



Policy 17 E-GOVERNANCE POLICY

Policy Title: E-Governance Policy		
1	Administrative Policy Number	02/IQAC/2017-2018
2	Brief Description of the Policy:	<ol style="list-style-type: none"> 1. Implementation of E-governance in various functioning of the institution. 2. Achieving efficiency in functioning of the institution. 3. Promoting transparency and accountability. 4. Achieving paperless administration of the institution 5. Facilitating online internal and External communication between Various functionaries of the institution. 6. Providing easy access to information 7. Making the institution visible globally.
3	Drafting	IQAC
4	Policy Applies to:	IQAC
5	Effective from the Date:	20-07-2017
6	Approved by	Management and IQAC
7	Responsible Authority	Principal
8	Superseding Authority	Management
9	Last Reviewed/ Updated:	NA
10	Reason for the policy	<p>In order to provide simpler and efficient system of governance within the institution.</p> <p>It is decided to adopt and implement e-governance in maximum activities of our Functioning.</p> <p>The institution has already started with E-Governance in some aspects of functioning, such as library and accounts. This Policy has been framed to include more areas within the of e-governance.</p>
11	Reference for the policy	Management Guidelines



Process:

E-governance policy is divided into various areas of operation. These areas of operation are illustrative and the institution reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Website:

The website of the college needs to be revamped /restructured taking into account the changes occurring from time to time. The website is both a magazine and a storefront of the college and allows visitors to see the institution in virtual space. To create an effective website, a separate service provider / web designer may be appointed by the Management of the institution. Suitable training should be given to the existing staff and persons should be identified to undertake the responsibility of website administration and updating at the institution level.

2. Student Admission:

When institutions decide to process all admissions in the online mode, arrangements need to be made with the associated / relevant Bank with whom the institution already maintains all its accounts. The Head of Institution / Parent Body is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

3. Accounts:

For ease of maintaining accounts, the parent body of the institution is already using generic accounting software (such as Tally). Accordingly, requirements should be assessed by the Management through discussion with the Accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating the existing software must be done on a regular basis.

4. Library:

The Library is a repository of all learning resources and publications of the institution. Each year, this repository increases due to institutional and statutory demands. E-learning resources for the benefit of the teachers and students has become the need of the hour. Presently the Library is using software for its internal working. Similarly newer e-learning resources such as online / digital research journals and other published material should be identified and subscribed to taking into account the recommendations of the Library Advisory Committee (LAC). Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training should be provided to the staff and students for accessing and using the e-learning resources.

5. Administration:

To provide a hassle-free, convenient and economic process, a shift of administrative procedures to ICT based platforms should be facilitated. Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees, etc. Students should be able to obtain maximum services like Transfer Certificates, bonafide certificates, Examination Result Sheets, etc. in online mode.



6. Examination:

With a shift of conduct of examinations from offline to online, the use of e-communication platforms and software has become necessary. Filling and submission of applications for examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks and declaration of results has become online. For this, utmost secrecy and confidentiality needs to be maintained while handling examinations and the work needs to be done with utmost care and caution. The College Examination Officer 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 portal should be provided for alumni registration, information of college activities, showcasing prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the Head of Institution and an independent Alumni Association Coordinator at the college level be appointed to take care of the entire activity.

