



ओ३म्

SHANTI DEVI ARYA MAHILA COLLEGE

Dinanagar (Distt. Gurdaspur)-143531

ESTD. 1968

Affiliated to GNDU, Amritsar | A Multi-Faculty Post-Graduate Women College

Re-Accredited by NAAC with 'A' Grade

College with Potential for Excellence Status by UGC, Green Champion Award by MGNCRE (Govt. of India)



e-Governance Policy Document

Shanti Devi Arya Mahila College, Dinanagar takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner.

Policy Purpose and Objectives:

The aim of this policy document is:

- To ensure effective implementation of e-governance across all the functions within the college.
- To review, replace, complement and/or supplement the restwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college.

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, establishment of ICT Infrastructures, e-Waste management, Library, Student Admission and Examination, Online classes etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

Elements of Policy:

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at College are enumerated below:

- **e-Governance in Administration:**
 - All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
 - The college administration shall be equipped with a customized user-friendly.
 - Enterprise Resource Planning (ERP) solution to manage student admission and annual

- fee submission.
- Most of the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.
- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non-teaching staff and to the public, in general.
- The website shall be periodically reviewed by the website committee of the college.
- In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
- The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.

- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- The college shall also subscribe to online platforms to support online teaching-learning process, trainings, lectures, webinars and other official interactions etc.

- **e-Governance in Finance and Accounts:**
 - The accounts section shall operate and manage their entire accounting operations on Tally.
 - All financial transactions and tendering processes shall use digital signatures for enhancing efficiency, in processing.
 - The college shall develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.

- **e-Governance in Student Admission and Support:**
 - The college adopted online mode of admission process as mandated by university from time to time.
 - The college shall automate and digitize its Library functions for the accession of books and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.

- **e-Governance in Library**
 - Libraries are fully automated using Integrated Library Management System (ILMS). The library uses SMILE ILMS software, which was fully automated in 2018.
 - This integrated library automation software is an easy-to-use Graphical User Interface which meets the necessary requirements of the library.
 - It is easy to search a particular book using search fields like keywords, author name, publisher, barcode, accession number, etc.
 - The status of any book can also be checked and if the book is issued, the librarian can get the details of the borrower through inquiry module.
 - The college will provide the facility for the user mode also, so that students, faculty members can know the availability of books in future.

- The college will provide the facility for the students to access the online books.
- The college has the Delnet facility for students and teachers for accessing online available journal. The college will continue its subscription.
- **e-Governance in Examination:**
 - The college has adopted online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc as mandated by university from time to time
 - The college will continue its maintenance.
- **e-Waste management**
 - The college always utilize the components of those computers which are not fully damaged.
 - The extension will be made in case the e-waste needs to be processed before it is forwarded to the dismantler or recycler.

Expected Outcomes:

The outcomes expected from this policy include:

- The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the college.
- Providing speedy response to student centric queries or problem



Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)