E-GOVERNANCE POLICY

The purpose of implementing E-Governance is to enhance good governance. E-Governance helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and many other services. E-Governance service in our college covers various areas including computerization and management of processes such as admission, student information, faculty information, time table, attendance, examinations, reports etc.

Objectives:

- To empower and encourage faculties, students, and other stakeholders to participate in the governance process.
- To ensure transparency and absolute clarity in administration, governing and admission process.
- To increase efficiency of faculties and to ensure quick internal process of services and data.

Role of stakeholders

- *The Principal:* As the executive head of the institution the Principal will have complete access to all modules. The Principal can monitor the status of admission, internal mark, attendance, teachers' duty entries, and time table entries, classes engaged by teachers, employee information and Students' performance.
- *Faculty:* The Faculty members will have access to student attendance and internal marks' records. They can store their employment details and update whenever required in the campus management system.
- *Students:* Each student is having a unique username and password through which the student can login to the campus management system. It enables to check time table, attendance, internal marks, achievements, and disciplinary actions if any. Through college website they can get information regarding examination schedule, academic time table and other relevant academic matters. Students can seek for grievance redressal through the website.

- *Examination Cell:* The examination cell can administrate internal marks of students through campus management system.
- *Administrative Staff:* Administrative staff will have access to students' information. They can sort out students with attendance shortage through campus management system.
- *Parents:* Parents can view their Ward's progress card in the campus management system. They can make various fee payments through the college website.
- *Applicants:* Candidates can apply and pay fees for admission in Management and Community quota though the website.
- *Stakeholders:* All stakeholders can support the institution by making donations to though the website. They can also track the utilization of their contribution via college website.