Hansraj College
University of Delhi

e-Governance Policy Document

Hansraj College takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner.

Policy Purpose and Objectives:

The aim of this policy document is:

- To ensure effective implementation of e-governance across all the functions within the college.
- To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college.

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

Elements of Policy:

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at Hansraj College are enumerated below:

- **e-Governance in Administration:**
  - All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
  - The college administration shall be equipped with a customized user-friendly.
  - Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment etc.
  - All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.

- o CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- o The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non-teaching staff and to the public, in general.
- o The website shall be periodically reviewed by the ICT enabling unit of the college.
- o In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
- o The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- o The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- o The college shall also subscribe to online platforms to support online teaching-learning process, trainings, lectures, webinars and other official interactions etc.

- **e-Governance in Finance and Accounts:**
  - o The accounts section shall operate and manage their entire accounting operations on ERP software including pension and payroll related processing.
  - o The college shall perform all the financial transactions through the Public Financial Management System (PFMS) in line with the extant guidelines by the Government of
  - o India.
  - o The college shall perform all TDS related functions on "web e-TDS".
  - o The college shall utilize Government e-Marketing (GeM) portal for procurement of all goods and services available on GeM to enhance transparency and efficiency in public procurement.
  - o All financial transactions and tendering processes shall use digital signatures for enhancing efficiency in processing.
  - o The college shall develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.

- **e-Governance in Student Admission and Support:**
  - o The college shall adopt online mode of admission process as mandated by university from time to time.
  - o The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.

- **e-Governance in Examination:**
  - The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc as mandated by university from time to time.

Expected Outcomes:

The outcomes expected from this policy include:

- The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the college.
- Providing speedy response to student centric queries or problems.