Date : 1ˢᵗ August, 2018

E-GOVERNANCE POLICY

The ERP policy has been revised with effect from 1ˢᵗ 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 vendor for ERP is H3 Info Tech Pvt. Ltd., Tradex Tower-I, Greater Noida, Delhi, NCR.

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 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 a 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 a e- Library facility.

Policy:
The college has implemented e-governance in all aspects of functioning like library, accounts, 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 self and activeness 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 a aim to provide all information our finance and Accounts department use ERP system. This system will used to generate various reports like Day book, Daily cash Collection / Transaction, Fees collection, Payment receipt. The salary of the staff prepared on their biometric attendance basis.

Payments: Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.

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 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 Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

☐ 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 ERP function of the college has provision of internal examination through the login portal. The internal assessment marks at the end of each semester.

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 to be provided in the auditorium, classrooms, & seminar rooms.

Principal

Chairman

Principal
D.P.G. Degree College
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