online platforms across administrative functions, academic processes, and student services within St. Xavier's College of Management & Technology.
2. It includes the digitization of records, automation of workflows, electronic communication channels, and online service delivery mechanisms to streamline operations and enhance efficiency.
3. The scope extends to data security measures, digital infrastructure development, training programs, and compliance with regulatory frameworks to ensure effective e-governance practices.

### Objectives of the E-Governance Policy:

1. To improve operational efficiency and transparency by digitizing administrative processes and reducing manual interventions.
2. To enhance accessibility and convenience for students, faculty, and staff through online services and information dissemination.
3. To strengthen data security measures and ensure the protection of electronic information from unauthorized access and cyber threats.
4. To promote digital literacy and awareness among stakeholders, fostering a culture of technology adoption and innovation.
5. To align e-governance practices with institutional goals, regulatory requirements, and best practices in data management and governance.
6. To continuously evaluate and enhance e-governance initiatives, leveraging feedback mechanisms and performance assessments to drive improvement and innovation in digital governance strategies.

### Information Security:

Strict measures will be implemented to ensure the confidentiality, integrity, and availability of electronic data, safeguarding against unauthorized access, data breaches, and cyber threats.

### Digital Infrastructure:

The college will invest in robust digital infrastructure, including secure networks, servers, and software applications, to support efficient e-governance practices.

**Online Services:**

Various administrative services, such as admissions, fee payments, course registrations, and academic inquiries, will be made available online to students, faculty, and staff for seamless transactions.

**Data Management:**

Comprehensive data management policies will be established to govern the collection, storage, processing, and sharing of electronic data in compliance with data protection regulations.

**Communication Channels:**

Digital communication channels, such as official college website, email systems, and online portals, will be utilized to disseminate information, notifications, and updates to stakeholders.

**Training and Awareness:**

Regular training sessions and awareness programs will be conducted to educate faculty, staff, and students about e-governance practices, data security protocols, and digital literacy.

**Governance Structure:**

A dedicated E-Governance Committee will be formed to oversee the implementation and monitoring of e-governance initiatives, ensuring alignment with institutional goals and regulatory requirements.

**Feedback Mechanism:**

Mechanisms for feedback collection and grievance redressal will be integrated into digital platforms to enable stakeholders to provide input, suggestions, and address concerns related to e-governance services.

**Continuous Improvement:**

Periodic assessments and evaluations will be conducted to review the effectiveness of e-governance initiatives, identify areas for improvement, and implement necessary upgrades to enhance digital governance practices.

**Compliance and Regulations:**

The college will adhere to relevant data protection laws, regulations, and best practices in e-governance to uphold ethical standards, privacy rights, and data security in all digital interactions. The E-Governance policy of St. Xavier's College of Management & Technology is designed to leverage technology for efficient administration, enhanced communication, and improved service delivery, fostering a culture of innovation, transparency, and digital empowerment within the institution.

**Procedures for Implementing E-Governance Initiatives:****Website Management:**

- Appoint a service provider/web designer for website development and maintenance.
- Conduct training sessions for staff to update the website regularly.
- Form a Website Committee to oversee website management and updates.
- Plan for future interactive features on the website to enhance stakeholder engagement.

**Administration:**

- Implement Attendance Management Software for staff and faculty.
- Utilize Advanced Excel and File Management System for efficient data handling.
- Aim for a paperless administration by transitioning to digital processes.

- Provide training to administrative staff for seamless adaptation to new technologies.

**Student Admission:**

- Display admission guidelines on the website and manage admissions through an online portal.
- Utilize an online application software for student admissions.

**Accounts:**

- Maintain accounts using Tally ERP 9 Gold with regular software upgrades.
- Utilize Microsoft Office for financial record-keeping and management.
- Ensure secure online payment methods and maintain confidentiality of financial transactions.

**Library:**

- Manage the library through SOUL library management software for inventory and transaction tracking.
- Enhance e-learning resources and regularly update journal and book subscriptions.
- Implement features like Online Public Access Catalogue for easy information retrieval.

**Examination:**

- Adopt online assessment systems for Continuous Internal Assessment and comply with University regulations for end-semester examinations.

**Alumni Relations:**

- Establish an alumni page on the website for alumni registration, feedback, and updates.
- Collaborate with the alumni association for database management and engagement activities.

**ICT Hardware Infrastructure:**

- Ensure the availability of desktops, laptops, printers, projectors, and multimedia devices across the campus.

**Software Infrastructure:**

- Maintain servers for data transmission and provide necessary software packages like Open Office, MS Office, and Antivirus for staff and student use.

**Ensure access to specialized software for academic and administrative purposes.**

By following these structured procedures, St. Xavier's College of Management & Technology can effectively implement its E-Governance initiatives, enhance operational efficiency, and provide seamless digital services to its stakeholders.

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