

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to University of Lucknow)

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Implementation of e-governance in areas of operation



E-GOVERNANCE POLICY

Principal

Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

PREAMBLE

Lucknow Public College of Professional Studies E-governance envisages the sole vision of enhancing the system of governance for the development of the college by leveraging new and cutting-edge technologies. The broad areas of E-governance are the area of administration, finance and accounts, student admission and support, and examination. It aims at planning and facilitating any infrastructure for the development of cutting-edge applications and the deployment of solutions for seamless administration of the college.

Vision: To enhance the system of governance for the overall development of the college by leveraging technologies.

Mission: Deploy new solutions and ideas in various departments of the college for seamless data access enabling better decision making.

Objectives

1. Implementation of E-governance in various functioning of the college in order to provide a simpler and efficient system of governance within the college.
2. Promoting transparency and accountability in all functions of the college.
3. Achieving paperless administration of the college.
4. Facilitating online internal and external communication between various entities of the college
5. Providing easy and quick access to information
6. To maintain the Data in a secure environment.
7. To construct ICT enabled learning environment.

Policy:

The college will implement E-governance in all aspects of functioning like a library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedures:

1. **Administration:** The college website has to be regularly updated with content regarding the courses offered, syllabus, notes, and any other information as and when necessary. Biometric attendance of faculties, students, and non-teaching staff needs to be maintained on regular basis. All the CCTV cameras inside the college campus need to be regularly checked for efficiency and proper working. The internet connection should provide seamless services to the teachers, students, and staff on regular basis. Any glitch in services should be rectified immediately. The ERP portal of the college, e-sarathi has to be regularly updated with the profiles of students and teachers, student notes, internal marks updation, and any other updates as and when required. The integrated library management system (LMS-KOHA) has to be regularly maintained and used by the concerned faculties and students. All important notices have to be circulated among the faculties and students through WhatsApp on regular basis.
2. **Finance and Accounts:** Collection of students fee has to be done through online mode and records be maintained on regular basis. LPCPS fee management software has to be regularly



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updated with student details and all transactions related to payment of fees. Use of different tools of MS Office like Microsoft Excel, Word and Powerpoint have to be done on regular basis for various administrative tasks.

3. **Student Admission and Support:** The website needs to be regularly updated to provide updated information to students and prospective students of LPCPS. Regular scrutiny of the online portal for entrance tests for student admission at LPCPS has to be done. The biometric attendance of students has to be maintained regularly. Uninterrupted online classes have to be ensured in case of emergency situations like COVID- lockdown. ICT-enabled tools (like computers, projectors, and smartboards) for teaching have to be regularly updated as and when the need arises. The repairs, maintenance, and servicing of the tools need to be done on regular basis. Student notes have to be regularly updated on the college website, ERP portal and shared on students' WhatsApp groups. Alumni and Employer's feedback has to be taken through google forms on regular basis. Student enquiry form, feedback form, and grievance form updated on the website have to be collated on regular basis to take necessary actions. The students' library has to be updated regularly with the latest E-books, subscriptions to important journals, plagiarism-checking software, bibliographical databases, and so on.
4. **Examination:** The internal examination questions in the form of MCQs and the corresponding marks of students has to be regularly updated on the ERP portal. The seating plan of students during internal examination needs to be prepared on excel sheet and shared with students through WhatsApp as and when required.



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