



**Dr. Santosh Kaul Kak**  
Principal

Marwadi Sammelan's  
**B. M. RUIA GIRLS' COLLEGE**

NAAC ACCREDITED B+ (3<sup>rd</sup> Cycle)

Affiliated to SNDT Women's University, Mumbai

**Maharshi Karve Best College Award 2022-23**

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**POLICY DOCUMENT ON E-GOVERNANCE**

Ref. No. :

Date :

**1. INTRODUCTION**

At B. M. Ruia Girls' College, the adoption of E-Governance aims to promote transparency, efficiency, and accountability in academic and administrative processes.

**2. OBJECTIVES**

The E-Governance policy is designed to:

- Streamline administrative processes using digital tools.
- Enhance communication and information dissemination among stakeholders.
- Promote eco-friendly practices by reducing paper usage.
- Ensure transparency and accountability in institutional operations.
- Provide a platform for effective decision-making through data-driven insights.

**3. SCOPE**

This policy applies to all departments, faculty, staff, and students of B. M. Ruia Girls' College. It encompasses administrative, academic, financial, and support services functions that can benefit from digitization.

**4. KEY PRINCIPLES**

- **Accessibility:** Ensuring seamless access to e-governance systems for all stakeholders.
- **Transparency:** Maintaining openness in processes through digital platforms.
- **Efficiency:** Reducing processing time for administrative and academic tasks.
- **Data Security:** Safeguarding sensitive information through robust security measures.
- **Sustainability:** Encouraging eco-friendly practices by minimizing paper usage.



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## 5. IMPLEMENTATION STRATEGY

### 5.1. Administrative E-Governance

- Implement system for efficient management of student data, faculty records, and institutional documentation.
- Develop a centralized digital repository for institutional records.

### 5.2. Academic E-Governance

- Set up an online learning management system (LMS) for course delivery, assignments, and assessments.
- Facilitate online admissions, enrollment, and examination processes through University

### 5.3. Financial E-Governance

- Ensure transparency in fund utilization through periodic reports.

### 5.4. Communication and Collaboration

- Use official college email IDs for all institutional communication.
- Maintain a dynamic college website with updated information and resources.

### 5.5. Stakeholder Engagement

- Provide training sessions for staff and students to ensure effective use of e-governance platforms.
- Establish a feedback mechanism through online surveys.

## 6. ROLES AND RESPONSIBILITIES

- **E-Governance Committee:** Oversee the implementation and maintenance of e-governance systems.
- **IT Department:** Provide technical support, software updates, and data security measures.
- **Administration:** Ensure compliance with e-governance protocols across all departments.





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- **Faculty and Staff:** Actively participate in the adoption and promotion of e-governance tools.
- **Students:** Utilize e-governance platforms responsibly and provide constructive feedback.

#### 7. MONITORING AND EVALUATION

- Conduct periodic review to evaluate the effectiveness of e-governance initiatives.
- Review and update the E-Governance Policy as required, based on technological advancements and stakeholder feedback.

#### 8. DATA PRIVACY AND SECURITY

- Ensure compliance with relevant data protection laws and regulations.
- Implement multi-layered security measures, including encryption and access controls.
- Regularly back up institutional data to prevent data loss.

The E-Governance Policy represents a significant step towards digital transformation.

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