JSS MAHAVIDYAPEETHA

JSS COLLEGE OF ARTS, COMMERCE & SCIENCE

Autonomous, 'A' Grade and 'College with Potential for Excellence'

OOTY ROAD, MYSURU-570 025, KARNATAKA

Ph 0821-2548236 & 2548380 FAX 0821-2548238

E-mail jssautonomous@gmail.com, Website jsscacs.edu.in

The e-Governance Cell for the year (2022-23)

The e-Governance Cell at JSS College of Arts, Commerce and Science is constituted to leverage technology for efficient and transparent governance. The composition of the e-Governance Cell and the responsibilities of individuals are as follows:

1. **Head of e-Governance Cell:**
   - Responsible for overseeing the overall functioning of the e-Governance Cell.
   - Coordinates with various departments to implement technology-driven solutions.
   - Ensures alignment of e-Governance initiatives with the college's strategic goals.

2. **IT Coordinator:**
   - Manages the technical aspects of e-Governance projects and initiatives.
   - Oversees the implementation and maintenance of IT infrastructure.
   - Collaborates with vendors for software and hardware solutions.

3. **Data Security and Privacy Officer:**
   - Ensures the confidentiality and integrity of data handled by e-Governance systems.
   - Implements and monitors data security measures.
   - Develops and enforces privacy policies.

4. **Academic Administration Representative:**
   - Liaises between academic departments and the e-Governance Cell.
   - Coordinates the integration of e-Governance in academic processes.
   - Facilitates training programs for faculty on e-Governance tools.

5. **Student Affairs Representative:**
   - Represents the interests of students in e-Governance initiatives.
   - Communicates e-Governance-related information to the student body.
   - Gathers feedback from students on technology-driven services.

6. **Finance and Accounts Officer:**
   - Collaborates with the e-Governance Cell for financial systems integration.
   - Ensures compliance with financial regulations in e-Governance processes.
   - Provides financial insights for technology investments.

7. **Communication and Outreach Coordinator:**
   - Manages communication strategies for e-Governance initiatives.
   - Conducts awareness programs and training sessions for stakeholders.
   - Coordinates with media for promoting the college's technology advancements.

8. **Quality Assurance Officer:**
   - Monitors the performance and effectiveness of e-Governance systems.
   - Conducts audits to ensure compliance with quality standards.
   - Facilitates continuous improvement in e-Governance processes.

The e-Governance Cell operates under the guidance of the Chief Executive and the Principal and reports to the Governing Body of JSS College of Arts, Commerce and Science.

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JSS College of Arts, Commerce & Science
Ooty Road, MYSURU-25

e-Governance Cell of the College (2022-23)

Head of e-Governance Cell	Mr. Vidyashankar, Dept of Computer Science
IT Coordinator	Smt Sumanashree Y S, PG Dept of Computer Science
Data Security and Privacy Officer	Dr Rajesh K M, Dept of Computer Science
Academic Administration Representative	Dr Prabhuswamy B, Controller of Examinations
Student Affairs Representative	Sanjana A I B.Sc
Finance and Accounts Officer	Mr. C Mahesha, Assistant Administrative officer
Communication and Outreach Coordinator	Dr Ramyashree M, PG Dept. of Zoology
Quality Assurance Officer	Dr N Rajendraprasad, Coordinator, IQAC

Principal

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Ooty Road, Mysore-570 025.

e-Governance Cell of the College (2023-26)

Head of e-Governance Cell	Mr. Vidhyashankar, Head, Dept. of Computer Science
IT Coordinator	Mr. Ravikumar V G, Head, PG Dept. Of Computer Applications
Data Security and Privacy Officer	Ms. Chaithra, Asst. Professor, Dept. of Computer Science
Academic Administration Representative	Dr. B. Prabhuswamy, Controller of Examinations
Student Affairs Representative	Chiranjeevi G, I BCA
Finance and Accounts Officer	Mr. Mahesha C, Assistant Administrative Officer
Communication and Outreach Coordinator	Dr. Sindhu G M, Asst. Professor, PG Dept. of Botany
Quality Assurance Officer	Dr. N. Rajendraprasad, Coordinator, IQAC

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E-GOVERNANCE POLICY DOCUMENT

1. Administration including Complaint Management:

Objective:

To streamline administrative processes and enhance complaint management through the effective implementation of e-governance.

