



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स DELHI COLLEGE OF ARTS & COMMERCE

(दिल्ली विश्वविद्यालय)
(University of Delhi)

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Netaji Nagar, New Delhi – 110023
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E-GOVERNANCE POLICY



The Government of India has mandated that all stake holders and Indian citizens be provided access to government services via electronic media. This National e-Governance Plan (NeGP) was formulated by the Department of Electronics and Information Technology (DeitY), along with the Department of Administrative Reforms and Public Grievances (DARPG) to facilitate this. Delhi College of Arts & Commerce (DCAC), a constituent college of the University of Delhi, has also formulated its e-governance policy in line with this mandate.

DCAC has upgraded its infrastructure to ensure e-governance in the College. This process of updating and upgrading the infrastructure is ongoing.

Objectives of e-Governance Policy

- To improve transparency and accountability in the organization
- To improve ease of interaction among all stakeholders
- To facilitate easy access of information for all stakeholders
- Improve vertical integration amongst various departments in the College
- To move to a more environment friendly manner of functioning



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Scope

Through this policy the college aims to leverage technological innovation and ICT in the following areas:

- College Website
- Administration
- Admission
- Accounts and Finance
- Library
- Examination

e-Governance Policy

1. College Website

The college website (<https://dcac.du.ac.in/>) is user friendly and very easy to navigate. Information related to faculty, infrastructure, courses offered, timetable, initiatives undertaken by institution, and, important notices etc. is posted on the website.

The website is dynamic and is constantly being updated. The Website Design and Automation Committee, constituted by the College Staff Council, overlooks the maintenance and upgradation of the website.

2. Administration

The College uses advanced Excel to maintain databases. Members of the administrative staff undergo training to upgrade their skill.

a. CCTV Surveillance

The college has installed CCTV cameras at various strategic locations. Recording of CCTV is maintained and stored for one week.

3. Admission

The College follows University guidelines in the admission process. This process totally online and all relevant information is displayed on the college website (<https://dcac.du.ac.in/>). The College prospectus, containing all relevant information for students and guardians, is hosted on the website.

The admission process is online and application for various courses, payment of fees, withdrawals etc is done through the admission portal. The faculty and candidates utilize the Samarth portal (<https://admission.uod.ac.in/>) during this process.



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4. Accounts and Finance

Tally software is used by the accounts office to maintain financial records. The College funnels all financial transactions through the Public Financial Management System (PFMS) in line with Government of India guidelines. All payments are made through NEFT/online.

5. Library

The College library is constantly upgrading access to online sources for the students and faculty. WEB-OPAC, KOHA, N-LIST, DSpace and RFID services are offered to all stakeholders.

6. Examination

The College has adopted the e-governance policy, and rules and regulations, of the University with regards to examinations. The students utilize the Samarth portal (<https://slc.uod.ac.in/index.php/site/login>) for registering for examinations etc.

प्राचार्य / Principal
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