



ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

Affiliated to CBLU, Bhiwani

Session 2022-23

E-Governance Policy and Annual Report



Phone No. 01664-242414 & 240422

Adarsh Mahila Mahavidyalaya, BHIWANI-127021

Affiliated to Chaudhary Bansi Lal University, Bhiwani (NAAC Accredited B+)

Best College declared by Govt. of Haryana. A Prestigious multi faculty Institution for quality education for women

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No. **AMMB/**.....

Dated 7/6/23

Title of the Policy: E-Governance policy

Object:

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
7. Making the institution visible globally

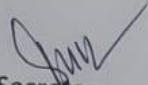
Policy:


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

E-governance in following areas:

1. **Website:** The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the Head of the institution. Alongwith it, training should be given to the existing staff and persons should be identified who will

- undertake the responsibility of website administration and update at the college level.
2. **Student Admission:** The DGHE has decided to process all admissions in online mode. This will cover admissions to all courses whether graduate, post graduate. For this purpose, an arrangement can be entered into with a reputed banking company preferably State Bank of India with whom the institution maintains all its accounts. The Head of the institution is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.
 3. **Accounts:** For ease of maintaining accounts, the institution is already using Tally software. But, with new accounting methods and compliances, it has become necessary to procure other softwares as well. Accordingly, requirements should be assessed by the Principal by discussion with accountant and other accounts staff and accordingly new softwares may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and update of the existing softwares must be done on timely basis.
 4. **Library:** College Library is presently using LIBSYS software for its internal working. It needs to be updated timely. Similarly newer e-learning resources like journals, etc should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.
 5. **Administration:** To provide an hassle free, convenient and cheap process, maximum of the administration work of the college should be handled with ICT based technology. Necessarily Notice Duty Lists and all important information should be conveyed by using online mode that is website, Whatsapp, Facebook, Instagram etc.
 6. **Examination:** As per the directions of the University, it is mandatory to follow examination process given by authorities regarding Filling of examination 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.


Secretary
AMMB


Principal
Adarsh Mahila Mahavidyalaya
Bhiwani

Annual Report on E-Governance for the year 2022-23

Our college regularly follows E-Governance policy. As a result of which all major activities of Admissions, Examinations, Administrations, maintain of accounts and results etc. are being performed using ICT based technology.

To fulfill the objective of e-governance college updates its website time to time and maintains the forum of e-governance policy in the field of admission and examination according to the CBLU/ DHE norms. Most of the Administration work of the college is being done online. The institution is using Tally software for maintaining accounts. Appropriate security measures are being adopted for maintaining confidentiality of the transactions.

Arjun
Principal
Adarsh Mahila Mahavidyalaya,
Bhiwani

Nee Lam Gupta
NAAC
Co-ordinator

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Secretary
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