# E-Governance Policy

## Scope:

The scope of this policy extends to the following areas:

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

## 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, Smart boards, 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. An IT Committee to be formed for the administration of the college website. The 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. 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.

## Students Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practice and regulations as opined by the Rani channamma University Belgaum and rules and regulations of government of India time to time. The college brings out its Brochure which is displayed on the website that has guidelines for the admission process. An ambition portal to be used to manage the admissions in the provided by the college. Number of students applying to each course, withdrawals, fee submission,, all to be managed through this portal only.

## Accounts :

The office continues to maintain its account on ERP Tally. Latest versions of the software to be purchased and used by the college. Advanced features of 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 ERP Tally. Appropriate security measures should be taken for maintaining confidentially of the transactions. Training to existing staff and updating of the existing software must be done regularly. Payments are generally made and received through online mode such as NEFT,, RTGS, Bank Transfers etc.

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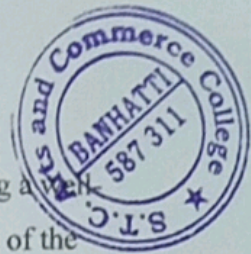
## Library :

- The College continues to maintain its academic excellence through maintaining a well stocked Library. It will add more and more e-learning resources for the benefit of the teachers and students.
- The Library to install fully automated ILMS software which should have an easy to use-Graphical user interface, Unicode support with Multilingual Search and export facility for most reports.
- Te use of online public access catalogue module of the software to allow library database searching by entering preferred terms for information retrieval which can be done via OPAC.

## Administration:

- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology
- Students must be able to obtain maximum services online mode.
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## Examination :

- The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

## E-Waste Management:

JMC ensures that its usage of technology and generation of e-waste does not impact the environment.

## ICT Tools

- The college to ensure that it has adequate number of desktops and laptops for staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia's devices to be provided in the auditorium, classrooms, seminar rooms and Laboratories.
- The infrastructure to be complemented by, computer networking devices, scanners and interactive teaching board/smart board etc.

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