



RKSD COLLEGE, KAITHAL

("A" Grade, NAAC Accredited)

Affiliated to Kurukshetra University Kurukshetra

POLICY ON E-GOVERNANCE

E-governance aims at enhancing governance through digitalisation in various domains for the development of the college.


Objectives:

1. To facilitate a fast and effective and efficient system of governance within the institution.
2. To ensure transparency and accountability in all the operations of the college.
3. To promote an eco-friendly, paperless culture in the campus.
4. To provide easy and quick access to information.
5. To establish a fully automated library.

Domains of Implementation

To implement E-governance in domains like Administration, Finance & accounts, Students' support and admission, Examination and library.

- **Administration:** To ensure efficient administration through storing, retrieval of staff and student database, department workload, timetable and to take corrective action if necessary, using in-house developed ERP software.
- **Finance and Accounts:** For easy maintenance and retrieval of data pertaining to finance, budget allocation, staff salary, and infrastructure augmentation, upkeep of physical and academic facilities using Tally ERP 9.
- **Student Admission and Support:** UG and PG admission process is done through the admission portal developed by directorate of Higher Education, Haryana. Creation of student database, fee collection, issue of bus pass; maintenance, analysis and retrieval of details from student database are executed using in-house developed ERP software. G-suite is being used for conducting online classes.
- **Examination:** The filling of examination forms, entry of marks of internal assessment and practical examinations is done through ERP portal of Affiliating University.
- **Library:** Access to e-resources, e-journals, e-books is given to all faculties and research scholars. All activities of the library like book issue, book return, user-entry, catalogue maintenance, staff and student membership database are fully automated and done through an in-house developed ILMS and OPAC.
- **E-notice board:** Use of social media, WhatsApp groups, Telegram groups of faculty, students, members of management, non-teaching staff for effective communication.
- **Website:** The College has developed in-house an effective and dynamic website.


Principal
R.K.S.D. College
KAITHAL