



Internal Quality Assurance Cell Christ Church College Kanpur



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Principal & Chairperson

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E-GOVERNANCE POLICY

The institution has envisaged and formulated an E-Governance policy, encompassing all key areas. This will be implemented in a phased manner.

Key Areas:

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Objectives of E-Governance:

- Implementing E-Governance in all aspects
- Streamline the functioning of the Institution
- Enhance efficiency and transparency in overall functioning
- Improve MIS and instant report generation
- Reduce paper filing and cumbersome office work
- Provide quick access to information and deliver better services
- Better coordination, collaboration and communication, both internal and external

This Policy seeks to transform the relationship between the institution and all stakeholders to make the working of the institution more efficient, transparent and responsive to innovate and implement new ways to provide hassle free, easy and quick information and services

The main areas where e-governance will be implemented are:

WEBSITE:

The website is already operational and is truly the information and communication Centre of the institution. It will not only showcase the institution but also augment the experiences and services for all concerned. It will be maintained by service provider / web designer in collaboration with office IT staff.

ADMINISTRATION:

In administration and office work, e- governance will be employed for Attendance, leave records, Staff and student Database management, Scholarship records, salary disbursement and Pay Slip generation, monthly reports and correspondence, internal and external.

STUDENT ADMISSION AND SUPPORT:

The institution has pioneered the online admission process, in the city. All Under Graduate, Post Graduate admissions will be through online mode only. All stages from registration on admission portal, to uploading and online verification of documents and cut off marks will be online. This will make the admission process open and transparent.

FINANCE AND ACCOUNTS:

The institution will make all financial aspects transparent and streamline accounting, Income expenditure, Inventory management etc. through Financial accounting software. The Finance staff will be imparted requisite training to maintain accounts in an efficient and secure way.

EXAMINATION:

The affiliating university has already mandated and implemented online procedures and processes for conduct of examinations. Filling of examination forms, issue of admit cards, attendance and absentee records, uploading of Internal / Viva/ Practical marks of students is being done. Strict adherence to secrecy and confidentiality protocols will be imperative.

LIBRARY:

Library Automation Software will be procured to provide instant records of Book Accession, Book inventory, Book issue and return. Access to E-learning resources and digital library will be made available for teachers and students.

This policy will help build a comprehensive and integrated framework for E-Governance in the institution. It shall be implemented in a systematic and phased manner to ensure a seamless transition to an e governance system.


PRINCIPAL


COORDINATOR, IQAC