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E-GOVERNANCE POLICY

This policy is applicable in the following areas:
- Institutional Administration
- Student Admission
- Annual and Semester Examination
- College Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Objectives of e-governance policy
- Implementation of E-governance in all functions of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve a paperless environment.
- To provide easy and quick access to information to all.
- To make campus Wi-Fi enabled for all.
- To make our Classrooms ICT Enabled.
- To create a fully automated Library.
- Disabled friendly 2D signage for Accessibility.
- For the purpose of safety and security CCTVs to be installed.
- RFID card to be issued to the students.

Policy:
The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is aimed towards smooth functioning of the College.

The College decides to make the following policies and procedure:
Website:
The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. A Website Committee will be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will regularly update and upgrade the website. All the important notifications will be published on the website.

Student Admission:
The College brings out its Prospectus which is displayed on the College website and has guidelines for the admission process. The College will synchronize with the Undergraduate Student Admission Portal of Delhi University for managing the Centralized admissions. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

Accounts:
The College will carry out all accounting functions on the software called Tally. The software will be continually updated. In order to maintaining confidentiality of the transactions appropriate security measures will be taken. Deployed staff will be trained regularly on updated version of the software. The College will continue to use multiple softwares like Public Financial Management System (PFMS), Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident

Fund, Allowances, etc. Payments to all vendors and other parties will be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:
The College will continue to enhance its electronic database by adding more E-books and Journals. Recommendations from the Library Committee and Library Progression Committee for Purchase and Subscription of these New E- Books and Journals will be incorporated. Teachers will be encouraged to join N-List to which the library has subscribed. Plagiarism software to be used for checking of Articles, Projects published by Teachers and Students.

- Fully automated ILMS software to be installed.
- Online Public Access Catalogue (OPAC) module to be used to search College library database.
- The Circulation module of the software should cover all operations of the Library.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- Online notification regarding Weeding out of books should be circulated and weeding out should be carried out on an annual basis.
- Circulars pertaining to book bank facility should be made available to the students.

Administration:
- Student Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record Attendance, Internal Assessment, etc. Weekly, Monthly Reports, Semester and Annual Reports should be generated to automatically.
- Internal Assessment marks for students to be organised using a software.
- Administrative operations should be carried out using appropriate software and continuously maintain database.
- Move towards automation should be made to establish paperless environment in College.
- The College will attempt to maximize online services to be provided to students.
- Regular Training Programmes to be organised for the Admin Staff to familiarize them with upgraded technology.

Examination:
The College has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Alumni:
A separate page for the alumni to be created on the website providing facilities of registration with the Alumni Association.

E-Waste Management:
The College will attempt to dispose of its Electronic Waste in a responsible manner and educate the staff and students on these measures.

Hardware Infrastructure
- The College will provide devices for physically challenged students.
- The College will attempt to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available as per requirement.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure should be complemented by Domain specific Servers, computer networking devices, scanners and interactive smart board and Combo white board etc.

Software Infrastructure
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- Appropriate Software to be used for administrative operations like managing Internal Assessment Etc. Accounts department to use Tally Prime and HR software to manage salary and other related accounting activities.

- Computer Laboratories to be equipped with software like SPSS, JAWA, Mathematica etc. for the use of students and faculty.
- G-Suite tools to be used for teaching-learning while the College is functioning in the online mode.
- Recordings of Academic events like Seminars, Workshops, Counselling Sessions, FDPs, STCs to be made available on the College YouTube channel.
- For effective communication student Telegram Groups, Facebooks Page, Twitter handle, Instagram page and whatsapp groups to be created.
- Online platforms to be used for conducting academic activities as per requirements.

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