

Pt. Mohan Lal S.D. College for Women Gurdaspur

E-GOVERNANCE POLICY



Principal

Dr. (Mrs.) Neeru Sharma


Principal
Pt. Mohan Lal S.D. College
for Women, Gurdaspur

E-GOVERNANCE POLICY

Pt. Mohan Lal S.D. College for Women is dedicated towards promoting decentralized and participative management in various realms of administrative, finance and examination related affairs. The National Education Policy (NEP) is crucial in colleges for fostering a holistic and multidisciplinary approach to education, emphasizing critical thinking, creativity, and flexibility. Implementing E-governance complements NEP objectives by streamlining administrative tasks, promoting transparency, and enhancing accessibility to educational resources and services, thereby facilitating a conducive learning environment for students and educators alike. The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning.

Scope:

The scope of this policy extends to the following areas:

- Finance & Accounts
- Admission & Examination
- Library
- Website & Social Media
- Biometrics
- CCTV Surveillance

Objectives:

- The primary objective is to implement E-governance in all the functioning of the institute for providing an efficient system of governance.
- To encourage paperless work culture.


Principal
Pt. Mohan Lal S.D. College
for Women, Gurdaspur

- To promote transparency and accountability in all the functions of the college
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make teaching learning 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 and 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:

Finance & Accounts:

The College uses Tally ERP 9.0 which is used to manage the accounts which offers advanced features to maintain financial records effectively and efficiently. For ease of maintaining accounts & Finance, suitable Accounting & Finance Software packages have been implemented. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Net Banking etc.

Admission & Examination:

Institution to manage student record using a suitable ERP Solution VIKSAT INFOTECH to process admissions for programs and examination system etc. As per the directions of the Guru Nanak Dev University, it is mandatory to handle admission and examination related information on university portal also.

Library:

The college library has expanded its services using ILMS software, E-lib an Information and Learning Management System version 2.4 for


Principal
Pt. Mohan Lal S.D. College
for Women, Gurdaspur

record keeping of books, issuing and returning of books. The library is linked with DELNET and NLIST consortiums for online books and journals. Access to e-journals & E resources to be provided within the campus by using N-list and DELNET resources. The college continues to add e-learning resources for the benefit of the teachers and the students and recommendations are taken from the teachers and students while subscribing to the e-resources.

Website & social media:

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 technical expert is appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee is formed for the administration of the college website. This Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. Important information & achievements will be posted on the College Facebook, Instagram page, YouTube Channel and class wise WhatsApp groups.

Biometric Attendance:

Biometric Attendance is compulsory for all teaching and non-teaching staff. It is useful for attendance management system in the organization to improve the governance and work culture.

CCTV surveillance:

CCTV surveillance system to strengthen campus security and transparency. This facility offers a comprehensive range of solutions to secure campus infrastructure effectively.


Principal
Pt. Mohan Lal S.D. College
for Women, Gurdaspur