



CHOITHRAM COLLEGE OF NURSING

Accredited by NAAC, Affiliated to INC, MPNRC Bhopal, MPMSU Jabalpur
Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)




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APPROVED BY:  DR.(PROF) ARADHANA MICHAEL, PRINCIPAL Dr. (Prof.) Aradhana Michael Principal Choithram College of Nursing, Manik Bagh Road, Indore-452014 (M.P.) India	CHOITHRAM COLLEGE OF NURSING, INDORE, M.P.	DATE OF ISSUE	14/03/2017
	E-GOVERNENCE POLICY	DATE OF REVISION	14/07/2020
		POLICY REV. NO	002

E-GOVERNENCE POLICY

Technology has become an integral part. The process of globalization is a gift of technology and due to the technology and its benefits, the concept of E-governance is introduced. The 'E' in E-governance signifies electronic and E-governance means the governance with Information technology. The increasing demand for transparency in administration, faster information transfer and other demands that can be fulfilled by the E-governance only pushed the College of Nursing to choose E-governance.





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The application of IT is fairly widespread in all sectors in India and particularly in education sector in all over the world. Most of the Institutions are having their digital portal to provide the services to various stakeholders of the education. E-Governance in education sector will strengthen the education system and provides good governance, empowers the stakeholders, cutting the process cost, time, and improves the administrative performance (e-Administration), interacting with industry and society (e-Service and e-Society), providing swift services and so on.

NEED OF E-GOVERNANCE –

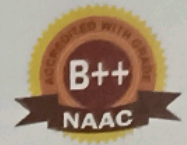
- The purpose of implementing e-governance is to enhance good governance which is characterized by participation, transparency and accountability.
- The use of information technology can increase the broad involvement of employees in the process of governance at all levels by providing the possibility of on-line discussion groups and by enhancing the rapid progress and efficiency of pressure groups.
- Advantages for the Institute involve that the College may provide better service in terms of time, making governance more efficient and more effective. In addition, the transaction costs can be lowered and services become more accessible.





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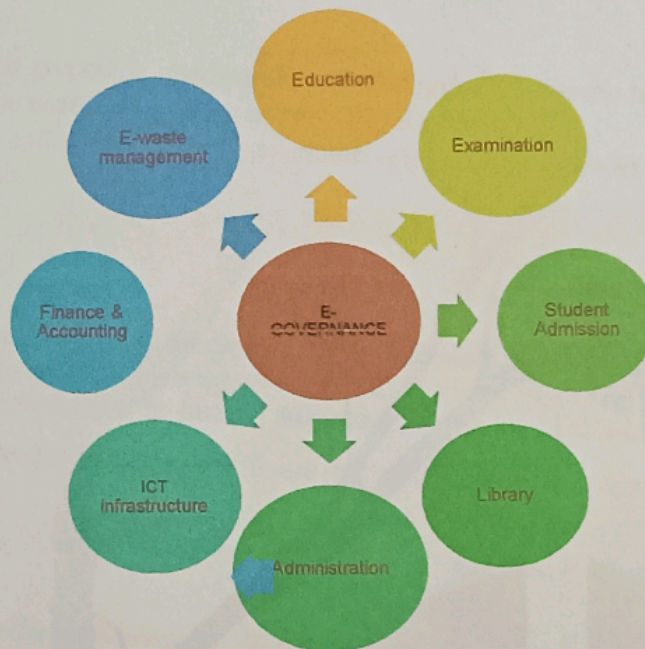
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At Choithram College of Nursing, Indore (Madhya Pradesh) **E-GOVERNANCE** is implemented in Education, Student Admission, Examination, Library, Administration, Finance & Accounting, ICT infrastructure & E-waste management.



Website: The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. 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.

Education-

- To provide hassle free educational experience to the students, college inculcated Online classes in the pandemic era through Zoom platform and assignments submission by e-mails.
- Regular unit test should be taken through google form.
- You-tube, face book networks are regularly being updated with educational content and student activities.





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Admission:

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University.
- The College brings out its Brochure which is displayed on the website and social that has guidelines for the admission process.
- Website to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through official mail only.
- Students are required to submit a separate Online Application Form for taking admission to the college.

Examination:

- The Final examination process is regulated by the University. University has its own portal where students can feel online examination forms and down load admit card.
- In the pandemic era, college has adopted an online system where students can give unit test after completion of each unit.

Administration:

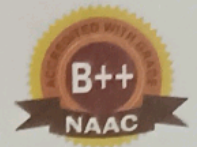
- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office 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.
- Parent hospital is using software Ayush which contains admission discharge,





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Accounts:

- The office continues to maintain its account on Tally.
- Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through tally software.
- 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 updating of the existing software must be done regularly.
- Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

- The College library is equipped with 3 Desktop with Internet facility for students.
- The College continues to maintain its academic excellence through maintaining a well-stocked library.
- The College will add more and more e-learning resources for the benefit of the teachers and the students.
- The College should continue to subscribe to E-journals and E-books regularly.
- Regularly recommendations are taken from the teachers and students while subscribing to the e-resources.
- Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- To encourage original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check.

Alumni:

- In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

E-Waste Management:

- Choithram College of Nursing, ensures that its usage of technology and generation of e-waste does not impact the environment.
- E-waste is managed by the hospital IT department.

