Policy for E-Governance

Aditi Mahavidyalaya aims to adopt and provide E-Governance in all the spheres of administration and student as well as staff management in college. The purpose of implementing E-Governance is to enhance better management of day to day running and long term supervision of college affairs. It helps in improving transparency, delivering speedy information dissemination, improving organizational proficiency and civic services in all aspects of education.

The scope of this policy extends to the following areas.

1. General administration,
2. Admissions
3. Examinations
4. Timetable, Faculty and student information
5. Attendance and Internal Assessment
6. Library
7. Accounts and Finance

Objectives

1. E-Governance solution to simplify the administrative process and bring the whole institution under a unified umbrella system, making the processes well-organized and error proof.
2. To make the general administration system of the college user-friendly, time saving and cost saving and eco-friendly with least usage of paper
3. To provide a Wi-Fi enabled campus to all the stakeholders
4. To provide easy access to all the college, student and staff related information
5. To make the classrooms ICT enabled
6. To fully automate the library system

• **E-Administration**:

It involves the use of ICT and e-Governance in order to improve administration processes and the core working of the departments within an educational institution.

- ICT Tools - The College to ensure that it has satisfactory number of computer systems to cater to the requirements of students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the classrooms, seminar rooms and laboratories. The College to retain suitable configuration servers to allow fast diffusion 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.
- 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. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Delhi 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.

- 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- 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 – Aditi mahavidyalaya website acts as an information centre which reflects the college, its activities, important notices, courses offered, etc. The College showcases its dynamism and vigour through its website. All the important notifications go 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, Bona-fide 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 subscribes latest journals and books in all the related fields regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can request for books 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.
- Alumni - In order to strengthen our alumni relationships, a separate alumni page has been created on the website providing facilities like registration, prominent alumni of the college,

feedback and many other aspects. Alumni association is consulted for regular updates and database management.