



GOVINDA DASA COLLEGE

Affiliated to Mangalore University

Managed by H.V.Sangha, Surathkal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

E-GOVERNANCE POLICY



GOVINDA DASA COLLEGE

(Managed by HINDU VIDYADAYINEE SANGHA (R.), Surathkal)

Add : P.B.No.1, Surathkal - 575 014
Mangaluru, Karnataka.

Phone : 0824 - 2407287 (Fax & Office)

Principal: Prof. Krishnamoorthy.P, M.A., M.Phil.

Email : govindadasacollege@yahoo.co.in

Website: www.govindadasacollege.edu.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

E-GOVERNANCE POLICY

Scope.

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

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, Projectors, etc.
- To establish a fully automated Library.

Policy:

- The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration etc.
- The policy is designed and framed to make each and every function transparent and accountable.

- The College decides to make the following policies and procedure:

Website:

The website will act as an information center 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 will 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. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission:

- The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- MULinx and UUCMS is used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college.

Finance and Accounts:

- The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly.
- Use of Tally ERP9.0 for the transparent functioning and maintenance of accounts.

Library:

- The 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. The 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 Easylib software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- To refer E-Book and E-Journal (INFLIBNET-NLIST (Information and Library Centre) software is used in library. 70000+ Book and journal are available.

Administration:

- Biometrics attendance system for teaching and non-teaching.
- eGenius-Campus and Academic Automation System(CAAS) software is used to put attendance of students and to give assignment.
- Official communications from council Members is done through E-Mail system.
- Official Whatsapp Group are used for dissemination of information, awareness and smooth functioning.
- Campus is equipped with CCTV cameras installed at various places.

Examination:

- The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.
- Online entry of internal Assessment Marks.(MULinx/UUCMS)
- Printing of University Semester Examination Hall Ticket from Mangalore University login System.

Alumni:

In order 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. Alumni association to be consulted for regular updates and database management.

[Weblink of Alumni - https://alumnigdc.in/](https://alumnigdc.in/)


ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops for staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms and laboratories.
- The infrastructure to be complemented by computer networking devices, Printer,scanners and Projector etc.

Software Infrastructure

- The 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.


Prof. P. Krishnamoorthy
Principal
Govinda Dasa College
Surathkal - 575 014, D.K.