



**K.L. MEHTA DAYANAND COLLEGE
FOR WOMEN, FARIDABAD**

POLICY
ON
E-GOVERNANCE

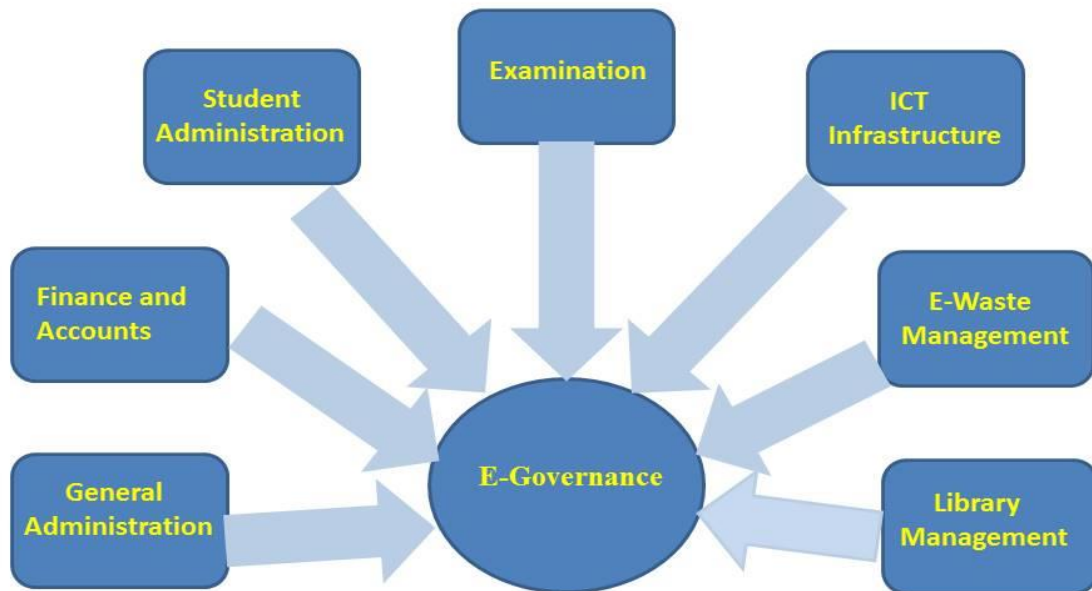
E-GOVERNANCE INITIATIVES @ K.L. MEHTA DAYANAND COLLEGE

E-Governance at K L Mehta Dayanand College for Women incorporates the latest technology to deliver the management system needed to effectively address all the challenges of running an educational institution.

Automatically every unit of the educational institution, provides real-time information processing and information management. It is an integrated solution that makes it easier to process and store big data for its participants.

The e-governance system is designed to make the system easier to use, time-saving and cost-effective as well. Many of them are flexible enough to adapt to the changing educational environment efficiently and quickly.

K L Mehta Dayanand College for Women has established specific E-governance programs themselves. A comprehensive e-governance solution will transform all these programs into identical modules and integrate existing data and solutions with the new institutional system.



1.1 Our college has implemented e-governance in subsequent areas of operation:

- ❖ General Administration
- ❖ Finance and Accounts
- ❖ Student Admission
- ❖ Examination
- ❖ ICT Infrastructure
- ❖ E-Waste Management
- ❖ Library Management

2.1 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF ADMINISTRATION:

- The college authorities can implement full supervision of all service units in the office through the ERP software.
- Administration Management communicates with members of the Governing Body as well as teaching and non-teaching staff by e-mail.
- All important management information including notifications is regularly published on the website.
- Biometric attendance for all staff members.
- Fully automated, wireless office with 24x7 internet facility.
- To achieve the goal of Paperless IQAC, members of the committee began using Google properties as-
 1. Google Sheet: Data Collection in Various Departments
 2. Google Docs: Preparing notifications and activity reports.
 3. Google Forms: Editing feedback forms and online retrieval for students, parents.
 - College campus CCTV cameras installed in various areas of need. ICT is introduced into the administration.
 - The WhatsApp groups provide short notifications for any college event.
 - WhatsApp groups are also used for awareness and performance with the same fluency.

2.2 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF FINANCE AND ACCOUNTS:

- The accounts of the institution are maintained through the Tally software and ERP.
- The office continues to take care of its account on Tally. Latest versions of the software are purchased and employed by the college. Advanced features help the staff to take care of financial records effectively and efficiently. Profit and loss record is generated through this software only. All the analysis reports are generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the prevailing staff and updating of the prevailing software must be done regularly.

