



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1982

Affiliated to Manonmaniam Sundaranar University, Tirunelveli, Recognized u/s 2(f) & 12(B) of UGC Act.  
Azhagiamandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India.  
Phone : +91 4651 248397, 248842 / website : www.muslimartscollege.in / email : muslimartscollege@gmail.com



ISO 9001:2000  
Reg. No. : RQ91/3688

## CRITERION 6

## NAAC DVV CLARIFICATION

### *6.2.2 Institution implements e-governance in its operations*

## POLICY DOCUMENT ON E- GOVERNANCE DVV RESPONSES FOR 6.2.2

Submitted to  
**THE NATIONAL ASSESSMENT AND ACCREDITATION  
COUNCIL (NAAC)**  
**APRIL 2024**



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## POLICY DOCUMENT ON E-GOVERNANCE FOR MUSLIM ARTS COLLEGE

E-Governance involves the use of digital technologies to improve the management and delivery of educational services. For Muslim Arts College, implementing e-Governance can enhance academic administration, streamline processes and foster an inclusive and transparent educational environment. This document outlines the policy framework for integrating e-Governance in Muslim Arts College. The main aim of the implementation of e-governance is to enhance efficiency, promote accessibility, foster transparency, support inclusivity and improve communication.

### Policy Framework

- Invest in high-speed internet and modern digital tools to support e-Governance initiatives.
- Ensure that all students, faculty and staff have access to necessary digital devices and resources.
- Maintain a learning management system to support online courses, assignments and academic resources.
- Develop digital solutions for administrative functions such as student enrollment, examination management and record keeping.
- Provide online access to library resources, including e-books, journals and research databases.
- Ensure the confidentiality and security of personal and academic data in compliance with relevant regulations and best practices.
- Strong cyber security protocols to protect against data breaches and cyber threats.
- Utilize email, forums and messaging platforms to facilitate communication between students, faculty and administration.
- Implement digital feedback systems to gather input from the college community and address concerns related to e-Governance systems.
- Develop metrics to assess the effectiveness and impact of e-Governance initiatives on academic and administrative processes.
- Conduct periodic reviews to evaluate the functionality and user satisfaction of e-Governance systems and make necessary improvements.
- Provide regular updates and support to ensure users are informed about new features and updates.

The implementation of e-Governance in Muslim arts colleges presents an opportunity to enhance administrative efficiency, academic management, and communication.



*Shah*  
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**Dr. G. Edwin Sheela, M.Sc., M.Phil., Ph.D.,**  
Principal

## DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.



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