E-GOVERNANCE POLICY

Effective from: Academic year 2015-16
Approved by: The Governing Council

Objective:

1. Implementation of E-governance in various functioning of the institution.
2. Achieving efficiency in our functioning.
3. Promoting transparency and accountability.
4. Achieving paperless administration of the institution
5. Facilitating online internal and external communication between various entities of the institution.
6. Providing easy access to information.
7. Making the institution visible globally.

POLICY:

1. In order to provide simpler and efficient system of governance within institution. It is decided to adopt and implement e-governance in some aspects of functioning.
2. The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

E-governance in following areas: For convenience purpose, the policy is divided into various areas of operation.

1. **Website:** The website of the college needs to revamped taking into account the new changes. The website should act as a mirror of the

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College activities and information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the Secretary of the society. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsible of website administration and updation at the college level.

2. **Student Admission & support services:** The College has decided to process all admission in online mode. This will cover admissions to all courses whether graduate, post graduate courses. A language lab with suitable software can be established.

3. **Accounts:** For case of maintaining accounts, the college decided to use Tally software but with new accounting methods and compliances, it has become necessary to procure other software's as well Accordingly, requirements should be assessed by the Secretary by discussion with accountant and other accounts staff and according new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software's must be done on timely basis.

4. **Library:** We have decided to use more e-learning resources for the benefit of the teacher s and students. Library is presently using ILMS Software-Library Manager Version 2.0 for its internal working. It needs to updated timely. Also the OPAC system should be converted into a web based service for others to utilize the library resources effectively. Similarly newer e-learning resources like INFLIBNET-N List should be subscribed taking into account the recommendation of the library advisory committee. Recommendations of the teachers and students also need to be

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taken into account while subscribing to these resources, Appropriate training to the staff and the students for using the e-learning resources should be provided.

5. **Administration:** To provide an hassle free & convenient process, maximum of the administration of the institution should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees, etc. Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.

6. **Examination:** As per directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Examination result software can be used for smooth process & data safety. College Examination Chairman needs to supervise the entire process of examination under the guidance of the Principal of the college.

7. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of the college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate alumni coordinator at the college level be appointed to take care of the entire activity.

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