E-GOVERNANCE POLICY

Scope: The scope extends to the following domains:

- General Administration
- Finance and Accounts
- Library
- ICT Infrastructure
- Admission
- Examination
- Alumni
- E-Teaching-Learning

Objectives:

- To provide simpler, user friendly and efficient system of governance
- To promote transparency and accountability
- To facilitate and achieve paperless environment in the college
- To streamline access to information
- To make campus Wi-Fi enabled and Classrooms ICT Enabled
- To enable Library automation
- To upgrade the dissemination of study material to students through e-content.
- To ensure effective management of physical and digital resources
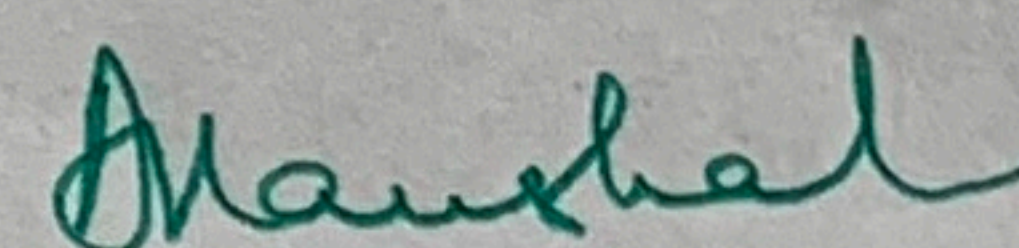
Policy:

The college will implement e-governance in all aspects of functioning like administration, finance and accounts, library, admissions, teaching-learning, etc. The framework of the policy has been designed to ensure effectiveness, transparency and accountability in all functions. Following will be the areas of operation for achievement of the Policy objectives:

➤ **Website:** The website will serve as an interface between the college and stakeholders reflecting all facets of the college. A Technical committee will be constituted to manage the Website through regular updation. The website will be dynamic and all important notices/instructions/updates/activities/college news will be uploaded daily for wider public display. The committee shall also look into the need based changes

➤ **Admission:** An open and transparent approach is followed for admission process which will be digitalized in collaboration with Chandigarh Administration for further facilitating ease

of work and ensuring student-friendly approach. The Admission Portal will be used to manage the admissions including uploading of college/hostel admission information, submission of forms, scrutiny and display of merit lists, payment of fee etc.

➢ **Finance and Accounts:** All the Financial transactions like salary, fee and other bills, IT/GST returns will be managed and filed online. The procurement will be carried out according to the Chandigarh Administration/GFR rules and through the concerned portal/s. Appropriate security measures shall be taken for maintaining confidentiality of the transactions. The College will use web-based online software to manage the funds and carry out Financial Transactions. Necessary training will be imparted to the concerned personnel.

➢ **Library:** The well-stocked library will be automated. More e-learning resources/portals and platforms will be subscribed to for the benefit of the teachers and taught. The transaction of books etc., shall be made contactless by installation of necessary devices and Library Management Software. To ensure safety and security of the resources necessary equipment will be procured. Appropriate e-learning tools for visually impaired will be procured.

➢ **Administration:** Office administration will be made fully computerized and maintenance and accessibility of all records of students, infrastructure, teaching and non-teaching faculty shall be online. Biometric attendance of the whole staff will be ensured as per government guidelines. Record of Mid Semester Examination will be made available online for the benefit of the students. Staff to be provided with adequate training and development to keep them abreast with the new technology.

➢ **Teaching-Learning:** The relevant study material will be uploaded and made accessible in the form of e-content in PDF format on the website for the students.

➢ **Examination:** The marks of Mid-semester examinations will be uploaded on the Portal. The students could view and report discrepancies. The students will be able to fill the examination forms/view the date sheets/ instructions/results of semester exams online. The Examination process is regulated by the University and thus e-governance policy of the University will be synchronized to in this regard.

➢ **Alumni:** In order to strengthen our alumni relationships, the Alumni will be able to register online. A separate alumni page will be created on the website showcasing prominent alumni of the college and many other aspects.

➢ **E-Waste Management:** The College ensures that its usage of technology and generation of e-waste does not impact the environment. The disposal of e-Waste will be as per the policy of Chandigarh Administration.

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