



**Kanoria
PG Mahila
Mahavidyalaya
Jaipur**

E-Governance Policy, 2008

Context

Kanoria PG Mahila Mahavidyalaya, Jaipur aims at keeping pace with the advancements in the field of technology to ensure smooth functioning of the Institution. This also helps the College for efficient resource mobilisation, minimize human effort and support the environment by reducing usage of paper.

Scope

The scope of policy covers:

- Governance
- Student Management
- Classroom Management
- Hostel Management
- Library Management
- Accounts and Finance
- User Access and Security Management

Objectives

- To promote transparency and accountability
- To create a paperless environment
- Efficient, time-bound dispersal of student support services
- Provide quick access to information
- Cyber Room with internet connectivity
- Fully-Automated Library

Policy

- **Governance**
 - o Official Website
 - o Bulk Messaging and Mailing
 - o G-Suite
- **Student Management**
 - o Admission Management
 - o Fee Management
 - o Transfer Certificate (TC) and Character Certificate (CC) Generation
 - o I-Card Generation
 - o Database Management
 - o Alumnae Management



**Kanoria
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- **Classroom Management**
 - Attendance Management
 - Assignment Management
 - ICT Enabled Classroom
- **Hostel Management**
 - Hostel Admission Management
 - Fee Management
 - Room Allotment
 - Visitors I-Card
 - Gate Pass Management
 - Biometric Attendance
- **Library Management**
 - Barcoding and Cataloguing
 - Issue and Return of Books
 - Membership of N-List
 - OPAC
 - Management of Library Footfall
- **Accounts and Finance**
 - Payroll Management
 - Vendor Management
 - Leave Management
 - Biometric Staff Attendance
 - PFMS
 - Tally – Accounts Report Generation, Generation of Balance Sheet and Income & Expenditure Statement
 - Salary Slip Generation
 - TDS, Provident Fund, Allowances etc. Management System
 - Payment Management System
 - Inventory Management
- **User Access and Security Management**
 - Wi-Fi, LAN and Leased Line
 - EPABX
 - CCTV Surveillance
 - Vehicle Management
 - Visitors Management

R Chaturvedi

**(Dr. Rashmi Chaturvedi)
Principal**