



ANWARUL ULOOM COLLEGE

(Autonomous)

(Accredited by NAAC with 'A+' Grade)
(Affiliated to Osmania University, Hyderabad)

(A Muslim Minority Institution)

Ref. No.

Date

POLICY ON E-GOVERNANCE

Aim & Objective: - To maintain transparency and fast decisions making in the Institution.

Policy: Era of knowledge explosion and digital, computer revolution has influenced every individual and affected every walk of life. Higher education is also influenced by these developments. To make the institution visible globally and to provide easy access to information through simple and efficient system of governance the management has adopted and implemented E-governance in administration, accounts, teaching and learning. The purpose of introducing E-governance is to promote transparency and accountability, it also serve the purpose of paper less administration and facilitate fast and quick communication and helps in decision making. The system of E-governance is cost effective and equally useful to all the stake holders as it enables their participation in day to day affairs of the organization. Management regularly purchases new versions of the latest available software's in the market to keep the E-governance efficient und technologically ready to full fill the task in the administration.

Again, in the backdrop of this policy, administration is fully computerized and it is student centric and user friendly. Admissions of the students, centralized data of the students, administrative office, staff attendance, communication of information to the stake holders, settlement of grievances, surveillance, security of the institution, scholarships and student support services are managed through the software M.S. Word, Excel, Amtech, Linksys, E. soft Arrow and Infocare software. Procurement of goods and services is made through papers less mode. Office management and correspondence is also paperless. Preparation of budget, finance and accounts in the college are managed though the software MS. Excel, Tally, PMFS. Examination and evaluation of the students are managed through the software Amtech, Linksys and E. soft arrow. Library services are fully computerized with Koha, ILMS e- Moodle, Delnet and J-Gate.

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Implementation of E-governance and computerization in different areas of administration, finance, teaching and learning etc. has made the smooth delivery mechanism with least involvement of humans. Accountability and flow of information, both upward and downward hierarchy has become strong and effective and it has enabled fast decision making, instant resolution of grievances and rectification of any omission and commission in time.



Secretary