

# **E-Governance**

## **Policy Document**

### **Scope of e-governance in the college:**

1. Administration
2. Library
3. Student admissions
4. Accounts and finance
5. Examination
6. ICT Infrastructure
  - Smart classrooms
  - ICT- enabled Auditorium
  - Automated Library
  - ERP-equipped website

### **Objective:**

1. To make the administrative system simpler, and efficient.
2. Minimize paper use to create a paperless environment in the college.
3. Easy and quick access to information.
4. Wi-Fi-enabled campus with free access to internet facilities for students and employees of the college.
5. ICT-enabled classrooms, auditoriums, and seminar halls.
6. Fully automated library with access to e-resources.
7. Website with ERP tools.

**Policy Statement:** E-governance plays a vital role in academics and transforms the way educational institutions operate, manage data, and interact with the student community and other stakeholders. Implementation of e-governance in the functioning of the library, accounts and finances, administrative setup, admissions, student support, and teaching–learning processes will be the highest priority for the college.

**Policy and procedures:** The policy and procedures for e-governance in the college are as follows:

- **Library:** An automated library with a library management system will make the library's function efficient and user-friendly. This will streamline the access to library databases and e-resources online.
- **Administration:** Automated attendance of the employees, e-communications like mail, WhatsApp, zoom, Google Meet, etc., and use of desktops and personal laptops in administrative work will be encouraged

- **Accounts and finance:** Tally software in accounts will be introduced to make the accounting work smoother and faster. Internet banking services will be promoted and an online fee deposit option on the college website will be created
- **Admissions:** The college website will be enabled for online submission of merit forms, online submission of admission forms, and online display of merit lists.
- **Examinations:** The centralized examination system of the university enables students for online submission of examination forms, online admit card download, online viewing of examination results, and online download of marks sheets.
- **ICT infrastructure:** ICT infrastructure will be created to achieve the following:
  - a. Smart classrooms for all faculties of the college
  - b. ICT-enabled auditorium and seminar halls
  - c. The website of the college will be equipped with ERP Document
- **Automation of Feedback mechanism:** Feedback from students and other stakeholders is essential for teaching effectiveness, improving the learning experience, identifying areas of improvement, building trust and rapport, and fostering reflection and growth among educators. Incorporating student feedback into the educational process will contribute to a more student-centered and effective learning environment in the college.



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