E- GOVERNANCE POLICY

DKM College is endeavored to improve productivity and efficiency in the operation of various functional units and to create a comprehensive framework for implementing E-governance in its work environment. E-governance policy of our college will help in integrating all the stakeholders of our institution and to automate various functions of the institution.

OBJECTIVES

1. To improve the internal organizational process to be simple, responsible, Open and transparent.

2. To create ICT infrastructure in the campus for easy and quick access to information via wifi facility, automated library, digital class rooms, college website etc.

3. To provide digital drive in administration and services provided in all functional areas of our institution.

SCOPE FOR APPLICATION

This e-governance policy is intended to apply in the following institutional areas.
• Administration
• students Admission & Learning system, Library system
• Accounts and Finance
• Examination system
• Website for college

POLICY GUIDELINES

Our institution has designed and framed the e- governance policy to ensure transparency and accountability in all areas.

ADMINISTRATION

• Administrative office should use Advanced Excel and File Management systems Tools to maintain effective database.

• Administration of the college to be made paperless to provide a hassle free inter and intera departmental communications.

• Students must be able to obtain maximum services in online mode for getting certificates & submission of filed in forms.

• The college should take opportunities to automate some functions related to administration.

• Administrative staff is to be given adequate training and development to update them to new technology.

STUDENT'S ADMISSION AND LEARNING SYSTEM

An open and transparent strategy for admission process is to be ensured and strengthened. The prospects/brochure containing admission guidelines is to be displayed on college website. An admission portal is to be used to manage admissions in the college. This portal will be used to manage the applications received for various courses, community wise classifications, withdrawals, fee submissions for admission. Admission committee of the college can use online software for admissions to enable students to submit online applications. Students portal to be used to strengthen the students learning system and to enable staff to share e contents of notes, assignments, video lectures.

LIBRARY SYSTEM

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 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, unicode support with Multilingual Search and export facility for most reports.

The use of Online Public Access Catalogue module of the software to allow 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.

EXAMINATION SYSTEM

The office of the Controller of Examination will adopt on line system in the area of examination & related activities. The COE Office will facilitate students to view their internal & final semester marks and apply for revaluation/ re totaling of the marks in on line mode. The students can be allowed to file examination applications and download hall tickets also in on line. The Controller of Examination of the college is the regulatory authority for all external examinations, statement of marks, degree award certificates and a separate examination portal will be considered as a measure for e governance in examination & related activities of our college.

ACCOUNTS AND FINANCE

The office is to maintain accounts on Tally. Accounts department is to upgrade the accounting system with latest version of software to maintain the financial books of accounts accurately and to secure maximum efficiency & effectiveness in operation. Accounts department should generate profit and loss account, Balance Sheet and other analytical financial report electronically with specific software to facilitate for system audit. Payment gateway should be informed to students and encouraged to make use of Google pay, mobile pay and other digital payment methods. Appropriate security measures should be in force for maintaining confidentiality of the transactions. Training to the existing non teaching staff and updating them must be done regularly.

WEBSITE FOR COLLEGE

The website will act as mirror of the college reflecting institutional profile, departments, faculty, programs, courses, activities, notifications etc. For this purpose,

a separate web designer will be appointed and IQAC coordinator will facilitate for updating information. A training program to teaching and non teaching staff will be provided to make updates on the website. A website committee will be formed to look after the process of updating, maintaining and working of the website on regular basis including changes that are required in the website. The college website will showcase the vibrancy and activeness of its existence. All important notifications have to go live on the website as and when they are released.

DKM College has implemented e-governance in the areas of admission, examination, library and accounts department. The college has taken steps to implement ERP fully in all functional areas. System Administrator of our college is the facilitator for e-governance and takes initiative to implement e-governance in functional area's of our institution. Our college has made provision to allocate three percentage of gross fee receipts collected in each academic year for the digital initiatives and later it may increase the percentage based on the needs for the next five years in a phased manner.