E-GOVERNANCE CELL

An **E-Governance Cell** is a dedicated unit within an institution, such as a university or college, that focuses on implementing and managing digital governance systems to improve administrative processes and enhance transparency, efficiency, and accessibility. The main goal of this cell is to promote the use of technology to streamline operations, reduce paperwork, and ensure smooth functioning of the institution.

List of Members of E-Governance Cell:

S.No	Name	Designation	Role
1	Rev. Fr. Dr. P. Anthony Vinay	Director	Chair Person
2	Dr. AJ Praveen Kumar	Professor	Co-ordinator
3	Dr. N. Narayanamma	Assistant Prof	Member Faculty
4	A Galathi Akanksha	Assistant Prof	Member Faculty
5	Victoria Rani	Admin-1	Member Faculty
6	K L Rao	Admin-2	Member Admin

Key Responsibilities of the E-Governance Cell

Responsibility	Description
Implementation of Digital Systems	Introduce and maintain e-governance tools and systems such as online admission, examination management, and grievance handling.
Automation of Administrative Processes	Automate processes like fee payments, attendance tracking, results publication, and document requests to save time and reduce errors.
Development of Online Portals	Develop and manage portals where students, faculty, and staff can access academic information, administrative services, and institutional updates.
Integration of Online Communication	Ensure that the institution's internal communication, including notices, announcements, and circulars, is managed digitally for easy access.
Security and Data Protection	Implement systems for securing institutional data, protecting privacy, and ensuring compliance with relevant legal regulations.
Training and Support	Provide training to faculty, staff, and students on how to use e-governance platforms effectively.
Grievance Redressal	Create and maintain a digital platform for students, faculty, and staff to register grievances and track resolutions.
Monitoring and Evaluation	Continuously assess the effectiveness of e-governance systems, address any issues, and improve the digital infrastructure.
Promoting a Paperless Environment	Work towards reducing paper usage in administrative functions by digitizing records, communication, and documentation.
Annual Reporting	Report progress, challenges, and updates on e-governance projects to the institution's leadership and relevant bodies.

Collaborating with External Partners	Collaborate with technology providers, government agencies, and other institutions to improve and expand e-governance capabilities.

Rev Fr Dr P Anthony Vinay Kumar
Director
St. Mary's Centenary College of Management