ESHAN COLLEGE OF ENGINEERING, MATHURA

Approved by All India Council for Technical Education, New Delhi (AICTE)

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh

ANNUAL e-GOVERNANCE POLICY

(2021-22)

e-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of an organization. This urge for transparency and efficiency is derived by the demand of ever increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

Eshan College of Engineering is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. The necessary infrastructure is provided for smooth transition phase. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education. Regular digital literacy programs are conducted for students and staff-members under the digital India initiative of the central government. A well-equipped IT-Cell has been established in the College to monitor and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits could be ensured out of them. Students and staff-members are provided help-desk pattern assistance and support through IT-Cell in case of software and online portal related issues. Not only that, IT-Cell maintains online MIS and other data formats of the College up-to-date. The

overwhelming response of human resource to digital technology has strengthened the prospects of e-governance in different areas of operation.

Objectives of the policy:

a) E-governance to be implemented for smooth functioning of the institution
b) This implementation will enhance the efficacy of the institution
c) Introduction of e-system to the extent possible with proper internal check and internal control for optimum utilization of technology and human resource of the institution.

Policy: The management of the college believes in technological growth and development for better administration with optimum utilization of human resource management. They strongly believe that technology can enhance the efficiency of the work force. E-governance application can play a pivotal role in achieving the objectives set by the organization.

Website: The college website is maintained by a third party. Being through a third party for all the colleges, the updates are not instant. This time lag needs to be addressed technically and suggestions/steps to improvise the same are to be considered during the year.

Planning and Development: Online official communications regarding planning and development is realized through e-mails, MIS modules, fax and messages.

Proper training for working on different user interfaces shall be organized by IT-Cell throughout the year. Apart from maintaining online MIS & other data formats upto-date and keeping hardware and software inventory of College up-to-date & accurate, new proposals for conduction of online courses and development of IT based infrastructure shall be proposed by the Cell. A dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform.

Administration: The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance program can be outlined as-

- Management of e-service books (ER Sheets) of employees,
- Supervision of various scholarship schemes,
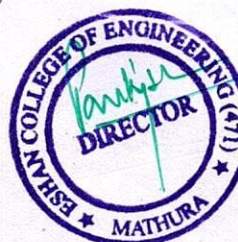
- Maintenance & disclosure of comprehensive information on its web-page,
- Development of ICT based infrastructure in the College,
- Conduction of seminars/workshops/trainings on digital literacy,
- Organization of computer awareness programs,
- Management of e-resources in central library & departmental libraries.

Accounts: All the entries related to Accounting are to be maintained and managed through Tally Software as a part of the package provided by software seller. Appropriate security measures were checked during the trial run and the training for operating the same to be provided to the staff. As per the terms of the agreement, the vendor has to make necessary up gradation in the software.

As a basic ingredient of e-governance concept and as per instructions of the government, all kind of financial transactions has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Outlined below are some of the major assignments being performed digitally at College level:

- Online payment of examination and admission fees,
- Pay bill preparation & management of various scholarship schemes,
- All kind of payments including salaries to staff-members.

Students' Admission and Support: Entry level admission is realized through online process and it is managed & regulated by higher education department through its web-portals.

- Disclosure of admission rules/schedule on web-page,
- Verification of documents, payment of fees & other admission formalities,
- Management of different scholarship schemes for students,
- Wi-Fi campus & Availability of internet/e-resources in library,
- Running of computer based programs/courses,
- Conduction of computer awareness/digital literacy programs for students,
- ICT based teaching in smart class-rooms, and

Above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability & efficiency in the system and eventually to improve the quality of education.

Examination: The entire examination system is to be managed and operated based on the rules of the affiliating University guidelines. Examination forms, re-exam forms, duplicate forms, issue of hall-tickets, revaluation of papers, uploading marks of all the exams needs to be done through online system only. A special Examination Committee led by a senior responsible teacher needs to be formed to overlook the entire examination process. Based on all the above requirements, an internal team of software developers will develop the website for examination in ERP.

Library: A well-equipped Library to be supported by an equally efficient library management system. An integrated library management system to be installed for better management. A qualified librarian is to be appointed to manage the online system as well as the library. The library management system to be upgraded regularly in lines with the overall development in the outside world for providing updated information to all the students and faculties of the college.

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