

**Office of Principal, Govt. Shivalik College,
Naya Nangal, Distt. Rupnagar (Pb.)**

E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

- Implementation of E-governance in all functioning 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 and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms and Laboratories ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish Semi-automated Library.

Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

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. For this purpose, a Website Committee to 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 also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

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Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Punjabi University Patiala. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to are managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

Accounts: Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etcall are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College should continue to subscribe to new journals and books regularly.

- The Library to install Semi-automated CU-Soft Tech software which should have an easy facility for most reports.
- The Library has KOHA Software.
- The library has annual membership under the N-list which provide E-books, Journals & Magazines.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

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- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To make administration try to paperless/minimum use of papers.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new 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: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.


ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.


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