



ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

(A MUSLIM MINORITY INSTITUTION)

(Affiliated to Osmania University | Approved by AICTE | Permitted by Govt. of Telangana)

#11-3-918, New Malleshpally, Hyderabad - 500001, T.S., India.

6.2.2 Institution implements e-governance in its operations, Administration including complaint management, Finance and Accounts, Student Admission and Support, Examinations

6.2.2(1) Policy on E-Governance



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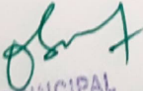
POLICY ON E-GOVERNANCE

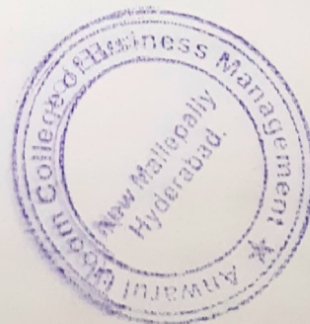
The ability to handle the needs and problems of an institution's current state is referred to as good governance. An institution's e-governance policy aims to improve the governance framework for the organization's growth by utilizing cutting-edge technologies. E-Governance also known as electronic governance marks the rigorous need of the present situation of an institution. The basic purpose of E-Governance is to simplify the processes for all and also to bring in SMART governance implying simple, responsive, moral, accountable and transparent governance. The policy is applied to each and every desk of the institution for integration of finance and account, Student Placement, Examination and Certification, Student Enrolment and admission and enhancement of teaching skills of faculty. E-Governance is widely used to aid in growth of the institution as its significance is enormous.

Objectives:

1. To bring transparency and accountability.
2. To empower people through information.
3. To improve efficiency in the functioning.
4. To address the society's need and expectation through effective interaction.
5. To meet the challenges of relevance, quality and affordability.
6. To reduce the cost of Governance.

Administration


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To ensure a convenient and seamless process, the institution automates every administrative task. The details of each and every staff and students are easily available with the use of e-governance in administration. E-governance is widely used in administration as it is cheaper, more effective and allows speedy communication between staff. Its use minimizes the expenses of stationary, management of paper document and labour. A high level of openness is ensured and it reduces the administrative impulses.

Website:

The college website plays a pivotal role in benefiting society in diverse ways as it acts as information center which reflects information about the college. The college website www.aucbm.in is maintained by the committee including Principal, exam incharge, academic incharge. It serves as a platform for parents, students, educators and outsiders as it highlights academic programs, admissions, campus facilities, courses offered, department details, infrastructure, time table and more. College website shares important announcements, news and updates. This helps in decision making for the students and their families. In short college website play a sophisticated role in benefiting society by offering wide range of information at one stop and contributing to community development.

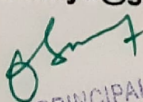
Finance and Accounts:

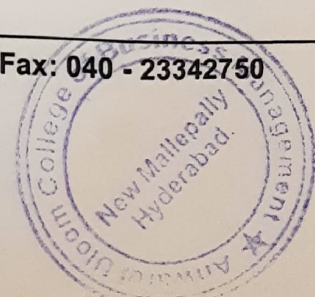
The office continues to maintain its account on Tally. Latest version of software is used by the college which helps the staff to maintain financial records efficiently. Financial Analysis reports are also generated through Tally. Various security measures are taken for maintaining confidential data. The pay roll management system helps to calculate the salary automatically. Training is being provided to the existing staff and updation of the software is done on a regular basis.

E-Governance in library

With the integration of digital technology, e-governance in library brings accessibility, and efficacy. Our library is truly a learning centre with reading space for more than 300 students at a time. The library stocks textbooks, reference books, journals, magazines and newspapers. A

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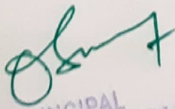
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dynamic CD library presents data and information in bytes. Furthermore, information is compiled for the students from various international websites. The computer-enabled digital library giving access to various international journals. Perennial software used in library supports digital catalog, making it easy for users to search, access, and manage resources online. This software in the library setting helps ensure the longevity and adaptability of the library's technological infrastructure, supporting efficient operations and an enhanced user experience. To better serve staff and students, the college will continue to enhance e-learning materials

Examination Cell

The affiliated university regulates the examination Cell. The Examination Cell is an apex body of the institute which is headed by examination coordinator. E-governance facilitates an online registration and application process for examinations. The examination cell therefore, is structured to carry out all the examination related activities. The Examination Cell of Anwarul Uloom College of Business Management is a confidential section with the responsibility of conduction of examinations both internal and external, evaluation, publication and display of results of internal marks, maintenance of student records for all courses offered.


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