



POLICY STATEMENT

DVR & Dr. HS MIC College of Technology has designed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support, Examination, of the institute.

OBJECTIVES

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.

SCOPE

The scope of this policy extends to the following areas:

1. Administration
2. Accounts and Finance
3. Student Admission and support
4. Examination

ACTION PLAN/AREA OF IMPLEMENTATION

1. ADMINISTRATION:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- An Attendance Management Software use by the faculty and staff to record and track attendance, Internal assessment etc.

- A Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- The administrative Office will use advanced Excel and File Management System Tools to maintain database. Make transition towards Paperless transactions by enhancing the use of Google facilities like:
 - ✓Google sheet: For data collection from Various Departments
 - ✓Google Docs: To prepare notices and activity reports.
 - ✓ Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders.
- The Administration shall use e-mail service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.

2. FINANCE AND ACCOUNTS:

- The accounts of the institution maintain through Tally software.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Make application of software to generate Profit and loss, Balance Sheet etc..
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.

3. STUDENT ADMISSION AND SUPPORT:

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations
- The Institute brings out its Brochure which would displayed on the website that has guidelines for the admission process.
- An Admission Portal used to manage the admissions in the college.
- Use of ERP to manage all student data including course, fee submission.

4. ACADEMICS

- The teachers can conduct aptitude tests, quizzes, assignments, test papers, internals etc.
- The evaluation can be conducted easily and the marks can be uploaded directly through this system.
- E-resources are also available for the effective enhancement of teaching and learning experiences for both students and teachers. It includes video conferences, Google classrooms etc.
- Online certificate courses such as SWAYAM, NPTEL, Spoken Tutorial classes online certificate courses etc. are extended to the students thus expanding the area and scope of ICT enabled services of the college.

5. EXAMINATION:

- Maintain compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.
- Use of DBASE to handle the entire Examination Process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.


PRINCIPAL