HINDU COLLEGE

UNIVERSITY OF DELHI

POLICY DOCUMENT FOR
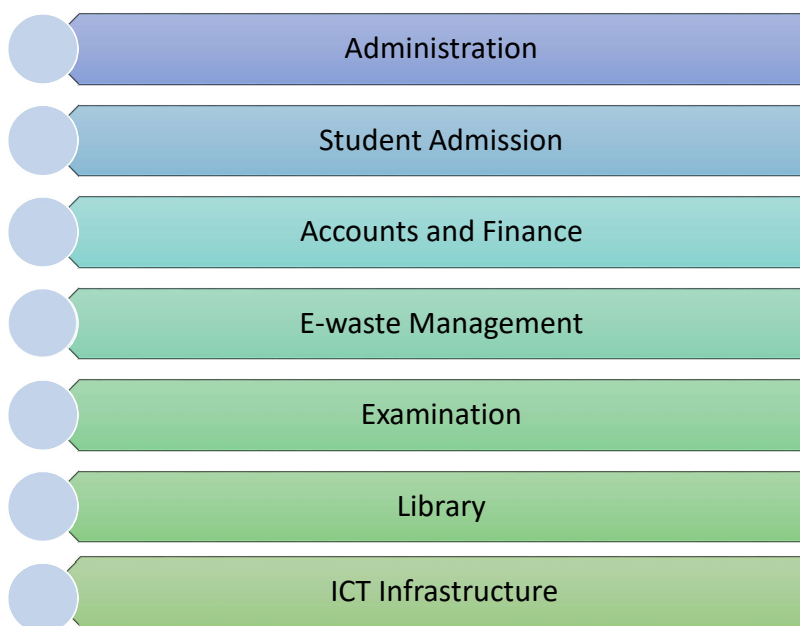# E-GOVERNANCE

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Policy Document

E-Governance Policy

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Policy Statement

Hindu College is dedicated towards promoting decentralized and participative management in various realms of administrative, financial and examination related affairs. It also seeks to strengthen pre-existing physical governance infrastructure and augment seamless information sharing amongst various stakeholders of the institution.

Scope and Applicability

E-Governance aims at enhancing the system of governance for development of the college by leveraging innovative and scientifically sound technologies and extends to the following areas:

- Administration
- Student Admission
- Accounts and Finance
- E-waste Management
- Examination
- Library
- ICT Infrastructure

Key objectives of the policy

- The primary objective is to implement E-governance in all the functioning of the institute for providing an efficient system of governance.
- To encourage transparency and accountability in all the functions of the college with the help of ICT that can be utilized to automate, transfer, and analyze the data or information in the college administration for all the purposes of admissions, workload, timetable, internal assessment, examination, attendance, result etc.
- To provide quick and ready access to information.
- To ensure a Wi-Fi enabled campus.
- To render the classrooms ICT Enabled, equipped with smartboards, and projectors etc.
- To establish a fully automated Library

Policy:

Hindu College implements e-governance in various aspects of functioning including library, accounts, admissions, administration, teaching, etc. for which the following policies and procedures have been framed:

(i) Website:

The college has a website that reflects the mission, history, aims and objectives, information related to faculty, infrastructure, courses offered, various activities, noble initiatives taken by the institute, important notices etc. To ensure the smooth running of the website, a separate service provider/web designer has been appointed by the college.

Under the e-governance policy, Hindu College has constituted a website committee that takes care of the college website and ensures a speedy update of the latest notices/activities. The college strives to showcase its vibrant self and activeness through its website.

(ii) Admission of students:

The college follows a transparent strategy for the admission process which is reinforced by the code of ethics and conduct. All the admission related affairs are managed through the admission portal including update on the number of students applying for each course, fee submission, withdrawals etc. The

brochure having detailed information pertaining to the student related admission is displayed on the website.

(iii)   Accounts:

The accounts office uses the software called Tally which offers advanced features in maintaing financial records effectively and efficiently.

Appropriate security measures are taken for maintaining confidentiality of the transactions. The college conducts training of the existing staff and ensures that the softwares are updated regularly. The College also utilizes the Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System, helping in ease of salary calculation, generation of salary slips, dispersal of the same to various bank accounts. TDS, Provident Fund, Allowances are also managed through PMFS.

(iv)   Library:

Hindu College Library is one of the oldest among Delhi University college libraries. It came into existence along with the foundation of the college in 1899. Hindu College Library is fully Air conditioned and computerized/digitalized. A separate online record of books is maintained to ensure transparency and smoothness in the process. The library is open to bonafide students of all the classes. All important textbooks are kept in the Reserve Section to enable the students to write their tutorials. There is a well-equipped Reading Room, which subscribes to a large number of dailies, weeklies, periodicals and journals on a variety of subjects.

The college continues to add e-learning resources for the benefit of the teachers and the students and recommendations are taken from the teachers and students while subscribing to the e-resources.

Administration:

The college has a special portal called "Hindu Connect" to record and track Attendance, Internal Assessment, etc. The administrative Office uses advanced Excel and File Management System tools for maintaining an effective database. The Administrative staff is provided regular and adequate training to help them keep abreast with the new technology.

Examination:

The college follows an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Distinguished Alumni:

The college has a distinguished alumni webpage that helps in strengthening the alumni relationships.

E-Waste Management:

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

Hindu College has two students' run societies, Panchtatva (with more than 100 students) and Earthlings (around 30 students), which work alongside other societies such as the NSS, the Sustainability Cell of NSS and teachers to make the campus as eco-friendly as possible. The NSS wing of the College is the mainstay of most environmental related efforts in the campus. Many college teachers have, over the years worked on environmental questions, some keeping in view the issue of ecology.

Hardware & Software Infrastructure

- The College ensures 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 College maintains 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.