



GANGA DEVI MAHILA MAHAVIDYALAYA

NAAC accredited grade 'B'
Lohiya Nagar, Kankarbagh, Patna
A constituent unit of Patliputra University, Patna



E-GOVERNANCE POLICY





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In the system of higher education institution like Ganga Devi Mahila Mahavidyalaya, the use of ICT to provide and facilitate all the necessary functions has become imperative. It means all databases and information should be in electronic form and not manual. The workflow within different sections or departments should be automated to enable efficient governance in the college in order to serve all the stakeholders.

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 ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully 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 separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. The IT cell 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.

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 Patliputra University. The College brings out its Prospectus, rules and regulations, routine chart *etc* which is displayed on the website. An Admission Portal of Patliputra has space allocated for different colleges which is used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

Accounts: The office maintains its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. 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.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are to be taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the

knowledge database.

The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface.

To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration:

- Attendance Management by Biometric facility to be used by Administrative Staff and Teaching Faculty to record and track Attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- 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 Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the classrooms, seminar rooms.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

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