



e-Governance Policy

Objectives: The e-governance policy at DME facilitates the achievement of

1. Promoting a paperless campus environment
2. Operational improvement and transparency in academic and administrative processes
3. Building accountability in academic and administrative processes
4. Making information easily accessible for institutional functioning

Scope:

The policy covers the following areas of DME's functioning-

1. Academic functioning
2. Administration
3. Examination
4. Library
5. Student Admissions
6. Accounts and Finance

1. Academic Functioning

Communication and coordination on academic matters will be supported by adoption of appropriate ERP and its various functionalities in order to maintain transparency and accessibility in academic functioning. The institute shall endeavour to leverage ERP in the following manner:

- 1.1 CollPoll to be adopted and developed as the main LMS (learning management system) for DME.
- 1.2 Student Attendance to be captured and monitored through CollPoll.
- 1.3 Lesson Plans mapping via CollPoll for each course.
- 1.4 Uploading resources/reference material as needed, for every topic being covered.
- 1.5 Communication on class projects/assignments/presentation topics as part of continuous evaluation through CollPoll.

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2. Administration

2.1 Administrative Staff will use Excel spreadsheets, emails, Google Sheets and Google Forms for day to day working, as needed.

2.2 Automation of HR activities will be supported through ERP adopted by DME.

2.3 Academic Administration shall be done using ERP adopted by DME and the use of appropriate e-methods such as e-mail, Google forms, Google Sheets, etc. Such methods shall cover areas such as subject/course allocation, time table and faculty allotment.

2.3.1 Mapping of subjects/course for respective students on CollPoll

2.3.2 Mapping of faculty members to the allocated subjects/courses on CollPoll

2.3.3 Time Table mapping on CollPoll

2.4 Information about DME, various aspects of its functioning and different activities conducted at the institutional/departmental/society/club/committee/cell level, will be provided on the college website for the benefit of the institutional stakeholders. Communication pertaining to academic and extra-curricular activities received from affiliating university Guru Gobind Singh Indraprastha University (GGSIPU) will also be posted regularly.

3. Examination

DME will adopt contemporary methods such as ERP and spreadsheets for smooth conduct of examinations and its associated activities such as:

3.1 Communication on internal and external examination related information to be relayed via CollPoll, such as examination datesheet, exam rules, etc.

3.2 Communication on assessment scores for continuous internal evaluation, the internal examination and the total internal assessment to be shared via CollPoll.

3.3. Conduct of online examination/online viva/online class/assignment/PSDA

4. Library

4.1 Automation of the institutional library shall be ensured through the maintenance and enhancement of Integrated Library Management Software (ILMS), i.e., Vidya Library Management Software. The software will be used for all activities such as:

4.1.1 User data management

4.1.2 User attendance (faculty members/staff and students)

4.1.3 Acquisition/stocking/barcode management of books

4.1.4 Stock verification

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4.1.5 Issue/re-issue/returns and fine calculations for overdue books

4.2 Requisitions for the Library will be gathered at the beginning of the academic session where faculty members can recommend relevant books for enriching the library stock with new titles. Such data will be collated using Google Sheets and Excel Spreadsheets.

4.3 e-resources such as online journals and remote access functionalities will also be provided to support students and faculty members in their academic endeavours.

5. Student Admissions

5.1 DME's website will be used as part of the student admission process. The college brochure, registration for admission, post admission reporting form, the sanctioned seats per programme, FAQs and GGSIPU notified admission process details will be provided on the website.

5.2 GGSIPU Admission Portal and GGSIPU notified guidelines and rules will be complied with for all matters related to student admissions.

6. Accounts and Finance

6.1 The accounts of the institute will be maintained on Tally. Accounts and Finance personnel may also use Excel spreadsheets, as needed.

6.2 Institute shall develop mechanism for maintaining e-copies of yearly financial statements, faculty/staff salary related payslips/receipts, budgets, ledgers, etc. with appropriate security to ensure confidentiality of the data.

6.3 Adoption of online modes of payment to the extent possible, such as using NEFT, RTGS, Bank Transfers, etc. for payments to vendors and other relevant parties.

6.4 Adoption of online modes of payment to the extent possible in receiving payments for all academic and administrative processes such as admission fees, semester fees, examination fees, etc.

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