Ref. No.   Date : 21/06/2022

E-GOVERNANCE POLICY

E governance is governance with Information technology. The policy is designed to make every operation of the institute transparent and accountable. The main objective of framing e-governance policy is as follows:

- To provide simpler and efficient system of governance within the institution.
- To keep transparency and accountability in all the functions of the college.
- To provide easy and quick access to information to students and teachers.
- To make the classrooms ICT Enabled having Desktops, Laptops, Projectors, etc.
- To establish a fully automated Library.

The college has decided to implement E governance in the following

1. Website
2. Student Admission
3. Finance and Accounts
4. Library
5. Administration
6. Examination
7. Alumni
8. Hardware Infrastructure
9. Software Infrastructure

1. WEBSITE:

- The website will be the main information centre which will reflect the entire framework of the college.
- College will depute a separate web designer who will look after the functioning and maintenance of the website.
- Few staff members from administration and teaching would be trained to make important updates on the website.
- A website committee will be formed that will look after the process of updating, maintaining and working of the website on regular basis.
- The Committee should also recommend for other changes that would improve the compatibility, user friendliness, appearance, etc of the website.
- All the important notifications will be posted on website as and when they are released.

2. STUDENT ADMISSION:

- Prospectus having all guidelines about admission will be given to students and will also be displayed on website.
- An Admission Portal to be used to manage the admissions in the college.

- Information like number of students submitting applications to each course, withdrawals, fee payment, etc. are to be managed through this portal only.
- Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the admission section.

3. FINANCE AND ACCOUNTS:
- The office manually maintains its accounts.
- Office should adopt Tally.
- Latest versions of the software should be purchased and used by the Institute.
- Advanced features help the staff to maintain financial records effectively and efficiently.
- Profit and loss Statement, Balance Sheet, etc., are generated manually and audited by CA. All the analysis reports are generated manually.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- Training to the existing staff should be given regularly.
- Salary calculation, generation of salary slips, dispersion of the salary to the bank accounts, TDS, Provident Fund, Allowances, etc all are managed manually. Reports can be generated for all Staff members.
- Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

4. LIBRARY:
- The college maintains its academic excellence through maintaining a well-stocked library.
- For the benefit of the teachers and students the college would add more and more e-learning resources.
- The college will continue subscribing new journals and books regularly.
- Recommendation of new books will be given by the teachers to the library.
- The college will install automated ILMS software for library which should provide easy to use Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.

5. ADMINISTRATION:
- MIS software would be used to record Internal Assessment marks, post daily attendance, etc.
- The software to be used by administrative and teaching staff to record and track the attendance.
- Monthly Reports, Semester End Reports should be generated automatically to calculate the Internal assessment marks for attendance.
- Training to administrative staff should be provided to keep them updated with the new technology.
- Administration of Students, Stock, Online Fee Payment and Library should be effectively done with the help various software.

6. EXAMINATION:
- The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

7. ALUMNI:

- In order to strengthen the relationship with our alumni, a separate Alumni page should be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects.
- Alumni association should be formed in the college and alumni database should be maintained at department level.

8. HARDWARE INFRASTRUCTURE

- The College would ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers would be made available in all common facilities like library, computer labs, departments etc.
- Projectors and other multimedia devices should be provided in the auditorium, classrooms, seminar rooms and laboratories.

9. SOFTWARE INFRASTRUCTURE

- The College has to maintain servers with higher configuration to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college has to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

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