



दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC Accredited

Website: www.dr.du.ac.in

Email: daulatramcollegedu@gmail.com

Date: 01-04-2024

E-Governance Policy

Daulat Ram College is committed to a comprehensive digital transformation, fostering a digitally empowered institution that champions digital access, empowerment, and inclusion. This initiative aligns with the college's core mission, which is to educate, implement, engage, inculcate, and instill modern values in its students. This approach, which integrates various ICT technologies throughout the institution's operations, ultimately leads to a more straightforward, more efficient governance system within the college.

Policy: The college's commitment to e-governance encompasses all its operations, including administration, accounts, admissions, teaching, library services, and student support. This policy is designed to promote transparency and accountability at every institutional level.

Scope of the Policy:

Cashless Campus

General Administration

Student Admissions

Examinations

Library Services

Accounts and Finance

ICT Infrastructure

E-waste Management

Student Support System

Specially Abled Students (Divyangjan)


Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





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Objectives:

- Foster transparency and accountability
- Create a paperless environment
- Facilitate easy and rapid access to information
- Establish a Wi-Fi-enabled campus
- Equip classrooms with ICT infrastructure, including desktops, laptops, smart boards, and projectors
- Implement a fully automated library with remote access
- Digitize institutional inventory and records
- Monitor the student progression

E-Governance in General Administration: The college is dedicated to transitioning its administrative processes into a paperless, efficient, and hassle-free digital environment. Students can expect a wide range of online services for their convenience. The college will continually seek areas where recent technology can be applied to streamline administration. Administrative staff will receive training to utilize electronic devices and e-governance tools effectively. Attendance management software will record employee attendance and leave record. Regular information will be disseminated online to staff and students. Faculty and administrative staff will be encouraged to adapt to the latest technologies in their e-governance methodologies.

The college administration is committed to provide services

For students through online means

Employee attendance management software

Regular online communication with staff and students

Dissemination of student information, such as attendance and assignments, through online channels

Encouragement for administrative staff and faculty to adopt the latest technologies and tools for administrative work.

E-Governance in Accounts: The college's accounts section will maintain all its records digitally, conducting all accounting functions through advanced software, such as ERP.


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Financial transactions will predominantly occur through online methods, including NEFT, RTGS, and bank transfers. Online accounting services will be accessible to all staff and pensioners. For procurement, the college will utilize platforms like GeM and e-CPP, adhering to the General Financial Rules of the Government of India, with advertisements posted on the college's website. All types of consumables and non-consumable items will be managed by stock management module. Digital signatures will be used throughout financial transactions and tendering processes to improve efficiency and meet deadlines. All receipts and payments will be conducted in a cashless manner."

E-Governance in Student Admissions and Examination: The college is dedicated to streamlining the admission process, making it convenient, hassle-free, and inclusive. We aim to transition the admission process to an online and paperless system, adhering to the University of Delhi's guidelines.

This process includes:

- Online application submission
- Fee payment
- Document verification
- Examination conduct
- Distribution of transcripts/degrees
- Admit card generation

E-Governance in the Library: Daulat Ram College is unwavering in its commitment to maintaining academic excellence through a well-equipped and extensively stocked library. Our library endeavours to provide a wealth of electronic resources and information to all stakeholders. This includes subscribing to and procuring the latest national and international journals and books of repute, acquiring new e-learning tools for library users, and enabling remote access to our library resources. Users will be encouraged to maximize the use of available e-resources.

The library will implement a fully automated Integrated Library Management Software (ILMS) featuring a user-friendly graphical interface, Unicode support, MARC21 support, multilingual capabilities, and import/export functionality for library reports. Additionally, an updated


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version of the Online Public Access Catalogue (OPAC) will be accessible to students and faculty to navigate the entire library system. To promote original writing, the library will provide access to plagiarism-checking software and offer programs related to information literacy and the use of e-resources and library services. The library shall provide software and e-assistive technologies to Divyaangjan students.

E-Governance in Student Support System: We shall be providing students with suitable digital platforms and services for their academic and general needs. This includes online helpdesk services, remote library access and updates related to assignments and attendance. The college shall maintain an updated website to disseminate regular information regarding college activities. Each student shall be provided with an institutional email ID for ensuring accessibility of e resources of the college and University. The alumni shall be able to connect to the college community through the dedicated online alumni portal.

E-Governance for Specially Abled Students (Divyaangjan): The college is committed to providing specially-abled students with digital tools and services utilizing Information and Communication Technology (ICT). This encompasses access to e-resources, e-books, audiobooks, online Braille libraries, the National Digital Library, and Sugamay Pustakalay. Special tools such as Daisy Players (recorders) and other ICT resources will be available to support their needs.

ICT Infrastructure: Adequate hardware and software support will be extended to faculty, students, and non-teaching staff to facilitate digital activities and access to e-resources. This includes desktops, laptops, projectors, multimedia devices, smart classrooms, computer networking equipment, and high-configuration servers for efficient data transmission. Access to standard econometrics, statistical, computational, and scientific software, along with data management tools, will be ensured for all users.

Multimedia Resource Centre: College shall provide a multimedia resource centre for creating digital content within its campus.


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