

E-GOVERNANCE POLICY

Scope: E -governance envisages with the sole vision of enhancing the system of governance for development of the college by leveraging new and cutting edge technologies. The scope of this policy broadens to the following areas:

- College Administration
- Student Admission
- Examination & Evaluation
- Library Management
- Account & Finance Section
- ICT Infrastructure
- E-waste Management

OBJECTIVES

- Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college.
- To achieve and create a paperless environment in the college.
- To create a green cover.
- To provide easy access to information
- To provide easy and quick access to information.
- Promoting transparency and accountability in all the functions of the college.
- To ensure the campus is completely Wi-Fi enabled.
- To make our classrooms ICT Enabled having desktops, laptops, smart boards, projectors, etc.
- To establish a fully automated Library.
- To implement E-governance in various functioning of the institution
- To achieve efficiency in our functioning
- To facilitate online internal and external communication between various entities of the institution

Policy:

1. In order to provide simpler and efficient system of governance within the college, it is decided to adopt and implement e- governance in the maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Area of Implementation:

1. Website & Social Media
2. Student Administration
3. Administration
4. Communication System
5. Finance & Accounts
6. Library
7. Exam cell

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website & Social Media:** The website acts an information center which reflects about the college, all its activities, important notices, courses offered, etc. The website acts as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform. Along with it, training is given to the IT staff and persons identified to undertake the responsibility of website administration and updation at the college level. Important information & achievements are posted in the Social Media. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. The website of the college is continuously updated taking into account the new changes.
2. **Student Administration Including Hostels:** The College brings out its notice which is displayed on the website as well as on notice board for the admission process. Website has to be used to manage the admissions in the college. Number of students can apply to each course by registering this website, admission fees is managed through this website only. Students are also required to submit a separate Online Application Form for taking admission to the college.
3. **Communication:** Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters by uploading notices on website and whatsapp group.
4. **Finance & Accounts:** For ease of maintaining accounts suitable Finance Software package is implemented. The College also uses Public Financial Management System (PFMS) which is used to manage the funds received from the Government. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.
5. **Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College adds both printed and e-learning resources for the benefit of the teachers and the students. The College continues to subscribe new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Professors can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
 - The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
 - The central library is computerized through IMPRESS ERP. OPAC module of software provides facilities of search books by different approach of user. Users search a library catalog principally to locate books and other material available at a library. Users reserve books by this facility.
 - RFID Library Management is also available in the college.
 - E-library is also available for e-books through DELNET.
 - The library is linked with NLIST consortiums for online books and journals.
 - The library maintains around collection of books, reference book, theses, monograph, back volumes, journals, audio-visuals and e-resources.

