

Mohindar Singh Kabal Singh Degree College, Kalyan (W)

E-Governance Policy

Objectives:

- To promote paperless functioning of the College.
- To inculcate user friendly practices.
- To implement predefined systems in each functioning.
- To ensure safety and security of the data.
- To ensure accountability and responsibility.
- To expedite students services.
- To promote environment friendly operations.
- To ensure accuracy transparency in each and every transactions.

The Policy

The College shall adopt and initiate e-governance and automations in almost all the areas of its functioning.

Features:

- The management and principal shall ensure and promote the paperless functioning in the administrative offices and affairs of the students.
- It shall strive hard to speed up all the services which are expected to be provided to the students and parents.
- The teachers shall maximize the use of IT in the process of teaching and learning.
- The e-governance system shall ensure centralise storage of data for easy access to students and staff
- The process of e-governance shall be effective in cost reduction and cost control.
- The College library shall adopt computerisation of each process of the library and make available all the possible e- resources to students and teachers.

- The system shall ensure controls at various level of the administration hierarchy and shall also be transparent proportionate to the size of the Organisation.
- The management and principal shall be responsible for the CCTV surveillance in and around college campus for the safety and security of the staff and students
- The system audit shall be conducted annually with the help of senior teachers in the College working in the department of Information Technology.

The above mentioned policy shall be reviewed periodically in view of recent enactments, requirements and suggestions received from various authorities and stakeholders from time to time.

Sd/-

Sardar Dalbir Singh Saini
CHAIRMAN

Sd/-

Prin.Prakash B. Mali
PRINCIPAL

