



# DERABIS COLLEGE

Derabish, Kendrapara, Odisha, 754289

---

## Criterion 6 – Governance, Leadership and Management

### 6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

#### 6.2.2 Implementation of e-governance

#### e-Governance Policy Document



  
Principal  
DERABISH COLLEGE

# Derabis College, Derabish, Kendrapara

## e-Governance Policy Document

Derabis College takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner. The institution aims to provide quality education to the undergraduate students of a rural area. It takes initiatives to provide hi-tech infrastructural facility to its students to make them competent and to face real life challenges. This college imparts highest level of teaching by providing excellent and modern hi-tech infrastructural facilities to our students so that they can compete with the world with confidence.

### Policy Purpose and Objectives:

The aim of this policy document is:

- To ensure effective implementation of e-governance across all the functions within the college.
- To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college.

### Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

### Elements of Policy:

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at Derabis College are enumerated below:



  
Principal  
DERABISH COLLEGE

- **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.
  - All the classrooms shall be furnished with ICT-enabled projectors and screens.
  - CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
  - The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non- teaching staff and to the public, in general.
  - The website shall be periodically reviewed by the ICT enabling unit of the college.
  - In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
  - The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs 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 interactions etc.
- **e-Governance in Finance and Accounts:**
  - The accounts section shall operate and manage their entire accounting operations on CAPA.
  - Pension and payroll related processing shall be done in HRMS and IFMS Portals.
  - Bill processing use digital signatures for enhancing efficiency in processing.
- **e-Governance in Student Admission and Support:**
  - The college has adopted online mode of admission process through SAMS Portal as mandated by Higher Education Department, Odisha from 2016 Academic Session.
  - The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.



*Silpa*  
Principal  
DERABISH COLLEGE

- **e-Governance in Examination:**
  - The college has adopted online mode of performing exam related processing e.g., form fill up, generating of admit card, conducting the examination etc as mandated by Utkal University through UUeMS Portal.

### **Expected Outcomes:**

The outcomes expected from this policy include:

- The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the college.
- Providing speedy response to student centric queries or problems.



  
Principal  
DERABISH COLLEGE