

MODERN COLLEGE
OF PROFESSIONAL STUDIES



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OF PROFESSIONAL STUDIES**
MOHAN NAGAR, GHAZIABAD
(Affiliated to CCS University, Meerut)



**E – Governance
Policy (2023)**

Preamble

The Institute is committed to leveraging technology to enhance its administrative, financial, and academic functions, aiming to create an efficient governance framework. This E-Governance Policy seeks to establish a robust digital ecosystem that fosters participative management, strengthens existing infrastructure, and facilitates seamless information sharing among stakeholders. By adopting this policy, the institute aligns with contemporary educational standards, promotes innovation, and ensures transparency and efficiency in its operations, setting the stage for continuous improvement and stakeholder engagement.

Objectives

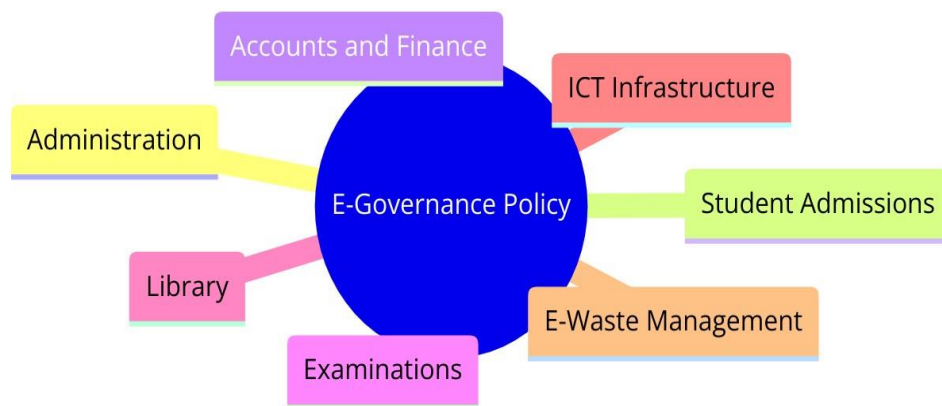
- Implement e-governance in all functions of the institution for efficient governance.
- Encourage transparency and accountability in all functions of the college.
- Provide quick and ready access to information.
- Ensure a Wi-Fi-enabled campus.
- Equip classrooms with ICT, including smartboards and projectors.
- Establish a fully automated library

Policy Statement

The college aims to implement e-governance in all areas of its functioning, including administration, finance, admissions, examinations, library, and more. This policy is designed to enhance transparency, accountability, and efficiency through the use of innovative and scientifically sound technologies.

Scope And Applicability:

This E-Governance Policy extends to following areas of the college's operations:



AREAS OF E-GOVERNANCE

- **Administration**
The college uses an ERP system (Edu Marshal) to record and track attendance, internal assessments, and other data. The administrative office utilizes advanced Excel and a File

Management System for maintaining an effective database. The administrative staff receives regular and adequate training to stay abreast of new technology.

- **Student Admissions**

The college follows a transparent strategy for the admission process, reinforced by a code of ethics and conduct. All admission-related affairs are managed through an online portal, including updates on the number of students applying for each course, fee submission, and withdrawals. The admission brochure is displayed on the website.

- **Accounts and Finance**

The accounts office uses Tally software for financial records. Appropriate security measures are taken for maintaining confidentiality.

- **Examinations**

The college follows an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies if any. The examination process is regulated by the University, and the college adopts the University's e-governance policy.

- **Library**

The college library is fully computerized. The college continues to add e-learning resources for teachers and students, and recommendations are taken from them while subscribing to e-resources. The library also maintains an online record of books for transparency.

- **ICT Infrastructure**

The college ensures adequate desktops and laptops for students and staff, with multimedia devices provided in the auditorium, classrooms, seminar rooms, and laboratories. The college maintains servers for fast data transmission and provides office automation packages for desktops and laptops.

- **E-Waste Management**

The college ensures that its technology usage and e-waste generation do not impact the environment and are responsibly disposed of.

Implementation and Review

- **Implementation**

The college will implement this policy by leveraging appropriate technologies and providing training to staff and students.

- **Review**

This policy will be reviewed annually to ensure its effectiveness and compliance with legal requirements. Any amendments to the policy will be communicated to the college community.