



e-GOVERNANCE POLICY

SHIA P. G. COLLEGE

(Khadra, Daliganj)

Sitapur Road, Lucknow-226020

(U.P.) INDIA

www.shiacollege.org | info@shiacollege.org

e-GOVERNANCE POLICY

Objectives:

This policy aims to maintain and strengthen the leadership of SHIA PG College in the area of E-Governance. The policy shall enable the college to function more efficiently and move towards a paperless environment. It will assist in promoting transparency and accountability. Also, the policy shall help in providing easy access to information. Implementation of E-governance in all functioning of SHIA PG College to provide simpler and efficient system of governance within the campus.

Scope:

The scope of this policy extends to the following areas:-

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management
- Data Resource Cell

Policy:

Shia P. G. College will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each function transparent and accountable. The college has resolved to implement e-Governance in maximum areas of functioning and with this aim, this policy has been adopted.

Areas of Implementation:

The e-Governance policy of SHIA PG College shall be implemented in the following areas:

Website: The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee shall look after the process of updating, maintaining, and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. SHIA PG College strives to showcase its vibrant self and activeness through its website. All the important notifications must go live on the website as and when they are released.

Student Admission and Support:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations by Shia P. G. College. The admission Brochure is displayed on the website that has guidelines for the admission process. An Admission

Portal to be used to manage the admissions in Shia P. G. College. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

Accounts:

For ease of maintaining accounts, Shia P. G. College is already computerized with necessary software. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done on timely basis. Procurement for Shia P. G. College has been initiated and from other stakeholders through e-tender facility. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through software only. Payroll Management System helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances etc. all are managed by this system. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

Shia P. G. College continues to maintain its academic excellence through maintaining a well-stocked library. The college will add more and more e-learning resources for the benefit of the teachers and the students. Shia P. G. College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The library to install fully automated KOHA software which should have an easy to use-Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports are generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Offices use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of SHIA PG College to be made paperless.
- Students must be able to obtain maximum services in online mode.

- SHIA PG College will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination:

Filling of examination forms, revaluation forms, attendance certificate, obtaining admit cards, uploading of internal and external marks has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Managing Committee Shia P. G. College, Lucknow has established Shia College Data Resource Cell (SCDRC) in the session 2017-18 to set up a repository on institutional and disciplinary history with a data bank for contemporary records and pedagogical aids, including visual, textual, and other materials, as well as simultaneously build and provide the necessary in-house skills in new pedagogical and research techniques.

We will undertake these specific tasks:

- Digital documentation of students' records and their analysis
- An archive of all past records
- Teachers profile
- Events records
- Linkage with the examination controller office of the university
- To upload e-content

Alumni:

To strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects.

E-Waste Management:

Shia P. G. College ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT Tools:

Hardware Infrastructure:

- Shia P. G. College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Risograph, computer networking devices, scanners, and interactive teaching board/smart board etc.

Software Infrastructure:

- Shia P. G. College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- Shia P. G. College to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

Social Media Outreach:

Shia P. G. College has initiated the sharing of information regarding college's Activities and Achievements in social media platforms like Facebook, LinkedIn, Instagram and Twitter with the Students, other educational institutions, and community.



Dr. S. S. R. Baqri
Coordinator, IQAC



Dr. Mohd Miyan
Principal