SANATAN DHARM COLLEGE,
MUZAFFARNAGAR (U.P.) INDIA
AFFILIATED TO MAA SHAKUMBHARI UNIVERSITY, SAHARANPUR

E-GOVERNANCE POLICY

From the Principal's Desk

At S.D. College, we recognize the transformative potential of technology in streamlining administrative processes and improving communication across our college community. Our E-Governance Policy serves as a roadmap to harness the power of digital platforms and tools to create a seamless and user-friendly experience for all stakeholders.

Through our E-Governance Policy, we will leverage technology to automate administrative procedures, digitize records, and provide online platforms for various services, such as admission, course registration, fee payment, and academic support. By embracing e-governance, we aim to simplify complex processes, reduce paperwork, and empower our students, faculty, and staff with convenient access to essential information and services.

This policy underscores our commitment to fostering a culture of efficiency, transparency, and accountability. By utilizing technology, we can enhance communication channels, facilitate timely information dissemination, and encourage collaborative decision-making. Additionally, our E-Governance Policy ensures data security and privacy, safeguarding the integrity of confidential information.

Together, we can create an environment where information is readily available, processes are streamlined, and our focus remains on delivering excellence in education and support services. Let us harness technology as a catalyst for positive transformation, making S.D. College a model of efficient, transparent, and accessible governance.

Prof. Sudhir Kumar Pundir

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 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 to information.
To make campus Wi-Fi enabled.
To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
To establish a fully automated Library.

Scope

The scope of the E-Governance policy of SD College Muzaffarnagar covers routine operations of various functions and processes within the college like, Administration, Finance and Accounts, Student Admission and Support, Examination, initiation of ICT Infrastructures, Online classes etc. facilitating all the stake holders in the college that is the administrative and non-teaching staff, teaching faculty and students.

Website

The college will have a website that will serve as an information center, reflecting all its activities, significant announcements, important notices and courses offered, etc. For the management of the college website, a committee will be established. This committee will be in charge of regularly updating, maintaining and operating the website. Through our website our whole college shall be viewed digitally. The College aims to showcase all the relevant information on its website. Our website is also a platform that displays our social networking updates. Every significant notification must be made available on the website as soon as it is issued.

Administration

- Software for managing attendance that administrative staff and teaching faculty can use to record and monitor attendance, the college will follow the norms laid down by the university related to internal assessment within the stipulated time.
- To maintain an efficient database, the administrative office should use spreadsheets and file management system tools.
- The college administration will go paperless to create a hassle- free, practical, and seamless approach.
- For effective connectivity between the college and students there must be an app to obtain maximum communication in online mode.
- The college will investigate opportunities to automate some of its administrative tasks.
- Adequate training and development should be given to the administration staff to keep them abreast with the new technology.

e-Governance in Finance and Accounts

- The accounts section shall operate and manage their maximum accounting operations on ERP software.
- The college shall perform all the financial transactions according to Government orders of India.
- The college shall perform all TDS related functions on “web e-TDS”.
- The college shall make use of Government e-Marketing (GeM) portal for buying all goods and services available on GeM to enhance transparency and efficiency in public obtainment.
- On all financial transactions and tenders, digital signatures shall be used for enhancing efficiency in processing.
- The college shall use ERP to enable students to pay their college fee through online mode.

e-Governance in Student Admission and Support

- The college shall make use of university portal for admission of students following the guidelines laid down by the University.
- It shall be automated with ILMS software.
- The college library shall be well stocked with latest books. The College will add more and more e-learning resources for the benefit of the teachers and the students.

Examination

The Examination process is regulated by the University and thus e-governance policy of the University is to be adopted in this regard. Any grievance related to examination can be resolved through student grievance cell of the college on priority basis. At the end of each semester internal examinations have to be conducted and to maintain transparency examination copies will be shown to the students.

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