



ESTD. 1944

Vaish College Bhiwani

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)



Assessment Period: 2018-2023

Supporting Document: 6.2.2

Institution implements e-governance in its operations



VAISH COLLEGE, BHIWANI

(Affiliated to Ch.Bansilal University, Bhiwani)

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Date 04/07/2018...

E-GOVERNANCE POLICY

The ERP policy has been revised with effect from 1 August, 2018 as suggested by the management of the college.

The College ERP refers to large software applications, designed to manage or track entire college campus activity such as student fee payment, admission, student profile, staff members record, attendance leave record, examination marks record, library record etc.

The college performs all these functions of e-governance through DGHE portal and students' return is uploaded through the affiliating university portal that is Chaudhary Bansi Lal University Bhiwani.

Scope:

- The scope of this policy extends to the following areas
- Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

Implementation of E-governance in all the functioning of the institution in order to provide easy and efficient system of governance within the institution.

- To promote transparency and accountability in all the functions of the college.
- To achieve and create an ICT friendly 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 Projectors & Wi-Fi etc. to establish an e-Library facility.
- To install CCTV Cameras in the campus.

Policy:

The college has implemented e-governance in all aspects of functioning like library, 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 Centre 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 A Website 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 activities 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 by the ERP system of the College. Student's data base will be managed along with all the details. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Registration link will be uploaded on the college website to manage the admissions in the college. Number of students admitted to each course, withdrawals, fee submission, all to be managed through ERP Portal only

Accounts & Finance:

The office continues to maintain its account on ERP. With an aim to provide all information our finance and Accounts department use ERP system. This system will be used to generate various reports like transaction, Fees collection, Payment receipt.

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 like N-LIST, National Digital Library of India, Shodh Sindhu 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. The ERP system of the college used for the purpose of issue and reissue of books

Administration:

Attendance Management is done through face recognition machine for Administrative Staff and Teaching Faculty to record and track Attendance. Internal Assessment is uploaded on university portal.

- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students & faculty are promoted 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 update with the new technology.

Examination:

The practical awards are uploaded on the university portal online.

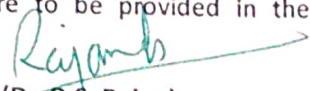
Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

ICT Infrastructure:

The College has well developed IT infrastructure and Wi-Fi enabled campus. The separate IT professionals are appointed to look after all the ICT related work and development. Stream wise Separate labs facilities are available for the students. Projectors and other multimedia devices are to be provided in the auditorium, classrooms & seminar rooms.

(Dhiraj Trikha)
Convenor


(Dr. D.S. Rajan)
Principal

PRINCIPALITY
Vaish College,
BHUVANI