

E-Governance Policy

Scope:

The Scope of E-governance policy extends to the following areas:

- General Administration
- Student Admission
- Student Scholarship
- Finance and Accounts
- Examination

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To promote transparency and accountability in all the functions of the college.
- To make campus Wi-Fi enabled.

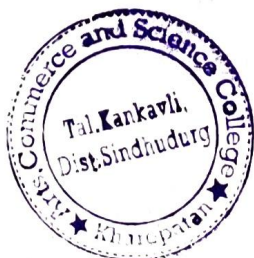
Policies:

1. General Administration

- All administrative records will be maintained in a digital format.
- Use official college email addresses for all formal communications.
- Set up an online grievance redressal system to address issues promptly.
- Regular monitoring and reporting of grievance resolutions.

2. Student Admission

- Use an online application portal for student admissions.
- Provide clear guidelines for filling out applications.
- Allow students to submit required documents digitally.
- Use a secure system for document verification.




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3. Students Scholarship

- Use an online portal for scholarship applications.
- Provide a list of available scholarships with eligibility criteria.
- Use a secure system for the digital verification of scholarship documents.
- Integrate with national scholarship portals for streamlined processing.
- Allow students to track their scholarship application status online.
- Use direct bank transfer for scholarship disbursement.
- Ensure timely disbursement and provide a digital receipt.

4. Examination

- Use an online portal for exam registration.
- Provide clear guidelines and schedules for registrations.

5. Finance and Account

- Use a secure online fee payment portal.
- Provide multiple payment options.
- Maintain all financial records in a digital format.
- Implement accounting software for accurate and efficient financial management.
- Use digital tools for budget planning and management.
- Regularly review and update budget allocations based on requirements.
- Conduct digital audits of financial records.




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