



E-GOVERNANCE



E-GOVERNANCE POLICY

Cosmopolitan's

Valia C.L.College of Commerce & Valia L.C. College of Arts

E-GOVERNANCE POLICY

Scope: Valia College is committed to implement e-governance in all aspects of its functioning. This policy is designed and framed to make each and every function transparent and accountable. The College decides to implement E Governance in the following areas covered under the scope of this policy:

- General Administration
- Accounts and Finance
- College Website
- Student Admission and Enrolment
- Student Services
- Hardware and Software Infrastructure
- E-waste Management

Objectives:

- Progressive Implementation of E-governance to provide easy and quick access to information.
- To enhance transparency and accountability in the college.
- To work towards creating a paperless environment in the college.
- To create ICT and Wi-Fi enabled campus.

General Administration:

- The college will have a biometric system based on face recognition to monitor staff attendance and monthly reports will be generated.
- The college will look into opportunities to automate some of its functions related to administration.
- Staff will be provided with adequate training and development to keep them abreast with the new technology.

Accounts and Finance:

- The college office will use a software for accounting purposes.
- Latest versions of the software to be purchased and used by the college.
- All receipts issued for payments collected in the office including fees as well as various accounts related reports will be generated using this software only.
- Appropriate security measures will be taken for maintaining confidentiality of the transactions.
- College will provide training to the new and existing staff as per the need.
- All efforts will be made to shift to online mode for monetary transactions wherever possible.

College Website:

- The college will have a website which will act as an information center.
- The designing and maintenance of the website will be outsourced to a vendor.
- The website will be updated on a regular basis and will provide all information about the programs offered and important notices.

Student Admission and Enrolment:

- The college will use an online mode of admission form filling and fee payment using an admission tab available on the website.
- The College will publish a soft copy of its prospectus on the website along with all the guidelines for admission.
- List of eligible students will also be displayed on the website.
- Students eligible to take admission will also be intimated online.
- Appropriate security measures will be taken for maintaining confidentiality of student data collected as a part of the admission process.

Student services:

- The college will use an app to mark attendance share notices and notes with students and obtain feedback from students on faculty.
- Transfer certificates will be issued online wherever applicable
- The College library will use software for its library management including issue and return of books.
- Examination result processing will be done using a software.

Hardware and Software Infrastructure:

- The College will ensure that it has adequate number of desktops and laptops printers for staff.
- Projectors will be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- Computer hardware will be upgraded on a regular basis.

E-Waste Management:

- The college will ensure that its usage of technology and generation of e-waste does not impact the environment.
- In this direction the college will ensure collection and recycling of all e waste generated in the college through authorised agencies.