- The college also use software like Public Financial Management System (PFMS) which is employed 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, etc all are managed by this technique. Reports are often generated for all Staff members. Payments are generally made and received through online mode like NEFT, RTGS, Bank Transfers, etc.

2.3 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF STUDENT ADMISSION & SUPPORT:

- An open and transparent strategy for the admission process is followed which is further strengthened by the moral practices and regulations as opined by the Maharshi Dayanand University, Rohtak. The college brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal is managed for the admissions within the college. Number of students applying to every programme, withdrawals and fee submission are all to be managed through this Portal only. Students are required to submit a separate online form for taking admission to the college and for this purpose a web software to be employed by the Admission Co-ordinator of University.
- Student Admission is carried out through Government Portal.
- The college website act as a mirror of the college information. Admission and online transaction interfaces are provided on website. College is having an external agency for updating and maintaining website.

2.4 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF EXAMINATION:

- Examination Process is handled through ERP.
- Filling of examination forms, obtaining admit cards, uploading of marks etc. everything is done in online manner. Academic Cell of College Examination oversees the complete process of examination under the guidance of the examination controller of the institution.
- RR performs for 1st year students & CR Performs for 2nd year students on MDU ERP Portal. After RR/CR, University provide admit card of student on MDU ERP Portal. Then college fill Internal (Sessional Assessment) & Practical Assessment Marks in the Portal. After filling assessment marks & Exam of student's, University declare the results of students.
- The Examination process is regulated by the University and thus e-governance policy of the University to be adopted during this regard.

2.5 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF ICT INFRASTRUCTURE:

HARDWARE INFRASTRUCTURE

- The College to make sure that it has adequate number of desktops for college students and staff.
- Computers and printers to be made available within the administrative block.
- Projectors and other multimedia devices to be provided within the auditorium, 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 take care of adequate configuration servers to permit fast transmission of knowledge to the varied computers.
- Office automation packages for desktops, like MS Office, Tally and Antivirus to be purchased and updated regularly.

WEBSITE: The website will act as an information centre which can reflect about the college, all its activities, important notices, courses offered, etc. Trainings are given to the office staff and teaching staff regarding this. The Committee is taking care of the method of updating, maintaining and dealing of the web site on a daily basis. The Committee also will search for other changes that are required on the web site. The college strives to showcase its vibrant self and activeness through its website. All the important notifications need to go on the web site as and once they are released.

2.6 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF E-WASTE MANAGEMENT:

College ensures that its usage of technology and generation of E-waste doesn't impact the environment. For that e-waste is given to authorised e-waste management agency time to time.

2.7 IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF LIBRARY MANAGEMENT:

The College continues to take care of its academic excellence through maintaining a well-stocked library. The college adds more and more e-learning resources for the advantage of the teachers and therefore the students. The college have subscribed new journals and books and continue to do so regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to urge books of various authors for the themes they're teaching to extend the knowledge database.

- The Library to put in fully automated ILMS (Integrated Library Management Software) software which should have a simple to use- Graphical interface export facility for many reports.

- The use of Online Public Access Catalogue module of the software to permit library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- The College's Web OPAC facilitates remote access to library services for users. The library provides access to e-resources of the N-List programme of INFLIBNET to all the faculty members and students of the college. College's e-Library is a repository of open access journals and students can read from peer reviewed journals, eBooks, and thesis from world class publishers. Library has its own computer centre with 24*7 internet connections available for the students and teachers to access electronic resources. The College's e-Library app (KLMDCW e-Library) is available on Google Play store and Apple store. The users with smart phones can have access to a massive collection of over 500,000+ e-resources including Top, peer-reviewed e-Journals, E-Books from world-class publishers, 1000s of open access resources from the web.
- The College Library is keeping pace with the latest trends of modern technology since 2013 and started its automation through TechLib7 Software. In 2020, Library successfully implemented Koha – open source integrated library system. Database of library holdings (Books, Journals, Periodicals and magazines) is available on OPAC (Online Public Access Catalogue) and can be located in the online catalogue by Author, Title, Subject, ISBN, etc. Bar Code technology is used for circulation of documents.

To conclude, Today IT has become an integral part of human life. It is time to use the potential for the development in education system. The education system can fully equip our children to meet the ever-changing needs in today's highly competitive environment; the education system needs to be made more efficient and effective through E-governance. It is high time for our teachers to think about passing on what is known as lifelong learning.