

Swami Shraddhanand College
University of Delhi
Alipur, Delhi-11036

E-Governance Policy

Swami Shraddhanand College is committed to promoting a culture of impartiality, inclusiveness, and a learner-centric approach. The college has followed a synergistic and integrated approach towards administration, management, examination and finance-related matters. It also aspires to support physical governance and a system of uniform information-sharing amongst various stakeholders. The mission and vision of the college can only be achieved through the efforts of its dedicated faculty and the college ensures the wholehearted participation of all the faculty members. The college also follows a decentralised and collaborative management practice which is visible in its transparent methods of decision-making.

Aim

E-Governance strives to strengthen the entire system of governance for the overall development of the college by employing innovative ICT-enabled technologies and extends to the following areas:

- Website
- ICT Infrastructure
- Administration
- Account and Finance
- Admission
- Examination
- Library

Objectives

- The objective of the E-governance policy is to provide an efficient governance framework to incorporate e-governance in every aspect of the college's functioning.
- To ensure quality in teaching-learning, administration, accounts, admission process and all other support services.
- To establish a Wi-Fi-equipped campus and classrooms with modern accessories.
- To improve the learners' performance by providing them with the skills and opportunities to participate in events by regularly analysing the academic results through IQAC.
- The construction of a new academic block, use of alternate resources of energy, automation of the library, recruitment of teaching and non-teaching staff, academic

growth of teaching and non-teaching members, social media updating, and remarkable performance in sports are some of the indicators of college governance.

- An automated library.
- E-governance encourages transparency and accountability by providing quick and ready access to information.

Policy:

Swami Shraddhanand College has implemented e-governance in several areas of its functioning, including administration, accounting, teaching, library, admissions, etc. The following policies and procedures have been developed in different areas of the college:

1. Website:

The institute has a website that displays a detailed list of the aims, mission, history, objectives, and comprehensive information of the institute. The website informs us about different faculties, disciplines of subjects, admission process, activities and initiatives taken by the institute. The program-specific and course-specific outcomes are also available for all its stakeholders on the College website. The college obtains feedback on the academic performance and ambience of the institution from various stakeholders, students, teachers, alumni, etc. The college website also highlights the activities, like seminars, workshops, and training programs organized occasionally. The website also offers information regarding the master timetable for all UG programs as per the university norms. These timetables are prepared by the teachers in charge of various departments and the timetable committee of the college. The college's organizational structure is depicted on the college website, and all the members work in a decentralized and transparent manner.

The college has a responsible team of teachers and technical staff to ensure the smooth functioning of the college website. The committee regularly works for the continuous update of the latest policies/activities. The website displays the active and vibrant role of the college in almost all the activities.

2. ICT Infrastructure

- Various office automation software packages are used for students and faculties.
- The College provides adequate desktops and laptops for students and staff.
- The administrative block provides several computers and printers, making them available for official purposes.
- Projectors, printers, and other multimedia devices are provided in the seminar hall, a few classrooms and laboratories.
- The College maintains adequate software configuration servers to transmit data to the various computers faster.

3. Administration:

The administrative office uses advanced Excel and File Management System tools to maintain an efficient database. The Administrative staff undergoes regular training to stay updated with the new technology.

4. Account and Finance:

The finance department uses Tally ERP 9 and Oracle 10g software, which provides advanced features for managing the college's financial records related to pensions, salaries, admissions, and fees. Adequate security measures are used to ensure the confidentiality of the transactions. The college uses the Public Finance Management System (PFMS) for financial transactions and conducting External/Internal audits for accounts, including salary calculation, generation of salary slips, and dispersal of the same to various bank accounts. TDS, Provident Fund, and Allowances are also managed through PMFS. The Accounts and Administrative staff are well versed in computer skills. The college's Accounts department undertakes the planning, allocation, and utilization of funds along with the Purchase Committee and the Building Committee. The college conducts training of the existing staff and ensures that the software is updated regularly.

5. Admission:

The college follows an online process for admissions to all Undergraduate courses, centrally managed by the University of Delhi. Counseling, document verification, and fee submissions for admission are done online to ensure transparency in the admission process, reinforced by the code of ethics and conduct. All admission-related matters, such as updates on the number of applicants applying for each course, fee submissions, withdrawals, grievances, etc., are handled via the admission site. The college has constituted an admission helpdesk committee to solve admission-related issues. The college appoints a Nodal Officer under the College Admission Committee and Grievance Redressal Committee for the transparent admission process.

6. Examination:

The college follows an online system with efficient technical staff and a dedicated examination cell to handle all students' academic records, where students can check the record of their internal assessment marks at the end of each semester and report discrepancies, if any. The University regulates the Examination process, so the college's governance policy is to be adopted following this. The college has constituted a particular Help Desk to address the issues related to the Examination.

7. Library:

The mainstay of the college is not only to disseminate affordable and quality education to all but also to create a composite culture that enables students from diverse backgrounds to co-exist. The college library is automated with ILMS software and has 112953 books and e-resources. SOUL software 3.0 is used for automation, featuring a web-based Online Public Access Catalogue (OPAC) for easy access to study material. Additionally, it offers access to a vast range of digital resources, including e-books and e-journals through INFLIBNET NLIST Consortium and Delhi University Library System (DULS)

subscriptions. The library caters to visually challenged students with assistive tools and a Braille collection. It has also enabled computers with Jaws software to help visually impaired students. The college maintains the regular and efficient use of the library by the faculties and students. A record is maintained to ensure transparency and smoothness while accessing the books. The library also has a reading room, which subscribes to various dailies, weeklies, periodicals, and journals on various subjects. Library takes timely recommendations from teachers of different disciplines to update books and e-resources.