



# SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

*Accredited by NAAC and MBA Programme Accredited by NBA  
Approved by the All India Council for Technical Education & Affiliated to M. G. University*

## **Digital Governance / e-Governance Policy for SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT**

### **Introduction:**

This e-Governance policy outlines the guidelines and principles for the effective implementation of digital technologies and processes in our Institution. The objective of this policy is to enhance transparency, efficiency, accessibility, and security in all administrative and academic operations, ensuring a seamless digital experience for students, faculty, staff, and stakeholders.

### **Digital Infrastructure and Connectivity:**

- Ensure robust and reliable IT infrastructure with sufficient bandwidth to support the institution's digital needs.
- Establish a secure and scalable network architecture to handle increasing digital demands.
- Provide Wi-Fi accessibility in the campus for students and staff.

### **Student Information System (SIS):**

- Implement a Student Information System to manage student records, admissions, registrations, grades, attendance, and other relevant information.
- Enable students to access their academic records and progress through a secure online portal.

### **Learning Management System (LMS):**

- Adopt a comprehensive Learning Management System to facilitate online course delivery, content distribution, assessments, and grading.
- Encourage faculty to use the LMS for uploading course materials, conducting quizzes, and engaging in discussions with students.

### **Digital Examination and Evaluation:**

- Introduce digital assessment methods, including online exams and assignments, while ensuring proper proctoring and security measures.
- Implement an automated evaluation system to expedite the grading process and provide timely feedback to students.

### **e-Library and Digital Resources:**

- Establish a digital library with access to e-books, research papers, journals, and other educational resources.
- Promote the use of online databases and repositories for research and academic purposes.



### **Student Support Services:**

- Offer online mentoring and support services for students, including academic advising and mental health support.
- Provide a dedicated helpline and email support for addressing students' digital queries and technical issues.

### **Data Privacy and Security:**

- Adhere to all data protection laws and regulations to safeguard student and staff data.
- Implement robust cybersecurity measures to prevent unauthorized access and data breaches.
- Conduct regular security audits and training to ensure data safety.

### **Faculty Training and Development:**

- Organize regular workshops and training sessions for faculty and staff to enhance their digital literacy and proficiency in using technology for teaching and administration.

### **Digital Collaboration and Communication:**

- Encourage the use of digital platforms for collaboration among faculty members, students, and research scholars.
- Utilize video conferencing tools for virtual meetings and academic discussions.

### **Feedback and Continuous Improvement:**

- Establish a feedback mechanism to gather suggestions and insights from students, faculty, and stakeholders on the effectiveness of the digital initiatives.

### **Accessibility and Inclusivity:**

- Ensure that all digital platforms and resources are accessible to differently-abled students and faculty.
- Provide necessary support and accommodations to enable an inclusive learning environment.

### **Integration with National e-Governance Initiatives:**

- All the payments and disbursement through digital mode has been implemented as per Govt.of India regulations
- Align the institution's digital systems with relevant national-level e-Governance initiatives in the education sector to promote interoperability and data sharing.

This e-Governance Policy will be regularly reviewed and updated to align with technological advancements and changing regulatory requirements. The successful implementation of these measures will enhance the institution's reputation, efficiency, and overall learning experience for all stakeholders.



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