



रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

Ram Lal Anand College

University of Delhi

Benito Juarez Road, New Delhi-110021 (India)

Tel. No. : 011-24112557

Fax : 24112151

E-mail : rlac.du@gmail.com

rlac.bjr.du@gov.in

Website : www.rlacollege.edu.in

15/4/2024

Version-I: E-Governance Policy

Ram Lal Anand College is committed to enhance the efficiency, transparency, and accessibility of its services through the implementation of e-governance systems. This policy outlines the guidelines and processes for adopting and utilizing information and communication technologies (ICT) to support administrative, academic, and student services. This policy will ensure that the institution remains at the forefront of educational excellence in the digital age. This policy will be reviewed annually to maintain its relevance and effectiveness in the rapidly evolving technological landscape

Objectives

- To support and enrich teaching, learning, and research activities with state-of-the-art technologies.
- To provide seamless access to services and information for students, teaching, and non-teaching staff of the institution.
- To enhance administrative efficiency and ensure transparent governance by providing readily accessible information to all its stakeholders.
- To develop good communication and collaboration among students, faculty, staff, and external stakeholders
- To protect the integrity and confidentiality of data through secure ICT practices.

E-Governance Components

- **Administrative E-Governance:** Comprehensive tailored Enterprise Resource Planning (ERP) systems will be utilized to streamline the management of various aspects of college including academics, extracurricular activities, administration, admission, examination, etc. This will enhance the operational efficiency, transparency, and stakeholder satisfaction by optimizing processes and effectively managing the data as required for NAAC, ISO certification, AISHE and NIRF. ERP systems will facilitate improved communication between faculty, staff, students, and admin. Notifications, alerts, and updates will be automated. The digital records will be easy to store and retrieve. ERP systems employed will

have robust security measures to protect sensitive information, ensuring compliance with data protection regulations.

- For admissions, fees payment, examination college will use Delhi University portals and the entire process of admission starting from registration by the student followed by verification of the documents, fee payment and Admission Confirmation will be carried out online.
- The college will streamline all the staff recruitment process digitally through the website and university of Delhi recruitment portal. All information related to recruitment will be displayed to the stakeholders through the college website. The faculty information including PBAS, APAR will be maintained through ERP for the purpose of promotions and submissions to NAAC, AISHE etc

The Accounts Department will manage all financial records using Tally software for seamless data management and transfer. An online payment gateway will be used for admission fees, examination fees, and other financial transactions. Multiple payment options will be available, including credit/debit cards, net banking, and digital wallets. This online system will enable the students to view and download fee receipts. The college will process prize money, student aids, student scholarships through the RTGS system, directly transferring funds to the beneficiary's bank accounts. Employee salaries will be processed through the NEFT/RTGS system. The College utilizes the Public Financial Management System (PFMS) to manage the funds received from the Government. The college uses the Government e-Marketplace (GeM) and e-procurement portal of Govt of India for procuring goods and services. The Accounts Department will do online fund transfer to vendors after verifying the delivery of goods or services. Monthly salary slips will be sent to all faculty members and staff via emails. Zero cash transaction policy to be followed by all the Departments.

- **Academic E-Governance:** The faculty will use audio visual tools for teaching; Learning Management systems to share e-resources and utilize E-Assessment Tools including online exams, quizzes, and assignment submissions. The college will host online certificate courses, seminar/conference/meetings/virtual collaboration etc through open access and subscribed platforms. The college will ensure management of student data including personal information, attendance, performance tracking (Continuous Assessment, IA etc) and their internships, placement and progression in digital form. The ERP system will display timetable, class groups etc. The student and faculty will be given login ids. The attendance benefit to students for society activities will be integrated in the data on the ERP portal before the disbursement of classes in each semester.

The Library's Online Public Access Catalog (OPAC) will be available in the library through Troodon Library Software to search books available in the library database through a web-based search interface and there will be digital issue and return of books. The college

library will maintain a subscription of N-LIST programme of INFLIBNET to provide off site access to all students and staff of various e-journals and e-books etc. The library will provide access to online resources to support research and academic activities through Kindles for its users.

- **Communication Platforms:** The college will host a website reflecting its mission, vision, all information related to faculty, infrastructure, degree programme and courses offered, activities, important notices etc. The website will be maintained through an external service provider for smooth updation. A staff council committee “website committee” will take care of the college website and direct the service provider. The college will utilize the website and ERP portal as centralized communication platforms for announcements, notices, and sharing events details. All major forms will be made available on the college website for easy accessibility to its stakeholders. Information related to departments, policies, faculty profiles, committee members, admission etc will be made available on the website and through ERP portal. The college will utilize institutional email ids and social media accounts to engage and disseminate information to all stakeholders and this information dissemination will be done through email and whatsapp group of students.

College will spread awareness and train students through a unique educational and infotainment channel Community Radio named TARANG aired on FM frequency 90.0 made available across the country via AndroidApp & I Store app. The college will provide practical training to students of mass media and generate e-content for students through a full-fledged audio-video enabled Media Production Centre with state-of-the-art cameras, microphones, mixers and recording devices.

- **Feedback and Grievance Redressal:** College will have a SOP driven online grievance redressal system through a dedicated and prominent tab on the website to address students/parent concerns promptly and transparently. The college will also maintain an online system for students to provide feedback on various aspects, courses, teaching methodologies, including academics, infrastructure, administration and library etc. The feedback data collected every year will be analyzed to make informed decisions for continuous improvement.
- **E-waste management:** The E-Waste Management Committee constituted in the college will educate the college community about the environmental and health hazards associated with improper e-waste disposal. It will promote responsible behaviors such as recycling, refurbishing, and donating electronic devices to extend their lifespan. It will also encourage adoption of sustainable practices to reduce e-waste generation, including purchasing durable products and opting for repair over replacement. It will adopt best practices for e-waste disposal methods in the college.

- **Data Protection:** College will subscribe, install and renew antivirus software in all systems and implement data protection policies to safeguard sensitive information against unauthorized access and breaches. College will Conduct regular security audits to identify and mitigate potential vulnerabilities in the e-governance infrastructure.
- **Implementation and Monitoring:** The college will execute a systematic phased rollout of e-governance initiatives to ensure smooth transition and minimal disruption and conduct regular training programs for faculty, staff, and students to familiarize them with new systems and technologies. The college will Provide requisite technical support to address issues and ensure the effective use of e-governance systems. The college will conduct periodic reviews to identify glitches, assess progress, effectiveness, and make necessary adjustments and upgrades.


Principal

प्राचार्य / Principal
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Ram Lal Anand College
दिल्ली विश्वविद्यालय / University of Delhi
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021
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