



चौधरी महादेव प्रसाद महाविद्यालय

C. M. P. DEGREE COLLEGE

(A Constituent P.G. College, University of Allahabad)

Under the Strengthening Component of DBT Star College Scheme

Website: www.cmpcollege.ac.in



E-GOVERNANCE POLICY

The E-Governance Policy outlines the framework for the college to embrace digital transformation, promote transparency, and simplify administrative processes. It requires active collaboration and participation from all stakeholders to ensure effective implementation.

SCOPE :

The scope of this policy extends to comprehensively cover all the stake holders of the college viz. administrative staff, teaching faculty, non-teaching staff, and students in order to facilitate their routine functions which include aspects of Administration, Accounts and Finance Management, Establishment of ICT Infrastructures, Library, Student Administration, Admission, Online classes and Examination, etc.

OBJECTIVES:

- To promote transparency, efficiency, and accountability in all administrative processes of the college.
- To improve communication and collaboration between stakeholders, including students, faculty, staff, and parents.
- To simplify administrative processes and reduce bureaucratic red tape.
- To enhance data security and privacy to protect sensitive information of college as well as staff and students.
- To increase access to information and resources, improving efficiency and effectiveness of operations.
- To foster a culture of innovation and technological advancements in college operations.



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To effectively utilise the framework on e-governance, the college has adopted the following policies:

ADMISSION	<ul style="list-style-type: none">• Implement an online admission process to eliminate physical paperwork and increase accessibility by students from far off regions.• Provide clear guidelines and instructions for applicants to ensure a smooth document submission and counselling process.• Develop a secure online payment system, adhering to international standards of data security.
WEBSITE DEVELOPMENT & MAINTENANCE	<ul style="list-style-type: none">• Establish an official college website to serve as a centralized hub for information, resources, and notices.• Ensure the website is user-friendly, accessible, and regularly updated.• Publish relevant college information, including course details, faculty profiles, admission procedures, examination schedules, and results.
LEARNING MANAGEMENT SYSTEM	<ul style="list-style-type: none">• Implement a user-friendly Learning Management System to facilitate online learning, course material sharing, and assignments submission.• Train faculty and students on the effective use of the LMS.• Monitor the LMS regularly for technical glitches and ensure necessary updates are carried out in a timely manner.
DATA SECURITY & PRIVACY	<ul style="list-style-type: none">• Establish robust data security measures, including secure data servers, firewalls, and encryption protocols, to protect sensitive information.• Regularly conduct audits and vulnerability assessments to identify and address any security gaps.

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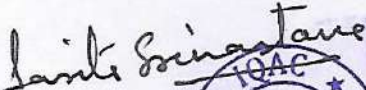

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	<ul style="list-style-type: none">Comply with applicable data protection laws and regulations to ensure the privacy of personal and academic information.
FINANCE & ACCOUNTS	<ul style="list-style-type: none">To ensure a transparent mechanism for carrying out financial transactions at institutional level through online medium.
LIBRARY	<ul style="list-style-type: none">Establish a fully digitalised library in all the campuses of the college.Regular addition and updating of e-learning resources for teachers as well as students.
SAFETY & DISCIPLINE	<ul style="list-style-type: none">Installation of CCTV Cameras throughout the campus in order to ensure maintenance of discipline and effective surveillance of campus
TRAINING & SUPPORT	<ul style="list-style-type: none">Provide comprehensive training programs for faculty and staff to enhance their digital literacy and technological skills.Develop a dedicated IT support team to address technical issues and provide prompt assistance to all users.Conduct regular workshops and seminars to keep stakeholders updated about new e-governance initiatives and developments.
MONITORING & EVALUATION	<ul style="list-style-type: none">Regularly monitor the usage and effectiveness of the implemented e-governance systems.Conduct user satisfaction surveys to gather feedback and identify areas for improvement.Periodically review and update the e-governance policy based on emerging technologies and changing needs.


Dr. Sarita Srivastava
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Prof. Ajay Kumar
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