

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

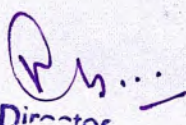
E- GOVERNANCE POLICY


Hindustan College of Science and Technology believes in efficiency and transparency in the functioning of the institution. The institution understands the importance of integrating ICT to enhance the overall administration. E-Governance is not only participatory but also accountable and transparent for the smooth functioning of the administration. E-Governance facilitates the efficient distribution of information, thus improving administrative efficiency and public services in all aspects of education. The institution is using WebSim/ERP for e-governance.

Objectives:

1. Implementation of E-Governance in various aspects and areas of the institution.
2. Improving the efficiency of our operations.
3. Promoting transparency and accountability and improving the efficiency of the institute's operations.
4. Effective online internal and external communications among the institute's various stakeholders.
5. Visibility of the institute's information globally.
6. Easy access to staff and student information.

The implementation of the E-Governance policy will help the institution to achieve the above objectives. In order to provide an efficient and smooth governance system within the institution. E-Governance is used in the following areas:


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)


Director
Internal Quality Assurance Cell
Hindustan College of Science & Technology
Farah, Mathura

- **Website:**

The institution's website needs to be up-to-date to reflect the recent amendments as and when amended. The institution's website shall always reflect the vision and mission of the college with all the required information with a single click. All the latest information shall be available to visitors of the website.

- **Admission Details:**

The admission details, including the student's admit card, year of joining, completion of the college, branch and registration details, etc., can be easily maintained through e-governance. The student data can be easily accessible.

- **Administration and Accounts:**

The WebSim allows easy entry of records and maintenance of academic, administrative and account details like preparation of the academic calendar, section/division, fee category, creating user logins for students and faculty, SMS facility, etc. WebSim is integrated with the college website and it can be accessed from anywhere, anytime and with any device having internet facilities.

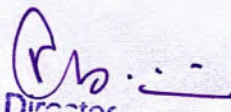
The accounts department preserves the records, viz., fee payment details, cash in hand, expenditure reports, tracking the payment records. In addition to these, we can easily access the fee records and hostel details, records, salary details of the staff and miscellaneous records.

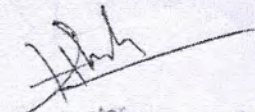
- **Academics:**

Through e-government, the details and records of each and every one regarding academics are easily visible, viz., theory and practical time tables, assigning the task to faculty, maintaining attendance and lesson plans, feedback forms for students/faculty, posting of study material and so on.

- **Examinations:**

Many types of records, such as the name of the student, individual subject scores for internal and external examinations etc., can be maintained. Students can check their marks after unloading them.


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- Library:

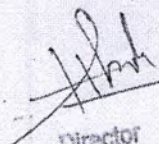
Through e-governance, the maintenance of library records, viz., rules for issues and renewals of data pertaining to a particular book with effective time limits, provides easy access to faculty and student-wise book issue and return details.

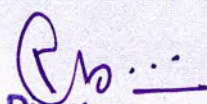
- Transportation:

Through e-government, we can easily access the various records of transportation, like college bus route details, halts, insurance premiums, student details who are availing of bus facilities and route-wise driver details.

- Hostel Management:

Through e-governance, hostel allotment, hostel-wise student details and hostel fee records can be maintained.


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