Policy Statements:

1.1. Digital Documentation:

- All administrative processes will transit to digital documentation, reducing paper usage and enhancing efficiency.
- All official communication, circulars, and notices will be disseminated electronically.

1.2. Complaint Management System:

- A robust e-governance platform will be established for efficient handling and resolution of complaints.
- Students, faculty, and staff will have access to an online portal for submitting and tracking complaints (through e-mail).

1.3. Administrative Processes:

- College website, Community Radio, e-mail communications and social media are best utilised for information sharing and spreading related to admissions, examinations, programmes, etc.
- The e-governance system will facilitate real-time tracking and monitoring of administrative activities.

1.4. User Training and Support:

- Comprehensive training programs will be conducted for faculty and staff to ensure effective utilization of the e-governance system.
- A dedicated support system will be in place to assist users with any issues they may encounter.

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2. Finance and Accounts:

Objective

To enhance financial transparency, accuracy, and efficiency through the implementation of e-governance in finance and accounts operations.

Policy Statements:

2.1. *Electronic Financial Transactions:*

- All financial transactions, including salary disbursement, vendor payments, and fee collections, will be conducted electronically.
- The e-governance system will integrate secure payment gateways for financial transactions.

2.2. *Budgeting and Reporting:*

- Budgeting processes will be streamlined as per the need and financial planning.
- Real-time financial reports will be accessible through the e-governance portal, ensuring transparency.

2.3. *Audit Trail and Compliance:*

- The e-governance system will maintain an audit trail for all financial transactions.
- Compliance with regulatory standards will be closely monitored through the system.

2.4. *Digital Invoicing and Receipts:*

- Invoices and receipts will be generated digitally, reducing manual paperwork.
- E-receipts will be issued for financial transactions within the college.

3. Student Admission and Support:

Objective

To simplify and expedite the student admission process and provide effective support services through e-governance.

Policy Statements:

3.1. *Online Admission Portal:*

- An online admission portal is implemented for seamless and paperless admission processes.
- Students can submit applications and make online payments.

3.2. *Student Support Services:*

- E-governance will facilitate online student support services, including academic counselling, career guidance, and grievance redressal.

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- Digital platforms will be established for students to access academic resources and support materials.

3.3. Automated Student Records:

- Student records, including attendance, grades, and academic progress, will be maintained digitally.
- Students can access and monitor their academic records through secure online portals.

4. Examinations:

Objective

To modernize and streamline examination processes, ensuring accuracy and integrity through e-governance.

Policy Statements:

4.1. Online Examination Management:

- The entire examination process, from scheduling to result declaration, will be managed through an online examination management system.
- Students can register for exams, receive admit cards, and view results online.

4.2. Secure Online Internal Assessment:

- E-governance will ensure secure online internal assessment mechanisms
- The system will facilitate automated grading, reducing manual efforts and errors.
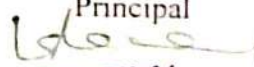
4.3. Transparency in Evaluation:

- The e-governance platform will provide students with transparent access to examination results and answer scripts.
- Grievance redressal for exam-related concerns will be streamlined through online processes.

Implementation and Oversight:

- The implementation of e-governance across these operational areas will be overseen by a dedicated E-Governance Cell.
- Regular assessments and audits will be conducted to ensure the effectiveness and security of the e-governance systems.

