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ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ, ಗದಗ–ಬೆಟಗೇರಿ

Adarsha Shikshana Samiti's

COLLEGE OF COMMERCE
GADAG-BETGERI, 582 102

DIST : GADAG

E-mail : adarshacoc@yahoo.co.in

Ref No : ASS /

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Date :

6.2.3 POLICY DOCUMENT ON E-GOVERNANCE

Title of the policy: E-Governance Policy
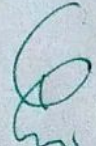
Objectives:

1. Implementation of E-governance in various functioning of the institution.
2. Achieving efficiency in our functioning.
3. Promoting transparency and accountability.
4. Achieving paperless administration of the institution.
5. Facilitating online internal and external communication between various entities of the institution.
6. Providing easy access to information.

POLICY

1. It is decided to adopt and implement e-governance in maximum activities of our functioning so that it can provide simpler and efficient system of governance within the institution.
2. The institution has already started e-governance in some aspects of functioning like Admission, finance and accounts, examination etc. But now we have resolved to implement e-governance in many more areas like website, library, alumni etc., and with this view we have drafted this policy framework.

E-governance in following areas: For the institutions suitability this policy is divided into various areas of operation.

1. Administration: To provide easy, smooth and cheap process maximum of the administration of the society should be handled with ICT based technology. Facilities should be provided for e-copy of salary certificates, internal communication between the employee's interest etc. In future, planning to have online mode like transfer certificates, bonafide certificates to provide maximum services to students.
2. Finance and Accounts: For ease of maintaining accounts, the society is already using Tally Accounting software. But with new accounting methods and compliances, it has become necessary to procure other software as well. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training and updation of software is done timely basis for existing staff.
3. Students Admission: The college has decided to process all admissions on online mode. For this purpose an arrangement can be entered preferably with SBI with whom the society maintains all its accounts. The secretary of society is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.
4. Examination: As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

PRINCIPAL
A.S.S's College of Commerce
GADAG