

POLICY DOCUMENT FOR E-GOVERNANCE



**PANDIT DEENDAYAL UPADHYAYA
ADARSHA MAHAVIDYALAYA, DALGAON**

Policy Statement:

Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya (PDUAM), Dalgaon recognizes the importance of e-governance in today's technologically driven world. The college aims to achieve SMART (implying: simple, moral, accountable, responsive and transparent governance) governance with the application of ICT. With the implementation of e-governance, the college shall enhance productivity in all its functions.

Scope and Applicability:

The scope of the e-governance policy is to cover all the functions of the college. It shall cover Administration, 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.

Key objectives of the policy:

- To implement e-governance so as to reduce paperwork and make the mechanism swift for proper functioning.
- To increase transparency in administration so as to make it more accountable.
- To ensure quick access of information.
- To ensure a wi-fi enabled campus.
- To establish a fully automated library.
- To equip classrooms with projectors and smartboards.
- To ensure online classes to the students so that they can avail blended learning.

Policy:

- **Website:** PDUAM Dalgaon has a website that provides all important information such as its vision, mission, faculty information among others. All notices are shared in the website for the benefit of students and all stakeholders of the college. ICT cell of the college provides technical support to develop and maintain the official college website.

- **Administration:** The administrative branch of the college maintains databases using advanced software such as MS-Excel. Besides, printers, photocopy machine, scanners etc. are available in the office. Internet connectivity has been provided. A few classrooms and the conference room of the college have furnished ICT enabled projectors. Attempts shall be made to furnish more classrooms with ICT technology.
- **Library:** The Central Library of PDUAM Dalgaon is automated using the Integrated Library Management System. The library uses KOHA Library Management Software (Version: 22.05.09). Besides, the library has subscription of British Council Library. Users can access various eBooks, E-magazines, audio books and newspapers through the British council digital library. It has also subscribed to NDLI and formed a NDLI Club. It has a computerized Issue/Return-Renewal system. The digital section of our library provides Question Papers and Free E-books. Library related information is regularly shared among the users through a WhatsApp group created for the purpose. Additionally, a dedicated library website (<https://sites.google.com/view/centrallibpd>) has been developed for the users which provides information regarding new arrival of Books and Magazines, Digital Library facilities, open access e-resources and OERs and language learning tools.
- **Admission of students:** The college has an indigenously developed online admission system. It was successfully used in 2021 and 2022 to carry out the admission process. Moreover, the college has developed a fee collection software for collecting student admission fees.
- **Online Classes:** The college offers online classes as and when required to its students. Regular online classes were held during the Covid pandemic on Google Meet. Besides, Google Classroom was used to share study materials, links and videos. Assignments and quizzes were given to students using the app. The institution is a registered member of the SWAYAM Local Chapter and additionally manages a YouTube account. Tutorial videos on a range of topics by faculty members are uploaded in it. Department of Computer Science also maintains an E-library to provide study materials.
- **Examination:** Online examinations were held during the Covid pandemic. Besides, the college uses the online mode for performing exam related processes such as generating admit cards, uploading marks of internal and practical examinations, etc.

- **E-waste management:** PDUAM Dalgaon promotes and practices environmental sustainability. With this aim in view, the college has a separate store room to keep all the non-functioning electrical appliances.
- **Online Attendance System:** An online mechanism for recording attendance of students has been implemented in the college. It has reduced paperwork and is quite convenient for keeping records. Moreover, the students can also easily keep track of their own attendance after the implementation of the system.
- **Outcomes/ expected outcomes:**
 - a) E-governance has ensured accountability and transparency in all aspects for the college.
 - b) Improvement in productivity across various functions.
 - c) Increased classroom productivity, better concentration and flexibility in learning.
 - d) Optimization of time and resources.
 - e) Efficient and swift addressal of queries and issues of students.



Principal
P.D.U.A. Mahavidyalaya
Dalgaon, Darrang