



TRINITY COLLEGE, JALANDHAR

E-GOVERNANCE POLICY

E- Governance is the need of the hour and Trinity College is always ready to adopt and implement new techniques for providing better services. So the college has adopted the following E- Governance Policy:

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

Aims of the E- Governance policy

- To provide simple and efficient system.
- To promote transparency and accountability in the college.
- To achieve and create a paperless environment in the college
- To provide easy and quick access to information.
- To make the campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Projectors, etc.
- To establish a fully automated Library.

Policies and procedures:

Website: The website acts as an information center which reflects about the college, all its activities, important notices, courses offered, etc.

Student Admission: An Admission Portal is used to manage the admissions in the college. Students applying to various courses, withdrawals, fee submission etc. are managed through this Portal only.

Library: The College library is also providing e-library resources to students and staff members. A library management system is followed through KOHA . N-list is also used by teachers. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers apply to get books of different authors for the subjects they are teaching to increase the knowledge.

Administration: Software is used for keeping the record of the attendance of the staff and students. To provide a hassle free, convenient and smooth process, administration of the college is made paperless. Official e-mail ids are generated for various cells and clubs, departments and individual teachers for official communication to save paper.

Accounts: Online fees, payments etc. are accepted..Online record of students' fees is maintained.

Teaching Learning Process: E-Governance is also used for the evaluation of teaching learning process. Attendance app is used to calculate the teaching hours given for each subject. For the smooth coverage of syllabus, proper lesson plan are prepared by each teacher in the beginning of each semester and submitted to Dean Academics for evaluation. Feedback is taken from all students through e-forms. TCJ app is used for allocating time table, for marking attendance and for uploading marks obtained by students during house exams.

Examination: The College is using software for making seating arrangements during examination and automated result report.

ICT TOOLS

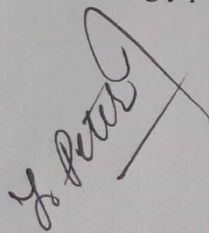
Hardware Infrastructure

- The College ensures that it has adequate number of desktops and laptops for students and staff.
- Computers and printers are available in each block.
- Projectors and other multimedia devices are provided in the auditorium and seminar rooms.
- The infrastructure is complemented with teaching board/smart board etc.

Software Infrastructure

- The College maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus are purchased and updated regularly.

Recommendations and requirements are taken from the faculty members for hardware or software tools and accordingly purchased.



Director