

## E-Governance policy

### Objectives:

- To implement e-governance in various functional areas of the institution
- To achieving efficiency and effectiveness in governance
- To promote transparency, responsibility and accountability of people between different departments.
- To make a paperless administration, thereby reducing the carbon footprint.
- To facilitate easy and seamless communication between the various departments of the institution
- To provide easy access to information
- To make the institution visible globally

### Policy:

This policy on e-governance describes the procedures required for creating and maintaining systems through which the institution will achieve a simpler and efficient system of governance. The institution has e-governance in some of these areas, however, we are committed to improve the existing systems and implement e-governance in many more areas. This policy framework is drafted with this purpose. For a better understanding of the e-governance process, the policy is divided into various areas of operation. These areas of operation are clear and illustrative and the college reserves the right to implement e-governance in areas not enlisted herewith.

- **Website:** The website of the college has been revamped taking into account the new changes and the requirements of the statutory bodies. The website should be proactive and offer information to students and our stakeholders about all activities, important notices, etc For this purpose, the IT department is appointed by the Executive Director of the society. Along with this, training is also given to the department assistant who will undertake the responsibility of website administration and updation at the college level.
- **Student Admission:** Based on the recommendations of the statutory bodies like AICTE, ASC and the university, the college has decided to process all admissions in online mode. For this purpose, the college has entered into an arrangement with Federal Bank, with whom the college maintains its accounts. The Finance manager of the college will take actions to see that the students are able to pay fees without any hitches and delays.
- **Accounts:** The college accounts are maintained through Tally software. It is also proposed to integrate the student learning software so that students can get all information from a single point. The decisions in this regard have to be proposed by the Finance manager and other accounts staff

and accordingly new Softwares may be purchased. Appropriate security measures also should be there in place to maintain the security in place. Training of the existing staff, updation of the existing Softwares should be done on a timely basis.

- **Library:** There are 2 libraries on the campus viz. Nibodhi and Chaithanya. The Library is presently using KOHA software for its working. This needs updating. Also the OPAC system should be utilized for making the library resources effectively for use by students, Faculty and our stakeholders. Similarly newer e-learning resources like journals, digital content, and other reading resources in hard and in e-version etc. should be identified and subscribed taking into account the recommendations of the library advisory committee. The librarian should also get recommendations from the teachers, and students before subscribing to these resources. Appropriate training to the staff and the students should also be conducted for using the library and e-learning resources effectively.
- **Administration:** To provide hassle free and quick service, the administration of the college should be integrated with ICT based technology. HR database, online leave management system, computerization of pay, ecopy of salary certificates, internal communication between the employees, should be computerized. Students also should be able to get their transfer certificates, bonafide certificates, etc. in online mode.
- **Examination:** As per the prevailing conditions, and the communication from statutory bodies, it is mandatory to handle examination in an online platform. Hence Linways, our student management system, has been tuned to offer examinations in an online mode. The Linways module offers convenience to offer assignments, exams, quizzes, presentations in the online mode apart from being a transparent process. However, utmost secrecy and confidentiality needs to be maintained. Examination coordinator should supervise the entire process with the office assistant under the guidance of the Director.
- **Alumni:** In order to strengthen alumni interaction, a separate alumni portal called Almaconnect, has started providing facilities like registration, and information on college activities. The college should integrate the same in the website and process the same. The Secretary of the Alumni association and the team should take care of the entire activity.
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