



# **E-GOVERNANCE POLICY**



ESTD 1962



# ISMAIL NATIONAL MAHILA (P.G.) COLLEGE, MEERUT

(Affiliated to C.C.S. University, Meerut)

Re-accredited by NAAC with A Grade in 2<sup>nd</sup> Cycle 2015

ISO Certified 9001:2015; ISO Certified 14001:2015

## E-Governance Policy

<b>Policy Name</b>	<b>E-Governance Policy</b>
Drafted By	Internal quality assurance cell (IQAC)
Adopted In	2022
Approved By	Management Committee



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## E-Governance Policy

### Policy Statement

Ismail National Mahila P G College, Meerut encourages decentralized management. The college focuses on improving existing physical governance infrastructure. This will help augment the information-sharing the stakeholders of the college.

### Scope of E-Governance

This policy is intended to cover day-to-day operations within the college. The E-Governance depends on leveraging innovative and scientifically sound tech developments. These developments can be useful in the following domains.

•	<b>Administration</b>
•	<b>Student Admission</b>
•	<b>Accounts and Finance</b>
•	<b>E-Waste Management</b>
•	<b>Examination</b>
•	<b>Library</b>
•	<b>ICT Infrastructure</b>



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## Objectives of the E-Governance Policy

- The broad objective of the policy is to replace, complement, and supplement the erstwhile physical governance infrastructure with e-governance facilities for improving the efficiency of various functions within the college.
- This policy is to encourage transparency and accountability in the functioning of the institution with the help of ICT. The ICT will leverage the automation, transfer and analysis of data in the functioning of the college.
- E-Governance policy will disseminate the admission-to-admission committees, time table, classroom workload, attendance, and results etc.
- The policy will disseminate information at fraction of second. The Wi-Fi enabled campus will be useful in early implementation of it. The college will be ICT enabled with the help of projector facility, smartboard and computers etc.

## E-Governance Policy for College Administration

Ismail National Mahila P G College has a well-functioning website reflecting the mission, vision, history, faculty, departments, infrastructure, courses offered, important notices and social activities done by the college, messages of President, Secretary, and Principal of the college etc. For the efficient functioning of the college website, a committee has been appointed by the college. This committee will ensure the uninterrupted and efficient functioning of the website and updates notices and circulars. The college website strives to show its vibrant self and activeness with the website. The college's non-teaching staff is equipped with Tally software for preparing balance sheets. E-governance policy of the college ensures that all non-teaching staff is sufficiently trained for implementing it. The campus is equipped with CCTV cameras to look after proper surveillance. Enterprise Resource Planning (ERP) solution to manage student attendance, annual fee submission, and internal assessment etc. to be deployed. The notices and circulars to the departments will be sent by the e-mail. The college will ensure that students are sufficiently equipped with to take benefit of e-governance of the college.



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## **E-Governance Policy for Admission**

The admission process in the college enforces the code of ethics and conduct through transparent process. The admission process is managed through the online portal of the University, viz., updates on the number of students applying for different courses, merit list, offer letter downloads, and admission confirmation. The college accepts the admission fees through its online fee submission portal. The prospectus has detailed information related to the admission of the students to be uploaded on college website in future.

## **E-Governance Policy for Accounts and Finance**

The accounts office of the college, the software like Tally, MS-Excel for daily upkeep of its financial records. The account office uses payroll management system for salary calculation of employees. The electronic records of audited statement of the account has been made by the chartered accountant of the college. These audited statements of accounts have to be uploaded in different criteria of NAAC. The tax deduction at sources are calculated and managed through the Public Financial Management System (PFMS). The college will perform all TDS (tax deduction at source) functions at “web-e-TDS”. The college will use the Government e-Marketing (GeM) portal for purchasing goods and services required and ensuring transparency in procurement. The tenders and other financial transactions will be issued with digital signature for speeding up the process. The college will develop the customized portal for fee submission by students in online mode. The payment from and to the college are generally received through the NEFT, RTGS, and in online mode.

## **E-Governance Policy for E-Waste Management**

The sustainability cell of NSS has to ensure the zero e-waste from the college. The NSS wing of the college is kingpin in environmental related matters of the college. Ismail National Mahila P G College ensures its technology usage and following generation of e-waste does not harm the environment. Teachers of the college have worked on environmental questions and educating students about issues of ecology. All the faculty members have to ensure that their electronic footprints do not harm the environment.



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## **E-Governance Policy for Examination**

The online dissemination of internal exam information is displayed on the website of the college from time to time. The e-governance policy in this matter has to be dependent on the e-governance policy of the university. The utmost secrecy is to be maintained in the examination. The University is issuing the admit card for examination in online mode. The internal and practical marks have to be uploaded on the University portal online.

## **E-Governance Policy for Library**

Ismail National Mahila P G College has partially automated ILMS system for managing its resources. A separate online search section is functioning in the library. The college library is open to bonafide students. There is well functioning reading room with number of newspapers and magazines. The students and faculty can access Inlibnet in the online search section. Various magazines like Yojana and Kurukshetra and online reports of government and non-government agencies can be assessed in online search section of library. The library continued to add more e-learning resources, following the recommendations of students and teachers. The online record of books is maintained for transparency.

## **E-Governance Policy for ICT Infrastructure**

Ismail National Mahila P G College ensures the adequacy of computers for students and staff. The adequate number of computers and printers has to be made available in the administrative block. The overhead projectors and smartboards are to be provided in the auditorium, classrooms, seminar halls and laboratories. The college maintains Wi-Fi with adequate confirmation servers to allow fast transmission of data to computers. The MS-office automation packages for computers like MS-Excel advanced, and antivirus to be purchased regularly. The antivirus shall keep the ICT infrastructure of the safe and sound. The auditorium and seminar hall is equipped with multimedia facility. The photocopiers, computer networking devices and scanners complement the ICT infrastructure of the college. The college maintains the required configuration of software for efficient functioning.



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