



C.S.I., K.N.D., B.M.H.E.C.'s

C.S.I. COLLEGE OF COMMERCE, DHARWAD

ESTD. 1973

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Ref. No. :

Date :

Policy for E- Governance

To enhance governance and make administration swifter, more transparent , the information and communication technologies such as Wide Area Networks , Internet and mobile computing are put to maximum use. The use of E-Governance makes administrative process accountable and responsible

Scope:

The scope of the policy is inclusive of General Administration, Accounts and Finance, Examination, Library.

Implementation of E-governance in all the aspects of the institution will provide simpler, efficient and effective system of working.

- It will promote transparency and accountability in all day to day events of the institution.
- Help achieve and create a paperless environment
- Quick and easy access to information
- Have a Wi-Fi enabled campus
- Make all Classrooms ICT enabled with projectors, smartboards and electronic lecterns
- Establish a fully automated library

Implementation of the Policy

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

The College has the the following policies and procedure:

Website and E-access :

Website:

The website will be an information centre that will reflect about the college, its activities, important notices, courses offered. The website is regularly monitored and maintained by the competent expert, who is empowered to train both faculty and non-teaching staff to use





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college website effectively. A faculty well versed in computers along with an administrative staff will look after all the updates as and when an event takes place. They will look after the process of updating, maintaining and working of the website on a regular basis. They will also look for other changes that are required on the website. The college strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Digital Library:

Librarian is empowered to train students and faculty about the features of digital library for remote access. Librarian must ensure the optimum utility of the available facility for gaining knowledge, skills and professionalism through remote access. Keep track record of active participation of students and faculty members. The usage report is to be submitted to the Principal at least once in fortnight.

Library:

- The Library which has implemented ILMS software, Librarian needs to ensure optimum utility of the software and make it complete automation and also OPAC system should train students and staff to operate it regularly as and when they step into Library.
- Students who enters into Library must carry smart card and swipe it prior to entry and exit.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.

Student Admission:

An open and transparent strategy for the admission process is followed and further strengthened by the ethical practices and regulations as directed by the Karnatak University and the Department of Collegiate Education . The College brings out its prospectus which is displayed on the website that has guidelines for the admission process.

Accounts:

The office maintains its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses





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multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, ESI are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers.

Administration:

- Attendance Management Software to be used by Administrative Staff and Faculty to record and track Attendance- biometric
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

E-Waste Management:

The college ensures that its usage of technology and generation of e-waste does not impact the environment. The unused peripherals of computers is disposed only through competent agencies.

ICT Infrastructure (Hardware):

- The College to ensure that it has adequate number of desktops and laptops for students, faculty and staff.
- Computers and printers to be made available in the library, office, M.Com block, computer Lab and staff room.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

Software Infrastructure :

Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.



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