

ANVARUL ISLAM WOMEN'S ARABIC COLLEGE MONGAM

Run by: Kerala Jam-Iyyathul Ulama [Regd.]

Aided by Govt. of Kerala & Affiliated to University of Calicut

Approved by 2(f) & 12(B) UGC & Recognized as Minority Institution NCMEI

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MONGAM P.O MALAPPURAM (Dist.) KERALA – 673 642

RESOURCE MOBILISATION

&

E-GOVERNANCE POLICY

MONGAM P.O - MALAPPURAM (Dist.) KERALA

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RESOURCE MOBILISATION POLICY

The College has a mechanism to monitor effective use of funds received from various sources such as tuition fees from student, grants and aids from agencies like UGC and donations from PTA, Alumni, philanthropists and well-wishers.

The College mobilizes fund from three major sources: -

Grants from Govt. Agencies

The college strives its maximum to mobilize funds from government agencies including the University Grants Commission for infrastructure development, new courses, seminars and workshops.

PTA

PTA is major funding body in the campus for infrastructure development and curricular/co-curricular activities in the campus. Principal, being the President of the PTA, proposes the budget requirements in the first Executive Meeting of the Parents' Teachers Association.

Management

The college management raises funds through donations and contributions from the management committee members and philanthropists in the area for infrastructure development and other facilities in the campus.

Utilization of Funds

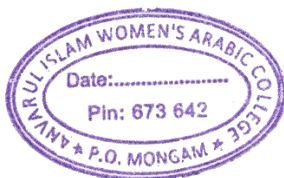
Planning: The Head of Institution prepares an outline of the annual budget requirement after consulting with various departments and other statutory and non-statutory bodies in the college.

Allocation: The Principal after consulting with the Staff Council decides the amount of funds to be earmarked under each head. Government grants and aids are allocated as per the norms and regulations of the sanctioning authority. The principal also make request to the Management Committee for raising deficient funds.

Resource Mobilization & E-governance Policy

Expenses: Funds are utilized for the construction/maintenance of labs, procurement of books, national/international journals, staff salary, development and maintenance activities. In case any additional funds are required for unplanned activities like maintenance / attending seminars / workshops / conferences/technical competitions, Principal allots required amount from the PTA/Management as per the availability.

Audit: The Accounts section of administrative office verifies the expenses carried out by various departments, clubs and forums. Internal and external audits are carried out for all the funds (Govt., PTA and Management) by the Chartered Accountant at regular intervals to ensure a proper utilization of the funds as per their allocation.




Dr. JUBAILIYA. P (PEN: 469677)
Principal
Anvarul Islam Women's Arabic College
Mongam - 673 642

E-GOVERNANCE POLICY

Introduction

The implementation of Information and Communication Technology in the field of education has become a boon to the academic institutions as it helps in maintaining the quality of education as well as in the governance of the institution. The concept of effective governance is the ability to confront the new challenges and adapt to the needs of the current situation. As our institution is developing into a well-established institute of higher learning, the management realized the urgency of an e-governance system in order to integrate the administration of the college. Having an e-governance system it will help in integrating all the stakeholders of the institution and to automate various functionalities of the institution. The e-governance will help to bring transparency in the system and empower the management in a better administration of the college.

Scope:

The scope of this policy extends to the following areas:

- Administration
- Finance and Accounts.
- Student Admission support.
- Attendance

- Examination Support
- Library
- Website

Objectives:

- To Implement the E-governance in all functions of the institution in order to provide simpler and efficient system of governance within the college.
- To promote transparency and accountability in all the functions of the institution.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our classrooms ICT Enabled having Desktops/Laptops, TV/Projectors, etc.
- To establish a fully automated Library.
- To establish a college website

Benefits

- Quick availability of Data
- Curtails human resources
- Enhances searching facility
- Increases productivity
- Enriches the quality
- Brings credibility
- Improves consistency

Procedure of Execution

1. The management of AIWA College is the complete authority to select the vendors for e-governance as per the need of the institution.
2. The management invites various vendors who provide various e-governance services.
3. The criteria for selection of the vendors are user friendly, time saving and cost saving software along with meeting the requirements of the institution.
4. The vendors can demonstrate and explain the special features of their services.
5. Based on the inputs from various vendors and their terms of service provided, the management selects the vendor.
6. The management signs an agreement with the selected vendor and their services will be rendered to the institution for the stipulated period unless terminated earlier.

Administration

The institution needs the smooth functioning of its governance system for its further progress. To improve on its functioning, technology needs to be adopted. The e-governance should take care of providing information to the stakeholders, the staff and students data should be maintained, maintenance of attendance, internal communications should be enabled and students also should be able to get the benefits by providing certificates, leave forms and so on without any difficulty.

Finance and Accounts

The e-governance software provides support for maintaining the accounts and finance of the institution. It should be able to provide e-copies of the staff salary

certificates, support in tax deductions and also support the students in fee payment.

Student Admission Support

The admission of the college is made online and the e-governance partner should provide a platform for the admission process and the college also encourages online payment of the fees of the students.

Examination Support

The college conducts internal and model examinations at regular intervals and the college needs the e-governance partner to maintain the marks of the internal assessments and exams for easy reference and maintenance. The college also conducting online exams and quizzes.

Library

The Dar Al Hikma central library of college is introduced with management software for books maintenance according to scientific schemes with fully featured and scalable library management software – *Koha*. More online sources and databases are pulled in to create a pool of knowledge in the campus. Facilities for online database of books in the library are made in the due course. The library has its own blog for quick access to the stakeholders

Website

The website is the mirror of the college and will be revamped from time to time to keep it updated. The website contains the details of programmes offered, facilities available, activities happening and information regarding the college. A

college app is created to make it more convenient for the stakeholders to be informed about the college events and programs. The website is timely updated and upgraded accordingly.

Course of Implementation

- The modules mentioned will be implemented in a step-by-step process in the institution.
- The college web site will be updated and will mirror the activities of the college.
- In the upcoming years, the college will tie up with e-governance supporting software providers and will try to implement the modules needed for the college.
- The library will also be updated with software for maintenance and online databases for books.
- The institution will become completely automated in the near future, which will aid in the hassle-free data governance.

The institution will equip itself with the Wi-fi internet facility, adding a good number of computers to every department, installing printers and scanners for the ease of use of the stakeholders. The vendors selected for service will be provided with the necessary support from the institution. Orientation on the e-governance will be provided to all the stakeholders from time to time.

To implement e-governance in the institution, the management will allot a budget every academic year during the council meeting and the same will be released for purchase/maintenance of the e-governance software. The Principal/Vice Principal will coordinate the e-governance modules and its maintenance.

Resource Mobilization & E-governance Policy

Based on the needs of the institution, the e-governance modules, ICT Tools and resources, software, Computer Systems, Printers and Scanners, Internet facilities will be upgraded based on the recommendations of the e-governance reports. Every year the institution will upgrade itself in these lines for the increased efficiency of the administration Process.

If any question arises relating to the interpretation of this policy, it shall be referred to the MANAGEMENT whose decision shall be final.

The E-governance Policy was approved in the Governing Body of AIWA College Managing committee.



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