



SSR for NAAC III
Cycle 2022

Govt. Kamla Nehru Mahila Mahavidyalaya Damoh (M.P.)-470661

- ❖ AISHE ID: C-19132
- ❖ Established in 1964
- ❖ First & only Women College in Damoh Region
- ❖ Affiliated to Maharaja Chhatrasal Bundelkhand University, Chhatrapur



Policy on
E- Governance

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E-Governance policy

Scope:

The scope of this policy extends to the following areas:

- ❖ General Administration
- ❖ Student Admission
- ❖ Examination
- ❖ Library
- ❖ Accounts and Finance
- ❖ ICT Infrastructure
- ❖ Any other area as & when required

Objectives:

1. Implementation of e-governance in all functioning of the institution in order to provide a simpler and more efficient system of governance within the Institute.
2. Promote transparency and accountability in all the functions of the Institute.
3. Achieve and create a paperless environment in the Institute.
4. Provide easy and quick access to information.
6. Make our Classrooms ICT Enabled by having Desktops, Laptops, etc.
7. Establish a automated Library

Policy:

The Institute will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make every function transparent and accountable. The Institute decides to make the following policies and procedures:

Website: The website will act as an information center that will reflect the institute, all its activities, important notices, courses offered, etc. For this purpose, a separate ICT cell has been developed by the Institute. The Institute strives to showcase its vibrant self and activeness through its website.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the rules and regulations of the government of MP. The Institute brings out its brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the Institute. Students are required to submit a separate Online Application Form for taking admission to the Institute and for this purpose application package is to be developed by the ICT Cell in consultation with admission Co-ordinator.

Accounts: The office continues to maintain its account on Tally. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheets are generated through this software only. The Institute also uses multiple software like Integrated Financial Management and Information System (IFMIS) which is used to manage the funds received from the Government. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online modes such as NEFT, RTGS, Bank Transfers, etc.

Library: E library facility is available for students and faculty.

Administration:

Students must be able to obtain maximum services in online mode. The Institute will look into opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The Institute has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies if any.

Alumni: To strengthen our alumni relationships, a separate alumni page is to be created on the website providing facilities like registration, prominent alumni of the Institute, feedback, and many other aspects. Alumni association to be consulted for regular updates and database management.