

ਐਸ. ਡੀ. ਕਾਲਜ, ਬਰਨਾਲਾ



सनातन धर्म कालेज, बरनाला

S.D. COLLEGE, BARNALA

(Affiliated to Punjabi University, Patiala)

Phone : 01679-230005 (O) Fax : 241505

Email : sdcbnl@yahoo.com

Website : sdcollegeinstitutions.org

E-GOVERNANCE POLICY

S.D. College, Barnala takes a holistic view on the E- governance initiatives across various activities of the college in an efficient manner.

Policy Purpose and Objectives:

The aim of this policy document is:

- To ensure effective implementation of e-governance in various processes of the institution
- Providing easy access to information
- To have transparency and absolute clarity in the governance and admission process, thereby, increasing the efficiency of faculty and of the administration process
- Achieving paperless administration
- Promoting autonomy, innovations and academic reform
- Facilitating effective communication amongst various stakeholders
- Making the institution visible globally
- Easy data accessibility

Elements of policy:

Implementation and upgradation of ICT enabled processes in the various realms of e-governance at S.D. College are enumerated below:

e-governance in Administration

- All functionaries in administrative offices shall be adequately equipped with ICT enabled systems with licensed software and internet facilities wherever required, for necessary connectivity
- Enterprise Resource Planning system will be developed to manage students' attendance, annual fee submission, internal assessment etc.

ਐਸ. ਡੀ. ਕਾਲਜ, ਬਰਨਾਲਾ



सनातन धर्म कालेज, बरनाला

S.D. COLLEGE, BARNALA

(Affiliated to Punjabi University, Patiala)

Phone : 01679-230005 (O) Fax : 241505

Email : sdcbnl@yahoo.com

Website : sdcollegeinstitutions.org

- The majority of classrooms shall be furnished with ICT enabled projectors and screens.
- The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programmes for their continuous growth.
- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT enabled systems installed in the college.
- The college shall also subscribe to online platforms to support online teaching-learning process, trainings, lectures, webinars and other official transactions etc.

e- governance in Student Admission and Exams:

- The college will further develop admission portal for online mode of admission process
- The college shall develop online mode of performing exam related processing. e.g. generating of admit card, conducting the examination, uploading the marks of evaluated sheets etc. more efficiently.

e-governance in Finance and Accounts.

- The account section shall operate and manage their entire accounting operations on ERP software
- For better accountability and transparency, the accounts section shall use e-governance while handling the payrolls, salaries, investments, payments, fee collection, etc.
- The college shall perform all TDS related functions on "E-TDS"

ਐਸ. ਡੀ. ਕਾਲਜ, ਬਰਨਾਲਾ



सनातन धर्म कालेज, बरनाला

S.D. COLLEGE, BARNALA

(Affiliated to Punjabi University, Patiala)

Phone : 01679-230005 (O) Fax : 241505

Email : sdcbnl@yahoo.com

Website : sdcollegeinstitutions.org

- All financial transactions and tendering process shall use digital signatures for enhancing efficiency in processing.
- The college shall develop a customized portal to enable students to pay their semester fee, examination fee etc. through online mode.
- Administrative office shall use Advanced Excel and File Management Tools to maintain effective database.

e-governance in library

- The college library will expand its services and resources most significantly for all the users with automation and digitalisation
- The college will add more and more e-learning resources for the benefit of the teachers and the students

Expected outcomes:

The outcomes expected from this policy include:

- The overall improvement in the productivity of the college through simplification and digitalisation of the various processes across various functions
- Ensuring transparency and accountability in all the functioning bodies of the college
- Facilitating online, internal and external communication among various entities of the institution


Principal
S.D. College, BARNALA