

Policy on e-Governance

CONTENTS

S. No.	Description	Page. No.
1.	Objectives	2
2.	Key Features	2
3.	General Administration	3
4.	Student Admission	3
5.	Examination and Evaluation	3
6.	Library	3
7.	Accounts and Finance	4
8.	ICT Infrastructure	4
9.	e-Waste Management	5

The College has evolved a policy concerning e-Governance as a practice in various domains.

The scope and purview of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination and Evaluation
- Library
- Accounts and Finance
- ICT Infrastructure
- e-Waste Management

Objectives

The vision of the institution is to provide ICT enabled infrastructure to ensure efficient governance, reliable services and technologically assisted education. In order to give shape to this vision in alignment with the government's initiative of e-governance, the college has envisaged the following goals:

- The college shall provide access to efficient and smooth governance by integrating e-governance in the institution and extend it to the major domains impacting all the stakeholders of the institution.
- The college shall be proactive in promoting the move towards transparency and accountability through e-administration.
- The policy shall simplify services and provide quick access to information to students and staff.
- Efforts would be expedited to create a Wi-Fi enabled campus.
- The practice of e-governance shall usher in a paperless environment in the college.
- ICT enabled education with Desktops, Laptops, Smart boards, Projectors, screens shall be made available.
- College shall provide technologically upgraded infrastructure for establishing automated libraries.

Key Features

- The e-governance policy of the college has been framed to integrate its vision and practice with the technologically revolutionized world.
- The college shall implement e-governance in all the sections like Administration, Admission, Library, Accounts, Evaluation, Teaching etc.
- The policy design shall take into account the government's push towards digitization, with the intent to develop a transparent and accountable system for the institution.

General Administration

- To maintain transparency in Students' Attendance, Internal Assessment, Attendance of Non-teaching Staff, appropriate software shall be installed.
- Monthly and semester end assessment of Students' attendance would be generated through this system and displayed on the college portal.
- To maintain an effective database, the Administrative Office shall use Advanced Excel and File Management System Tools.
- There shall be an incremental movement towards a paperless campus to ensure greater efficiency, convenience and access to updated information.
- Students shall be provided with services and information in the online mode.
- The college shall seek to automate certain aspects of administration to ensure round the clock accessibility.
- The staff shall receive adequate training and upgradation of skills regularly.
- The college shall use multiple government portals like Government e-Marketplace, an online platform for public procurement. The Central Public Procurement Portal (CPPP) shall be in use to provide a single point access to the information on procurements.

Student Admission:

- The University of Delhi follows a transparent process of admission. Aryabhata College shall follow the admission process in alignment with University regulations.
- The College website shall display the college brochure enumerating all the guidelines and details regarding the admission process.
- In addition to the centralized admission form, candidates shall be encouraged to apply to the college through an application form, displayed online.
- The admission portal shall display updated details regarding number of students applying for each course, withdrawals and status of fee submission.

Examination and Evaluation:

- The e-governance policy adopted by the college is in sync with the regulations regarding the conduct of Examinations by the University.
- The college shall adhere to online system to display Internal Assessment marks of students at the end of the semester.

Library:

- The college believes in providing the necessary e-resources to maintain academic excellence.
- It aims to maintain a well-stocked library and is geared towards adding more e-learning resources to make it easier for teachers and students to stay updated regarding books and

learning resources for research.

- The college shall ensure timely subscription to relevant journals, e-resources and books in various disciplines.
- The College shall install and maintain infrastructure in the library to facilitate easier access and dissemination of e-resources.
- The college library shall have an automated ILMS software with Graphic User Interface, Unicode support with Multilingual Search and export feature.
- All the operations of circulation, creating records of members and printing of reminders to retrieve books on time shall be covered by the Circulation Module.
- The library shall provide access to software for a plagiarism check of publications by faculty to promote academic, publishing ethics.
- The library shall use Online Public Access Catalogue module of the software for information retrieval from the database to aid research.
- The Database Maintenance Module shall cover operations of database creation and maintenance.
- The library shall offer e-resources, audio resources for differently abled students and faculty. The workstation shall be located on the ground floor of the library.

Accounts and Finance:

- The Accounts office shall take appropriate measures to maintain security and confidentiality of financial matters.
- The office shall use the latest version of Tally to maintain its accounts and financial records.
- Analysis reports, profit & loss, balance sheets shall be generated through Tally Enterprise Resource Planning (Tally ERP).
- College shall ensure that the existing software is updated regularly and the staff is accordingly trained to manage the same.
- Public Financial Management System (PFMS) shall be in use to manage matters related to Accounts and Finance of the college.
- PFMS shall be in place to manage the funds received from the government in a transparent manner.
- Payroll Management System shall be in use to calculate the salary, generate salary slips, disperse the salary to the bank accounts of stakeholders, remit TDS, Provident Fund, Allowances, etc. The college shall use the online mode of payments such as NEFT, RTGS, Bank Transfers for clearing payments to resource persons.

ICT Infrastructure:

- The college must maintain its website actively and regularly, listing all the necessary and updated information about the college.
- Information regarding notices, activities, courses offered, faculty details, time tables, add-

on courses, scholarships and other relevant matters shall be displayed on the website.

- The college shall establish a website committee to look after the administration of the college website. The committee shall be responsible for the maintenance, updating and functioning of the website.
- A service provider/web designer shall design a user- friendly website for the college.
- The college shall ensure that administrative and teaching staff receive training to access, streamline and update information required by all stakeholders on the website.
- The website committee shall, periodically, look after structuring and update the website.
- The college website shall be a one stop platform to get a glimpse of the institution's vibrancy and engagements in curricular and extra-curricular domains.
- It shall be mandatory that all official notifications go live as and when they are released.
- The college shall provide latest software to the students and the faculty as per the demands of the curriculum.

e-Waste Management:

- Aryabhata College believes in a responsible utilization of technology so that the generation of e-waste is minimal and does not impact the environment adversely.
- The college shall collaborate with NGOs and student Societies to spread awareness regarding safe disposal of e-waste.
- A committee shall be constituted to coordinate the disposal of e-waste of the college as per government regulations.