# NARAYANA MEDICAL COLLEGE, NELLORE

## E-GOVERNANCE ARCHITECTURE POLICY DOCUMENT

### 1. Title
E-Governance Architecture Policy

### 2. Preamble
Narayana Medical College aims to promote transparency, efficiency, and accountability in its academic, administrative, financial, and hospital management processes. The institution has adopted an E-Governance architecture aligned with Digital India initiatives and National Medical Commission (NMC) norms. This architecture ensures seamless integration of all institutional processes through digital platforms.

### 3. Objectives
1. To ensure transparency in institutional operations.
2. To promote efficient communication and data management.
3. To provide digital access to administrative and academic resources.
4. To ensure accountability and ease of monitoring.
5. To reduce paperwork and human error through automation.

### 4. Scope
The E-Governance architecture covers all sections of the college, including:
- Administration
- Accounts and Finance
- Academic and Examination Sections
- Hospital Management
- Human Resources and Payroll
- Library and Learning Management System (LMS)
- Student and Faculty Portals
- IQAC and Accreditation Documentation

### 5. Components of E-Governance Architecture

| Domain | Software / Platform Used | Purpose | Responsible Unit |
|---|---|---|---|
| Administration | ERP System / MIS | Online attendance, circulars, leave management | Administrative Office |
| Finance & Accounts | Tally / ERP | Payroll, budget management, expenditure | Accounts Department |

| | | | |
|---|---|---|---|
| Academic Activities | LMS / Google Classroom | Lesson plans, assignments, attendance | Academic Dean Office |
| Examination Section | Examination Portal | Marks entry, results, certificates | Controller of Examinations |
| Hospital Information System | Integrated HIS | Patient records, billing, EMR, lab data | Hospital Administration |
| Library Automation | Koha / E-Library Software | Online catalogue, e-resources access | Library Department |
| Human Resources | HRMS / Payroll Software | Staff records, appraisal, salary, attendance | HR Department |
| Feedback & Quality Monitoring | IQAC Portal | Stakeholder feedback and analysis | IQAC |
| Website Management | Institutional Website | Information dissemination, announcements | IT Department |
| Digital Communication | Official Email / MS Teams | Internal communication, document sharing | IT Cell |

## 6. Data Security and Privacy
- All institutional data is stored on secure, password-protected servers.
- Regular data backup and antivirus systems are maintained.
- Access control levels are defined to prevent unauthorized data modification.
- Confidential data is shared only with authorized personnel.

## 7. Implementation and Monitoring
- The E-Governance Committee oversees implementation and maintenance.
- Regular training sessions are conducted for staff and students.
- Annual audits are conducted to ensure data integrity and efficiency.
- Reports of performance are submitted to the Principal and IQAC for review.

## 8. Review and Upgradation
The policy will be reviewed annually by the IQAC and IT Department to incorporate new technologies, feedback, and compliance updates.

## 9. Approval
Approved by: College Council / Governing Body
Date of Approval: 11-06-2024
Principal, Narayana Medical College

DEAN
Narayana Medical College
Chinthareddypalem, Nellore-3.