e-Governance Policy

MULTANI MAL MODI COLLEGE PATIALA

Objectives

1. To implement the E-governance in functioning of the College
2. To Achieve efficiency in functioning
3. To promote transparency and accountability
4. To achieve paperless administration of the college
5. To facilitate online inter & intra departmental communications.
6. To provide easy access to information
7. To make the college visible globally

1. In order to provide simpler and efficient governance system within the college, it is decided to adopt, implement and develop e-governance in maximum areas of functioning.
2. The college has already started with e-governance in some areas of functioning like library, accounts, admission process, etc. But, now some more areas are taken up for the implementation of e-governance. The policy framework is drafted with this aim in view.

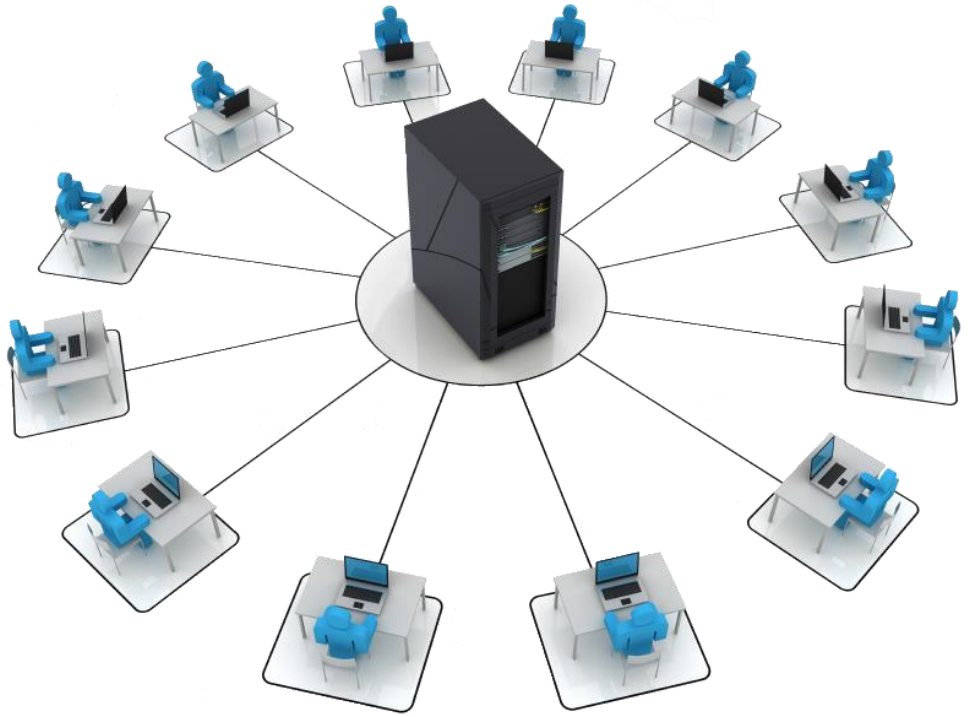
Implementation of e-Governance in following areas:

For convenience purposes, the policy is divided into different areas of operation. These areas of operation are illustrative and the college administration reserves the right to implement it even in the areas not enlisted herewith.

Website: The website of the college is in-house developed and maintained by the Website Committee lead by the head of Computer Science Department. Presently the website has information regarding academics, administration, infrastructure, research, and reports of various academic and co-academic activities organised by the college. The record of information submitted in AISHE, NIRF, Annual Reports, university reports and AQARs are available on the website. The information on the website is updated based on the feedback from various departments, offices and program organizers. The areas taken up for next update are leave sanctioning and recording for employees and students, interdepartmental interactions, online grievances registration and redressal mechanism etc.

Learning Management System:

The College has in-house developed learning management system. It is accessible to students of the college with login ID and password. Each teacher manages the learning resources on the LMS subject wise. Teachers can share study notes, presentation, and video lecture etc with the students. Prospective plan is to include assignments and class test evaluation in the LMS.



Student Admission:

The College has successfully integrated the in-house developed admission portal with the college website. The admission portal provides the facility for online access to information and admission to students. The admission includes form filling, verification and approval on the portal. After the approval the student get the fee payment link for online fee payment. Admission to Add-on courses and Certificate courses are also made through the admission portal.

Accounts: For ease of maintaining day register, class register, student's fee record, the college has in-house developed software UDAAN. The college has payment gateway of AXIS-Bank. The college has agreement with AXIS bank for not charging any service charge/convenience fee form the stakeholders. The students have different payment option such as: debit/credit card, net-banking, UPI etc. The new accounting methods and compliances made the update an utmost necessity.

Library: The library operations are computerised by purchasing and implement the LIBSYS software supporting bar-coding. The bar-coded ID/Library cards are created by using UDAAN system. The same card is used for issue/return of books. WebOPAC system is used for online access of books in the library by teachers and students from anywhere. The college has also subscribed NLIST for e-resources. These resources are also accessible to students and teachers from anywhere.

Administration: The college administration plan to update UDAAN system to include interdepartmental communication and paper less flow of information among various offices of the college. Students' services like migration certificates, bonafide student certificates, backlog certificate etc. are also planned to be in online mode.

Alumni: In order to strengthen alumni interaction and expand its base, a separate alumni portal will be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose the College Website Committee has already started the process. The portal will be developed in-house and will be integrated with the existing website very soon.

Examination: Punjabi University has made it mandatory for the colleges to use its examination portal for all activities related to the conduct of examination. Filling of examination forms, revaluation forms, obtaining hall tickets, receiving of examination papers, uploading internal assessment and external evaluation marks, etc. etc. has to be done online. Utmost secrecy and confidentiality is maintained while handling examination work. College General Office supervises the entire process of examination under the guidance of the Principal of the college.