



Tika Ram Girls College

Affiliated to MDU, Rohtak
Mission Road, Sonapat

Dr. Monika Verma
Principal

Policy document for E- Governance

E-Governance policy

Objectives:

Implementation of E-governance in various functioning of the institution

1. To Achieve efficiency in our functioning
2. To Promote transparency and accountability
3. To Achieve paperless administration of the institution
4. To Facilitate online internal and external communication between various entities of the institution
5. To Provide easy access to information
6. To Make the institution visible globally

Policy:

It is decided to adopt and implement e-governance in maximum activities of our functioning. In order to provide simple and efficient system of governance within the institution, we have already started with e-governance in some aspects of functioning like, accounts, library etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

The policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

Website: The website should act as a mirror of the college. Activities and information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer is appointed by the Secretary of the society. Along with it, training is should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the college level.

Student Admission and Support : The admission process is made online through the online system of DGHE (Department of Higher Education Haryana). This will cover admissions to all courses whether graduate, post graduate courses. The admission are done on the basis of merit. Online feedback mechanism has been developed.

Accounts: For ease of maintaining accounts, the society is already using Tally software. The fees and fund collected from the students as per the guidelines of online system of DGHE (Department of Higher Education Haryana). Financial record are kept separately by the administration office. softwares may be purchased. Appropriate security measures should be

taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis.

Library: The institute has the privilege of having one of the best library. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using SOUL& Techlib software for its internal working. It needs to be updated timely. Similarly newer e-learning resources like journals, etc should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

Administration: To provide hassle free, convenient and cheap process, maximum of the administration of the society should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, internal communication between the employees etc. There is WI FI facility in the college , CCTV cameras are installed, There is Biometric attendance also.

Examination: As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, etc. Has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution. Internal assessment and practical award uploaded through web portal of the universities. Admit card and confidential list of the students are uploaded on the web portal of university with college log in id.

Alumni: In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.

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