



e-Governance Policy

Introduction

Technology has permeated every facet of our lives. In this digital age, it has significantly bolstered the governance framework of the Institute, contributing to its holistic development. Globalization owes much to technological advancements, and the concept of E-governance emerged as a direct consequence of technology's advantages. Driven by the need for transparency in administration, swift information dissemination, and the implementation of innovative solutions across various departments, E-governance facilitates seamless data access and informed decision-making. By strategically planning and deploying cutting-edge applications, the institute streamlines its administrative processes, reduces transaction costs, and enhances service accessibility.

Scope

E - governance envisages the sole vision of enhancing the system of governance for development of the college by leveraging new and cutting edge technologies. The broad areas of e-governance are in the area of administration, examinations, admissions, day to day operations of departments, academics. The scope of this policy broadens to the following areas: College Administration, Student Admission, Examination & Evaluation, Library Management, Account & Finance Section, ICT Infrastructure.

Objectives

Through e-Governance, the Institution ensures prompt delivery and accessibility of all services to teachers, students, staff, and other stakeholders. The core objective behind implementing this policy is to benchmark efficiency, transparency, accountability, and convenience for all stakeholders. It represents a significant step toward promoting and implementing e-Governance within the Institution.

This policy is guided by the following objectives:

1. **Strengthening Leadership:** By providing a simple and efficient governance system within the institution, particularly in the realm of E-governance.
2. **Online Service Facilities:** Offering online service facilities to all stakeholders.
3. **Transparency and Accountability:** Ensuring easy and quick access to information while promoting transparency and accountability across all institutional functions.
4. **Paperless Environment:** Encouraging a move toward a paperless environment within the college.
5. **Optimized Decision-Making:** Enhancing administrative performance in decision-making.
6. **Improved Work Culture:** Elevating overall efficiency for both faculties and administration, thereby enhancing the quality of work culture within the Institution.
7. **Compliance:** The Institute adheres to e-governance norms and policies set by the Government of India and the Government of Madhya Pradesh.

Policy & Areas of Implementation

The College, governed by the Department of Higher Education, Govt. of Madhya Pradesh, conducts all its communication with higher authorities through the official website and email channels. The Administration effectively communicates with teaching and non-teaching staff via email. Crucial administrative information, including notices, is consistently published on the website.

Key features of the Institution's administrative setup include:

1. **Biometric Attendance:** All staff members utilize biometric attendance systems.
2. **Wi-Fi-Enabled Campus:** The campus is equipped with Wi-Fi internet facilities.
3. **Paperless Initiatives:** To foster a paperless culture, the institution encourages the use of Google Sheets, Google Forms, and Google Docs for data collection across various departments. These tools are also employed for preparing notices, activity reports, and feedback forms, allowing online feedback from students, teachers, alumni, and employers.
4. **CCTV Surveillance:** The college campus is under constant surveillance through strategically placed CCTV cameras.
5. **WhatsApp Groups:** WhatsApp groups serve as effective channels for disseminating both general and specific information to students. They also facilitate mentor-mentee interactions.

Financial Management

The financial management systems contribute to efficient administration and fund management.

Key features of the Institution's financial management setup include:

1. Integrated Financial Management System (IFMS):
 - a. **Functionality:** IFMS is an IT-based system that handles budgeting, accounting, and financial management. It facilitates fund flow tracking, revenue management, and efficient disbursement of funds.
 - b. **Features:**
 - **Budget Distribution:** Allocating funds across various departments and schemes.
 - **Works Expenditure:** Managing expenses related to projects and initiatives.
 - **Bank Transfers:** Facilitating seamless fund transfers between accounts.
 - **Debt Management:** Handling debt-related transactions.
 - **GPF/Pension Queries:** Managing employee provident fund and pension-related inquiries.
2. All the payments should be done and received through online modes such as NEFT, RTGS, and Bank Transfers.

Student Admission

1. The institution follows the centralized admission procedure as per the guidelines of the Department of Higher Education, Govt. of Madhya Pradesh since 2012.
2. The admission portal takes care of all the processes from initial data filling by the institution, from filling by students, verification of the documents, generation of the admission list, payment of Admission fees, and generation of receipt and admission letter, all are through e-mode.

Library Management

1. Keeping in pace with the modern internet age, the library is also modernized by automating it with ILMS, SOUL 2.0 Software.
2. E-resources such as NLIST-INFLIBNET and DELNET should be regularly procured for increasing access to faculty, researchers, and students.

3. Appropriate training for the staff and students should be provided for the use of e- learning of these e-resources.
4. The institution must strive to provide remote-access facilities to all its stakeholders

Examination Management

1. Examination Management is efficiently handled through the Examination Management System.
2. Filling examination forms, obtaining admit cards, uploading of mark sheets, etc. everything is done through e-mode.
3. The Examination Department monitors the complete process of examination and its management under the guidance of the examination controller of the institution.

Website

1. The website of an institution is its face; therefore, it should showcase its vibrant self and activeness through its website.
2. All the activities, important notices, courses offered, etc should be timely updated.
3. Training should be given to the administrative and teaching staff to make important updates on the website.
4. A Website Committee should be in place to monitor the input Institution's website.
5. The IT department shall look after the process of updating, maintaining, and working on the website on a regular basis.
6. As and when required, the website should be upgraded.
7. All the important notifications have to go live on the website as and when they are released.