Review and Enhancement:

- The E-Governance Policy will be subject to periodic reviews to incorporate technological advancements and address emerging needs.
- Feedback mechanisms will be established to gather inputs from stakeholders for continuous improvement.

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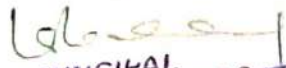E-mail: jssautonomous@gmail.com; Website: jsscacs.edu.in

Date: 30-5-2023

e-Governance Report (2022-23)

This report is showcasing the e-Governance initiatives, achievements, and challenges during the fiscal year.

In our pursuit of embracing technological advancements and fostering transparency, the College recognizes the pivotal role played by our college website in promoting effective e-governance. The website serves as a dynamic platform facilitating seamless communication between the college administration, faculty, students, and stakeholders. Through innovative features, such as online submission of academic documents, access to important announcements, and interactive forums, college website has become an integral component of our e-governance framework. This digital infrastructure not only streamlines administrative processes but also enhances accessibility to crucial information, fostering a more informed and engaged academic community. As the college reflect on the past year's achievements, the utilization of our website as a cornerstone of e-governance stands out, exemplifying our commitment to leveraging technology for efficient, inclusive, and accountable academic governance. This is showcasing college's dedication to embracing the digital era for the betterment of our educational ecosystem.

In the past fiscal year, JSS College of Arts, Commerce and Science continued its commitment to modernizing administrative processes through the effective implementation of the Unified University College Management System (UUCMS). This comprehensive system streamlined crucial functions such as admission, examination, and evaluation, ensuring a seamless and efficient experience for students and faculty alike. The integration of IT tools facilitated real-time data management, reducing manual efforts and errors. The college also embraced the power of technology for fee mobilization, utilizing the SBI Collect option, thereby enhancing the financial transaction process. Tally software was employed for meticulous account maintenance, ensuring transparency and compliance with financial regulations. These initiatives collectively contributed to an agile and responsive administrative setup, promoting a conducive learning environment.

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Additionally, the college utilized innovative communication channels to engage with both the internal community and the public. The deployment of a community radio channel served as a valuable platform for disseminating important messages to the public, fostering community engagement. Furthermore, the college leveraged the reach of social media platforms to effectively communicate and showcase various activities, events, and achievements, enhancing the college's visibility and promoting a sense of community among students, faculty, and the wider public.

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The e-Governance Cell for the year (2018-19)

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1. Head of e-Governance Cell:
    *   Responsible for overseeing the overall functioning of the e-Governance cell.
    *   Coordinates with various departments to implement technology-driven solutions.
    *   Ensures alignment of e-Governance initiatives with the college's strategic goals.

2. IT Coordinator:
    *   Manages the technical aspects of e-Governance projects and initiatives.
    *   Oversees the implementation and maintenance of IT infrastructure.
    *   Collaborates with vendors for software and hardware solutions.

3. Data Security and Privacy Officer:
    *   Ensures the confidentiality and integrity of data handled by e-Governance systems.
    *   Implements and monitor data security measures.
    *   Develops and enforces privacy policies.

4. Academic Administration Representative:
    *   Liaises between academic departments and the e-Governance cell.
    *   Coordinates the integration of e=Governance in academic processes.
    *   Facilitates training programs for the faculty on e-Governance tools.

5. Student Affairs Representative:
    *   Represents the interests of e-Governance initiatives.
    *   Communicates e-Governance-related information to student body.
    *   Gathers feedback from students on technology-driven services.

6. Finance and Accounts Officer:
    *   Collaborates with e-Governance cell for financial systems integration.
    *   Ensures compliance with financial regulations in e-Governance processes.
    *   Provides financial insights for technology investments.

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8. Quality Assurance Officer:
   - Monitors the performance and effectiveness of e-Governance systems.
   - Conducts audits to ensure compliance with quality standards.
   - Facilities continuous improvement in e-Governance processes.

