



JAGRAN COLLEGE OF ARTS, SCIENCE & COMMERCE

(Self-Financing Co-Ed English Medium Post Graduate College Affiliated to CSJM University, Kanpur)

620-W, Block, Saket Nagar, Kanpur - 208014

Tel.No.3243435 Fax: 0512-2604965 E-mail:jagrancollegeac@gmail.com Web: jagrancollege.ac.in

E-Governance Policy

Policy Statement

Jagran College of Arts Science and Commerce has designed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.

Action Plan

I-Administration:

- The data of all service units in the office to be maintained in soft copy for easy and regular supervision by the authorities.
- Admission register will be created in Excel format.
- An Attendance Management Software and Biometrics will be used by the faculty and staff to record and track attendance, Internal assessment etc.

Reg. Office: Shri Puranchandra Gupta Smarak Trust

Jagran

Jagran Building B, Sarvodaya Nagar, Kanpur-208005 Ph: 0512-3941399

An initiative of Dainik Jagran


Dr. JN GUPTA
CEO

Jagran Education Foundation
Jagran Institute of Management Campus
20, W-Block, Saket Nagar, Kanpur-208014
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- Digital messaging services like SMS, Mails, and WhatsApp will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- The administrative Office will use advanced Excel and File Management System Tools to maintain database.
- Make transition towards Paperless transactions by enhancing the use of Google facilities like;
 - ✓ Google sheet: For data collection from Various Departments
 - ✓ Google Docs: To prepare notices and activity reports.
 - ✓ Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders.
- The Administration shall use email service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.
- Upgrade to a fully automated, wireless office with 24x7 internet facility.
- CCTV Cameras are installed at various places in college.
- ICT shall be introduced in every administrative function /work.

II- Finance and Accounts:

- The accounts of the institution will be maintained through Tally software.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Purchase latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc.
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.

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III-Student Admission and Support:

- Cent percent registration of students on DIGILOCKER and Academic Bank of Credit.
- Online methods and tools are adopted to manage all student data including course, fee submission.
- Update college website regularly for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- Make timely update of website by the designated Information and website committee.
- Post regular updates on Alumni portal for information of passed out students
- Share Digital Brochure, video teaser, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

IV-Examination:

- All notices to be published on college website.
- Previous year question papers will be made available on college website.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.
- Maintain compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.
- College will continue to provide e-governance support to CSJMU to function as a center for Digital Evaluation of University examinations.

Reshma Rajani

Dr. Reshma Rajani
Coordinator IQAC

Asmita Dubey

Dr. Asmita Dubey
Principal and Chairperson (IQAC)

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6.2.2 Annual e-governance report approved by the Governing Council/Board of Management/Syndicate Policy document on e-governance.

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Reshma Rajani

Dr. Reshma Rajani
Coordinator IQAC

Asmita Dubey

Dr. Asmita Dubey
Principal and Chairperson (IQAC)

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Annual e-Governance report 2018-19

Website: The College aims to showcase its vibrant self and activity through its website, which will serve as an information center reflecting all of its activities, important notices, courses offered, etc. All of the important notifications have to go live on the website as and when they are released. The entire amount authorized for this session's website maintenance is ₹ 10,000/- , while the amounts for Internet fees and domain renewal is ₹ 102596/-

Biometric System: Teaching and non-teaching staff members' attendance records are kept up to date via the biometric system. Every employee has their fingerprints entered into the system for daily recognition at the moment of entry and departure. At the conclusion of each month, the information are printed out and given to the principal for their records. This year no maintenance required for biometric system.

CCTV Cameras: Large campuses with parking lots and open spaces may be seen at Jagran College of Art, Science, and Commerce. CCTV cameras are used to monitor these spaces, which include the dormitories and libraries. The session management authorized the installation of CCTV cameras for ₹ 100000/-.

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D. J. N. Gupta
D. J. N. GUPTA
CEO

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Annual e-Governance report 2019-20

Website: The College aims to showcase its vibrant self and activity through its website, which will serve as an information center reflecting all of its activities, important notices, courses offered, etc. All of the important notifications have to go live on the website as and when they are released. The entire amount authorized for this session's website maintenance is ₹ 10,000/- , while the amounts for Internet fees and domain renewal is ₹ 103850/-.

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Dr. JN GUPTA
CEO

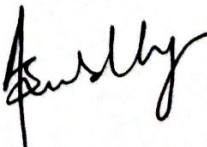
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Annual e-Governance report 2020-21

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CCTV Cameras: Large campuses with parking lots and open spaces may be seen at Jagran College of Art, Science, and Commerce. CCTV cameras are used to monitor these spaces, which include the dormitories and libraries. This session management authorized the installation of CCTV cameras for ₹ 20,000/-.

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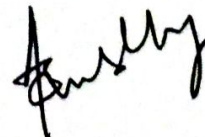

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Annual e-Governance report 2021-22

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Biometric System: Teaching and non-teaching staff members' attendance records are kept up to date via the biometric system. Every employee has their fingerprints entered into the system for daily recognition at the moment of entry and departure. At the conclusion of each month, the information are printed out and given to the principal for their records. This year no maintenance required for biometric system.

CCTV Cameras: Large campuses with parking lots and open spaces may be seen at Jagran College of Art, Science, and Commerce. CCTV cameras are used to monitor these spaces, which include the dormitories and libraries. This session management authorized the installation of CCTV cameras for ₹ 70,000/-.


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Annual e-Governance report 2022-23

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Consolidated Sheet of expenditure on e-governance of each year

Institution Implements e-governance In Its Operation in INR

E-Governance	2022-23	2021-22	2020-21	2019-20	2018-19
Website Maintenance	10000	10000	10000	10000	10000
Internet and Domain Renewal Charges	125000	120000	120000	103850	102596
CCTV Camera	120000	70000	20000	0	100000
Biometric Machine	0	0	0	30000	0

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