



E-GOVERNANCE POLICY

1. Introduction

Jamia Nadwiyya Arts and Science College, Edavanna (JNASC) is committed to providing its students, staff, and stakeholders with the best possible experience through the use of electronic-governance (e-governance) tools and services. This policy outlines the principles and guidelines that will be used to ensure that e-governance is used in a responsible, ethical, and effective manner.

2. Purpose

The purpose of this policy is to:

- Provide a framework for the use of e-governance tools and services at JNASC.
- Ensure that e-governance is used in a responsible, ethical, and effective manner
- Protect the privacy and security of personal information
- Promote the responsible use of technology

3. Scope

This policy applies to all students, staff, and stakeholders of JNASC who use e-governance tools and services.



4. Definitions

- **E-governance:** The use of information and communication technologies (ICTs) to improve the delivery of government's and institution's services to various stakeholders.
- **Personal information:** Any information that can be used to identify an individual, such as their name, address, or phone number.
- **Privacy:** The right of individuals to control how their personal information is collected, used, and shared.
- **Security:** The protection of information from unauthorized access, use, disclosure, disruption, modification, or destruction.

5. Responsibilities

- The management of JNASC is responsible for ensuring that e-governance is used in a responsible, ethical, and effective manner.
- All students, staff, and stakeholders are responsible for protecting the privacy and security of personal information.

Principles

The following principles will be used to guide the use of e-governance at JNASC:

- **Privacy:** Personal information will be collected, used, and shared only in accordance with the law and with the consent of the individual concerned.
- **Security:** Information systems will be protected from unauthorized access, use, disclosure, disruption, modification, or destruction.



- **Transparency:** The use of e-governance will be transparent and accountable to the public.
- **Accessibility:** E-governance tools and services will be accessible to all members of the community, regardless of their ability or disability.
- **Sustainability:** E-governance initiatives will be sustainable and will not create a financial burden on the institution.

6. Guidelines

The following guidelines will be used to implement the principles of e-governance at JNASC:

- All e-governance tools and services will be used in a responsible and ethical manner.
- Personal information will be collected only for legitimate purposes and will not be used for any other purpose without the consent of the individual concerned.
- Personal information will be kept confidential and will not be shared with any third party without the consent of the individual concerned.
- Information systems will be protected from unauthorized access, use, disclosure, disruption, modification, or destruction.
- E-governance tools and services will be accessible to all members of the community, regardless of their ability or disability.
- E-governance initiatives will be sustainable and will not create a financial burden on the institution.



7. Enforcement

This policy will be enforced by the management of JNASC. Any violations of this policy will be subject to disciplinary action, up to and including termination of employment.