SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER

SESSION 2023-24

Criterion 6: Governance, Leadership and Management

6.2.3 Implementation of e-governance in areas of operation:
1. Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4. Examination

E.R.P Planning Document

Objectives of the Policy:

1. To implement E-governance for the effective functioning of the College.

2. To promote transparency and accountability.

3. To attain paperless administration and diffusion of information.

4. To facilitate online communication among various entities of the College.

5. To provide easy and universal access to data.

6. To make the College function at par with global standards.

Policy:

To provide an easy and efficient system of governance within the college and to carry out various activities. The policy is divided into various areas of operation. These areas of operation are illustrated
as below:

1. **Website:** The College website is updated at regular intervals with respect to the new activities carried out in the College. The website acts as a mirror reflecting all the notifications, activities, events and updates of the institution. For this purpose, some staff members are appointed as part of the 'Website Committee' to update the website.

2. **Student Admission:** The entire admission procedure is online. All admissions, whether Graduate, Post graduate, Ph.D., and Diploma Courses are conducted online. For this purpose, the Office Staff are specially trained & strictly prohibited from sharing any information from the students' data base with anyone.

3. **Accounts:** For the ease of maintaining accounts, the College uses an accounting software. With the emergence of new accounting approaches and compliances, the College procures & updates its software. Accordingly, requirements are assessed by the College Authorities after discussing it with the Manager & Accountant, new software's can be procured. The updating of the software is done on a timely basis. The office staff takes security measures to maintain confidentiality of the transactions.

4. **Library:** The College Library has been updated with the latest editions of books & reference books. The library OPAC system is integrated with a web-based service to

utilize the library resources effectively from anywhere. Similarly newer e-learning resources like journals, e-content etc. are identified and subscribed to, taking into account the recommendations of the Library Advisory Committee. Recommendations of the teachers and students are also considered while subscribing to these resources. Appropriate training is provided to the staff and students for using the e-learning resources.

5. Examination: The Examination Cell of the College handles the examination process through online mode. Filling of examination forms, revaluation forms, obtaining hall tickets, receiving examination papers, uploading of marks, etc., is all done online. Utmost secrecy and confidentiality is maintained while handling examinations & all the work is done with utmost care and caution. The Controller of Examination supervises the entire process of examination under the guidance of the Principal.

6. Staff and Students: Students and staff are required to support the academic and ethical standard of the College. Violation of the Code of Conduct, policies or standards are subject to suspension or expulsion. The staff members use the College ERP software to deal with assignments, uploading marks, attendance, etc. Every staff must maintain confidentiality of the student database and must not save the data on their mobile phones. Students on the other hand can access their marks and attendance from anywhere. They must have a strong password and not share it with anyone for security issues. Thus the College ERP System facilitates the administrative staff & members to streamline all the activities with the latest technology.

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