



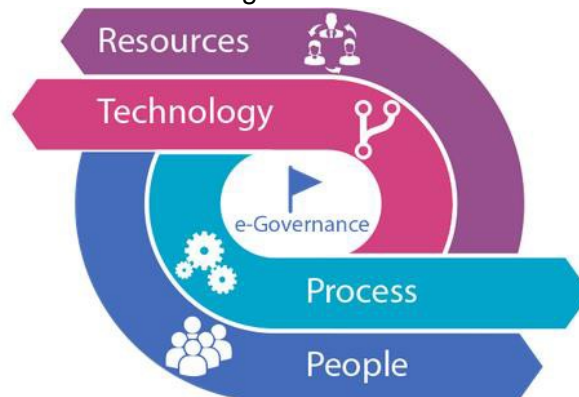
## Policy for E-Governance

### Purpose of the Policy

JDMC aims to provide the concept of E-Governance and its implementation in college effectively. The purpose of implementing E-Governance is to enhance good governance. This helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public services in all aspects of education. The college may have various requirements that include computerization and management of processes such as registration, admission, student information, classes, timetable, transport, attendance, library, salary and expenses, examinations, performance, grades, hostels, security and reports. E-Governance solution in the Janki Devi Memorial College has radically advanced the administrative process for the better. The solution incorporates whole data and processes of an Institution into a unified system, making the process uncomplicated, well-organized and error proof. The solution is designed to make the system user-friendly, time saving and cost saving also. Many of them are flexible enough to adapt to the changing educational environment efficiently and quickly. JDMC enhances the existing capacities of the institutions to become dynamic, demand-driven, quality conscious, efficient, and forward-looking.

### Concept of E-Governance

The concept of E- governance has made fast inroads in India. The 'E' in E-governance signifies electronic and E-governance means the governance with Information technology. In order to



keep abreast with the new developments in the field of governance, Janki Devi Memorial College has embraced E-governance with commitment to transparency in administration,



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faster information transfer thereby enhancing the efficiency of the administrative processes.

### Benefits of E-Governance

E-governance is an important tool that provides the institution with the following advantages in the field of administration:

- Empowerment of faculties, students and encouragement of their participation in governance process.
- Transparency and absolute clarity in administration, governing and admission process.
- Increase efficiency of faculties and of administration process.

The possible areas of implementation of e-governance in educational sector are shown in the following diagram given below:

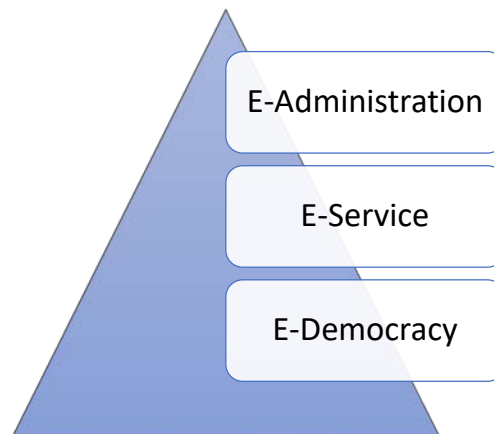


FIG: AREA OF IMPLEMENTATION OF E-GOVERNANCE

### Implementation of E-Governance

- **E-Administration:** It involves the use of ICT and e-Governance in order to improve administration processes and the internal working of the departments within an educational organization.
  - ICT Tools - The College to ensure that it has adequate number of computer systems for students and staff. Computers and printers to be made available in the administrative block. Projectors and other



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multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by Photocopiers, computer networking devices, scanners and interactive teaching board/smart board etc. 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. The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

- Purchase/ Procurement Module – The College to employ CPPP (Central Public Procurement Portal) for tenders and GeM (Government e- Marketplace) for daily purchase through bidding and comparison of products.
- Finance & Accounts Modules - The office maintains its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features 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 Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances etc. all are managed by this system. Reports to be generated for all Staff members. Payments are to be generally made and received through online mode such as NEFT, RTGS, Bank Transfers, the Pension software is also to be used to digitally prepare the pension of the retired staff.
- Employee Leave Module- Entry of all types of leave like EL/CL/ML/Child Care Leave/Maternity/Paternity and Duty Leave, of Teaching and Non-



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Teaching Staff. Leave Details (Employee wise), Leave Details of the Employee (at a glance) are to be processed on the module. Applying Leave Enhancement Rules on Mid Term and Annual Term as per the University Rules are also to be entered.

- Stock Management Module- All types of consumable and non-consumable items are managed into this software. Records of issue of laptops and return by students are also maintained.
- **E-Services:** The main aim is to improve the delivery of services to students by providing interactive services. Examples are: College Website, Online admission, online syllabus, request for certificates, online results, E-Resource Library etc.
  - Website - The JDMC website acts as an information centre which reflects the college, its activities, important notices, courses offered, etc. The College must strive to showcase its vibrant self and activeness through its website. All the important notifications must go live on the website as and when they are released. The website access to online fee payment, selection of optional courses.
  - Admission Module - The online admission is administered by an open and transparent strategy which is further strengthened by the ethical practices and regulations as opined by the University of Delhi. The college is integrated with the Delhi University Admission Portal that manages the admissions. Number of students applying to each course, withdrawals, fee submission are managed through this Portal only. All types of fees are also to be submitted online.
  - Certificates - Certificates like Provisional Certificate, College Leaving Certificate, Bonafide Certificate and Appearance Certificate and Election List are to be issued after verification and digital records are to be saved in archive.
  - Library - The College continues to maintain its academic excellence through maintaining a well-stocked E-Resources 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.



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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 uses the Libsys software to effectively manage data related to library activities like circulation, serials, online search and maintaining a database of books. The software allows students and faculty to access library facilities.

- Examination - Students and their parents can view student performance like attendance, internal assessment. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.
- **E-Democracy:** Direct involvement of stakeholders in administrative and decision-making process by using e-governance tools.
  - Planning & development - All planning, policy-decisions and implementation is to be done democratically and with inclusive participation. The college has the infrastructure to hold online meetings and classes. Virtual meetings of the Principal with the faculty and other stakeholders are held to facilitate the transition to online teaching as and when required. An online Staff Council meeting may also be held. Departments to organise Zoom and Google Meet meetings to deliberate on curricular matters as well as hold Student-Faculty meetings.
  - 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.
  - E-Waste Management -All Teaching & Non-Teaching Staff and students of JDMC must ensure that its usage of technology and generation of e-waste does not impact the environment.



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