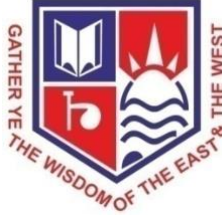


DYAL SINGH COLLEGE, KARNATAK



Established in 1949
NAAC Re-Accredited Grade 'A'
ISO 14001 and 9001 Certified

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E-GOVERNANCE POLICY

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A World Bank initiative E- Governance has become the most viable tool of good governance in the present times. It is the most potent weapon of transparent and responsible government and hence a catalyst in deepening democracy in different parts of the world. We, at Dyal Singh College strive our best to ensure smart governance through E- governance.

World Bank explained the E governance as the use by government agencies of information technologies (such as Wide Area Networks, the Internet, and mobile computing) that have the ability to transform relations with citizens, businesses, and other arms of government. Taking imperatives from this policy, Dyal Singh College Karnal, Haryana also adopts e-governance policy in its administration and other pursuits.

The following are the Objectives of the Dyal Singh College e-Governance Policy

1. To implement e-governance policy in the institution
2. Discharge operations in an efficient manner
3. Collective accountability and transparency
4. Consecutive growth in the institution's e-administration
5. Facilitate online internal and external communication among the institution's numerous stakeholders
6. Access to information in an easy way
7. Make the institution globally visible

e- Governance Policy

The institution has a well-defined e-governance policy on Academic, Administration, Student Support, Finance, Examination Library and Website. This document acts as a supporting document to the Policy on e -Governance of Dyal Singh College for rapid and effective adoption of the policy to its benefit. It enlightens the use of e-Government systems in an elaborate manner. Its intended audience includes Management, Academicians and Non-Academicians, Technical Assistants, Librarians, Accountants, Controller of

Examination, and in general any entity that needs to be set up and interact with an API-based e-Governance system.

In order to provide a simple and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum fields. In higher educational institutions e-Governance has become a significant tool in efficient management.

The institution has already started with e-governance in some fields of functioning such as Administration, Finance and Accounts, Student Admission and Support and Examination. Digital and social media assist the college to promote the events and increase the reach of the college to the society.

Areas of e-Governance:

For easily accessibility purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance in other areas also.

1. Administration:

To provide a hassle free, convenient and smooth process, maximum administration activities of the college handled with ICT based technology. E-Governance of the Administration module was handled by **Backbone Software**. The features of the software are Reporting Manager, online leave management, Time tracking and permission, pay slip and profile of employees.

2. Finance and Accounts:

- The Finance and Accounts department is the key department for every organization. The department functions with lot of paper movements. Few of the areas in which e-Governance is being used are as follows.
- The institution has been using accounting software's Tally gold and Busy account software is using since 2015.
- Emails: Apart from that all the details / workings / Reports are shared through writing Emails to the Internal and external stakeholders like Auditors, Bankers and Management. Each and every user of the Accounts Staff department has

separate mail Id's for better communication.

- Payment to Vendors, Statutory & Others: Payment to vendors and others are done through RTGS / NETT / All statutory payment like Salary, GST, TDS, PF, ESI, Property Taxes are done through Online mode only.
- Tuition fees collection: Online payment provision is made available to the students paying fees through online mode.

All the vouchers are entered into the tally ERP system where none of the employees can modify or tamper the already entered voucher.

Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software's must be done on a timely basis. The Back bone ERP system was developed by our **own sister concern Ms Aosta Software Technologies India Private Limited**. The system is in place to control Purchases, Purchase Orders, Goods receipt notes, Inventory and Assets Module and Payroll with Employee data maintained with the systems. It has become necessary to procure other software's with new accounting methods and compliances. Consequently, requirements should be assessed after having discussion with accountant and other accounts staff and accordingly new software's may be purchased.

3. Student Admission and support

The College conducts admissions in Undergraduate Postgraduate, Diploma courses and PG Diploma courses.

All the departments are in a position to enter the marks through **CAMPES** Examination software. It allows the office of Controller of Examination to do the below operations.

1. Student Data Capturing Process
2. Course Allotment
3. Subject Entry
4. Application Generation and Printing
5. Internal and External Mark Entries
6. Moderation Process

Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. The College Examination Incharge needs to supervise the entire process of examination under the guidance of the Principal of the college.



(Dr Ashima Gakhar)
Principal



(Sushil Kumar)
Convener
IQAC



(Dr Kushal Pal)
Incharge
Quality Policies