The e-Governance cell operates under the guidance of the Chief Executive and the Principal and reports to the governing body of JSS College of Arts, Commerce and Science.

e-Governance Cell of the College(2018-19)

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IT Coordinator	SmtSumanashree Y S, PG Dept of Computer Science
Data Security and Privacy Officer	Nandeesh M, Dept of Computer Science
Academic Administration Representative	Dr Prabhuswamy B, Controller of Examinations
Student Affairs Representative	Yashwanth N I B.Sc
Finance and Accounts Officer	Mr. C Mahesha, Assistant Administrative officer
Communication and Outreach Coordinator	Rekha N D PG Dept. of Biotechnology
Quality Assurance Officer	Dr N Rajendraprasad, Coordinator, IQAC

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e-Governance report(2018-19)

The adoption of e-Governance is aimed at improving the overall governance system of the institute by harnessing the power of new technologies. With a focus on simplicity and efficiency, the institution has made the decision to integrate e-Governance into a wide range of its operational activities. This strategic move will streamline processes and contribute to the institution's holistic development.

The College will create and manage an intuitive, interactive website to share general information and updates with students, faculty, staff, and the public. This platform will empower students and parents to access information about courses, departments, university polices, and participate in decision-making processes. Furthermore, all official communications and notices will be distributed via email for efficient dissemination of information.

The office diligently manages its accounts using Tally, ensuring that the latest software versions are regularly updated and utilized throughout the college. This demonstrates a commitment to leveraging technology for efficient financial management and transparency.

The library is open to bonafide students of all the classes. All important textbooks are kept in the reserve section to enable the students to write the tutorials. There is a well equipped reading room, which enables students to refer many number of journals on a variety of subjects. The college's initiative to enhance e-learning resources will provide valuable support to both faculty and students. Additionally, the ongoing subscription to new books and journals will ensure that educational materials remain current and diverse.

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e-Governance Cell of the College(2019-20)

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e-Governance Report(2019-20)

The integration of e-Governance aims to enhance the institute's governance system through the utilization of modern technologies. Prioritizing simplicity and efficiency, the institution has chosen to incorporate e-Governance across various operational areas. This strategic decision will streamline processes and foster the comprehensive development of the institution.

The college is committed to establishing and maintaining a user friendly website that provides easy access to important updates and general information for students, faculty and others. This platform will enable students and parents to stay informed about courses, college departments.

The office remains committed to its tally account, keeping it up-to-date with the latest software versions. Moreover, the college utilizes a range of software solutions, including the Public Financial Management System(PFMS) , to handle government funds efficiently.

The college upholds its academic standards by consistently enriching its library resources. Furthermore, it is expanding its e-learning materials to enhance the learning experience for both educators and students. Further demonstrate the institution's commitment to staying current and providing comprehensive educational resources.

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e-Governance report (2020-21)

e-Governance is an important tool to the governing body of the institute. In general, it provides advantages to the administration. The e-governance system is designed to make the system user-friendly, time saving and cost saving also.

The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available.

The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email. All important administrative information including notices is regularly published on the social media & FM. For ease of maintaining accounts & Finance suitable Accounting & Finance Software package like Tally is used.

The college library is a dedicated space within a college that serves as a hub of Knowledge and information. It supports the curriculum and research of the Faculty and Students.

Online classes were conducted for the students during the pandemic, and examination fee and other payments are done through SBI collect payment gateway.

The college shall perform all the financial transactions through the Public Financial Management System (PFMS) in line with the extant guidelines by the Government of India.

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e-Governance report (2021-22)

e-Governance enhance the system of governance for the overall development of the institute by leveraging new technologies. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.

The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and nonteaching staff and to the public, in general. It empowers students and parents to gather information regarding any course, college, department of universities, government policies and get involved in the process of decision making. In addition, all official communications and notices shall also be sent via e-mail.

The office continues to maintain its account on Tally. Latest versions of the software are updated and used by the college. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government.

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly.

The college has adopted an online system UUCMS where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

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