KANYA MAHAVIDYALAYA

'A' Grade

Kharkhoda Distt. Sonepat (Haryana)

Ph. 0130-2584110
email : kanyamahavidyalaya@yahoo.in
kmkharkhoda@gmail.com
Website : www.kmkharkhoda.com

Ref. No. ....   Dated ....

E – Governance Policy

Objective:

- To Implement E-governance in various functioning of the Institution.

- To promote Accountability and Transparency.

- To promote paperless Administration.

- To make the Institution globally visible.

- To provide easy access to Information.

- To facilitate Online Internal and External communication between various Stakeholders/ Departments/ Members of the Institution.

- Feedback.

Policy

- The Institution has decided to provide simpler, robust and efficient system of Governance by implementing e-governance in almost all activities of the Institution.

- The Institution has already started e-Governance in some areas like Administration, Finance and Accounts, Student support like Information update through Website and WhatsApp Groups, Library usage and Examination.

- The Society has resolved to implement e-governance in many more effective areas and with this aim in view we have drafted this policy frame work.

- For convenience purpose, the policy is divided into various areas of functioning.

1. **Website:**

The College website acts as a mirror of the College's Vision and Mission, all the information of activities going on in the Institution, different programs offered and important notices etc., are disseminated through this and are made accessible to others. The College website committee is responsible to update website at College level.

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2. **Finance And Accounts:**

The Institution collects the fee and funds from the students as per the specifications of online system of Department of Higher Education, Haryana. The Institution has purchased Tally software to maintain all account details from Tally Solutions Pvt. Ltd. The College conducts regular Audit of Annual Book of Accounts. The Administrative Office keeps all Financial records separately as per the events and transactions made.

3. **Library:**

The Institution has one of the best Library facilities provided to the Staff and the Students. From time to time the Institution adds more and more e-learning resources for the benefit of the Teachers and the Students. Library is presently using Tech Lib, Version-7 software and is updated from time to time. Similarly, new e-learning resources like Journals, Database etc. are identified and subscribed taking into account all the recommendations of the Library Committee. Any of recommendations from the Teachers and the Students are also taken into account while subscribing any new resource. At the beginning of every new Semester the Librarian conducts Orientation Program for the Staff and the Students.

4. **Administration:**

To provide a hassle free, convenient and Economical process, maximum of the Administration is handled with ICT based technology. E-governance system is functional in the College through the system developed by the DGHE, Haryana as well as by the College Administration. All the notices and circulars, issued by Department of Higher Education, Haryana, are shared by Google sheets and via email etc. The Institution always try to use updated electronic tools of Administration like: Biometric Attendance system, Wi-Fi facilities, installation of CCTV Cameras in almost all prime locations in the Campus and communication through emails and creation of WhatsApp groups etc.

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5. **Examination:**

As per the requirement of University, all the Registration & Continuation Return of the Students, and Examination forms are filled through the web portal of the University. Whether it is internal assessments and practical awards, all are uploaded through web-portal of the University. During the Examinations, Admit cards and Confidential lists of the students are uploaded by the University on its web-portal with college login ID and the Examination department downloads and takes the printout of the same and issues the Admit cards to Students and Confidential lists to the respective Centre Superintendents.

6. **Student Admission and Support**

There is complete transparency in Student's Admission system. The Admission process in UG and PG courses is made through online system of Department of Higher Education, Haryana. All Admissions are done purely on merit basis and as per the units sanctioned by DGHE, Haryana. The Institution has one of the best Library facilities provided to the Staff and the Students. The college has its own YouTube Channel and study materials in the form of PPTs, are easily accessible to students. In order to collect Feedback from all Stakeholders, an online feedback mechanism has been developed and put on website so as to get regular feedback.

President
Kanya Mahavidyalaya
Kharkhoda, Sonipat

Principal
Kanya Mahavidyalaya
Kharkhoda, Sonipat

Co-ordinator
IQAC
Kanya Mahavidyalaya
Kharkhoda, Sonipat