Ref. No.: VMCH/ _____ Date _____

E-Governance Policy

Preamble

V.M.V.V Sangha's V.M.K.S.R. Vastrad Arts, Science & V.S. Bellihal Commerce College, Hungund has developed an e-Governance policy with the goal of implementing e-Governance in all aspects of the institutions operations, transactions and services to improve efficiency, transparency and accountability.

Scope:

This policy applies To the administration, Finance and Accounts, Student Admission and support and Examination departments of V.M.V.V Sangha's V.M.K.S.R. Vastrad Arts, Science & V.S. Bellihal Commerce College, Hungund.

The major scope of this policy extends to the following areas:

- General Administration.
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-Waste Management

Objectives:

- Implementation of E-governance in all functioning of institution in order to provide simpler 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 paperless environment in the college.
- To provide easy and quick access of information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptop, Smart boards, Projector etc.
- To establish a fully automated Library.

Policy:

- The college implements e-governance in all aspects of functioning like library, accounts, admission,
- 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 center which wills reflect about the college, all the 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. And IT 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 which is further strengthened by the ethical practice and regulations as opined by the Rani Channmma University Belagavi and rules and regulations of government of India time to time. The college brings out its Brochure which is displayed on the website that has guidelines for the admission process. An ambition portal to be used to manage the admissions in the provided by the college. Number of students applying to each course, withdrawals, fee submission. All to be managed through this portal only.

Accounts:

The office continues to maintain its account on ERP 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 ERP Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to existing staff and updating of the existing software must be done regularly. Payments are generally made and received through online mode such as NEFT, RTGS, and Bank Transfers etc.

Library:

- The college continues to maintain its academic excellence through maintaining a well stocked library. It will add more and more e-learning resources for the benefit of the faculty and students.

- The fully automated ILMS software in the library which helps to use Graphical user interface, Unicode support with Multilingual Search and export facility for most reports.
- To use of online public access catalogue module of the software to allow library database searching by entering preferred terms for information retrieval which can be done via OPAC.

Administration:

- To provide a hassle free, convenient and smooth process, administration of the college has been made paperless.
- Administration staff is provided with adequate training and development to keep them abreast with the new technology.
- Students are enabled to obtain maximum services on online mode.

Examination:

- The examination process is regulated by the University.

E-Waste Management:

- Local firms ensure that their usage of technology and generation of e-waste do not impact the environment.

ICT Tools:

- The college ensures the adequate number of desktops and laptops for staff.
- E-appliances including computers and printers are made available in the administrative block.
- Class rooms and laboratories are equipped with projectors and other multimedia devices.

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