जनता कालेज, बकेवर (इटावा) कैपीटल एकाउन्ट वर्ष 2018-2019 का आय-व्यय विवरण

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(मयंक मिलल) बार्टंड एकाउन्टेंट

(अरविन्द कुमार मिश्र) Sectoral Janta College Fillwar (Etawah)

(डॉ. मलेश प्रसाद यादव) Jenta College

09457019568 (Principal)
 Email-id: principal_jcb@rediffmail.com



जनता कालेज, बकेवर (इटावा) 206124 Janta College, Bakewar (Etawah)

(छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर से सम्बद्ध) (Affiliated to C.S.J.M. University, Kanpur) दिनाँक

Date .

पत्रोक Ref No

E-GOVERNANCE POLICY

Electronic Governance or E-Governance can be defined as the usage of information and communication technology (ICT) by the organization to provide and facilitate required service, exchange of information, communication ,transaction and integration of services thereby creating transparent and paperless system.

Objectives:

- 1. Implementation of E-governance in various functioning of the institution
- 2. Achieving efficiency in the functioning
- 3. Promoting transparency and accountability
- 4. Facilitating online internal and external communication between various entities of the Institution
- 5. To monitor all the activities of the college
- 6. To make campus Wi-Fi enabled

Policy:

- 1. In order to provide simple and efficient system of governance within the institution, it isdecided to adopt and implement e-governance in maximum activities of our functioning.
- 2. The policy is designed and framed to make each and every function transparent and accountable. Website:

In general institute website https://www.jcbakewar.org.in/will act as an information center for all stake holders and it will reflect the activities carried out inside the college. So policy is made to disseminate all the details in website like circulars, all departmental activities, courses offered, important announcements etc.,

Administration:

- The Biometric system will be used for maintaining attendance record of teaching and non-teaching staffs. Finger-print of every staff should be record in the system for recognition during entry and exit time every day. It is useful for attendance management system in the organization to improve the governance.
- CCTV All classrooms, library, office etc. are equipped with CCTV cameras and audio recording which helps the administration to monitor all the discipline issues at the maximum level in administration, classrooms and exams.
- Manay Sampda Portal (ehrms.upsdc.gov.in)- Use of Manay Sampda Portal (ehrms.upsdc.gov.in) for managing/updating records of teaching and non teaching staff as service book, leave details etc.

05680-223558, 09219404185 (Walky)

09457019568 (Principal)

Email-id: principal_jcb@rediffmail.com

जनता कालेज, बकेवर (इटावा) 206124 Janta College, Bakewar (Etawah)

(छत्रपति शाह् जो महाराज विश्वविद्यालय, कानपुर से सम्बद्ध) (Affiliated to C.S.J.M. University, Kanpur)

> दिनाँक Date

Ref No 1

Student Admission and support:

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 CSJM University Kanpur. The College should display guidelines for the admission process on the website .The payment of admission form fees should also be paid online through Net banking/UPI. Faculties should create Whatsapp Groups for student's help to provide the brief notices of any event to be happened in college.

For Examination:

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. CSJM University provide online access for managing Examination process, for this purpose, college performs following activities-

- Online Submission of examination forms
- Print Admit Card, Verification forms of students
- Send online Attendance of students
- Fill online Internal/External Marks of Practical/Theory etc.

Finance and Accounts:

At present the college maintains its accounts manually but in future college will maintain its accounts on Tally.

E-Waste Management:

College ensures that its usage of technology and generation of e-waste does not impact the environment.

> Janta College Bakewar-Etawah

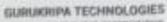
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E-Governance

1- For administration functioning:

- *The Biometric system is used for maintaining attendance record of teaching and non-teaching staffs. Finger-print of every staff is being recorded in the system for recognition during entry and exit time every day.
 - *. The Biometric system was implemented in 2018.
- *Whatsapp Group for teaching and non teaching staff helps to provide the brief notices of any event to be happened in college.
- *All classrooms are equipped with CCTV cameras and audio recording for maintaining discipline in classroom and exams.
- *Use of **Manav Sampda Portal (ehrms.upsdc.gov.in)** for managing/updating records of teaching and non teaching staff as service book, leave details etc.

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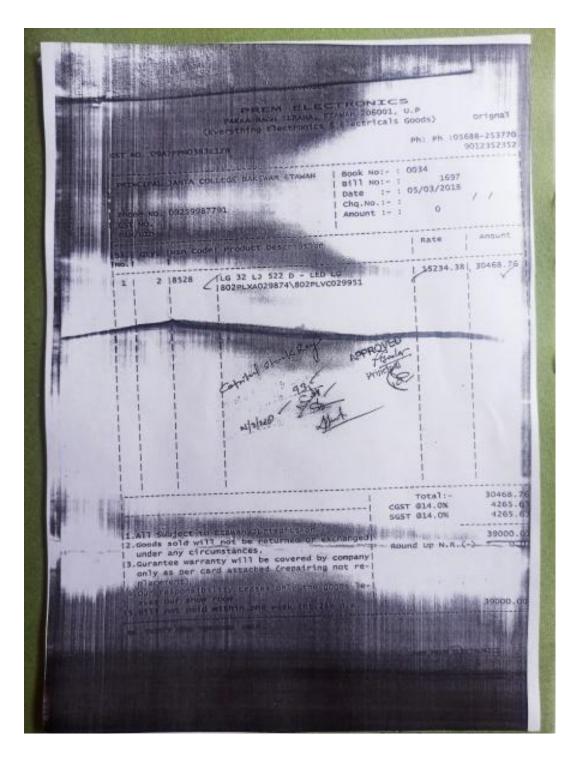
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जनता कालेज, बकेवर (इटावा) २०६१२४

आवश्यक सूचना

समस्त स्थायी प्राध्यापकों एवं शिक्षणेत्तर कर्मचारियों को निम्नवत सूचित किया जाता है-

- प्रत्येक कार्य दिवस में उपस्थित पंजिका के साथ-साथ बायोमैटिक्स मशीन पर अूंगठा अवश्य लगायें।
- किसी भी कर्मचारी के उसके कालेज में उपस्थित होने के निर्धारित समय से प्रत्येक माठ में तीन बार 15 मिनट विलम्ब से आने पर एक आक्रिसक अवकाश दर्ज किया जायेगा।
- 3. इसी प्रकार किसी भी प्राच्यापक के उसके कालेज में उपस्थित होने के निर्धारित समय से प्रत्येक माह में पाँच बार 25 मिनट विलम्ब से आने पर एक आकस्मिक अवकाश दर्ज किया जायेगा।
- 4. यदि किसी प्राच्यापक/शिक्षणेत्तर कर्मचारी का अंगृटा निशान बायोमैट्रिक्स मशीन द्वारा स्वीकार नहीं किया जाता है तो वह प्राध्यापक/कर्मचारी उस दिवस की सूचना 'वायोमैट्रिक्स द्वारा अंगृटा निशान अर्त्वीकार्य करने पर अनुमति रिजस्टर' पर अवश्य अंकित कर दे तथा अधोहस्ताक्षरी/प्राचार्य से उसकी अनुमति ले लें।

जीवत कर द तथा अधाहरताक्षरा/प्राचाय स उसकी अनुमति ले जनगण्डा जना जनगण्डा

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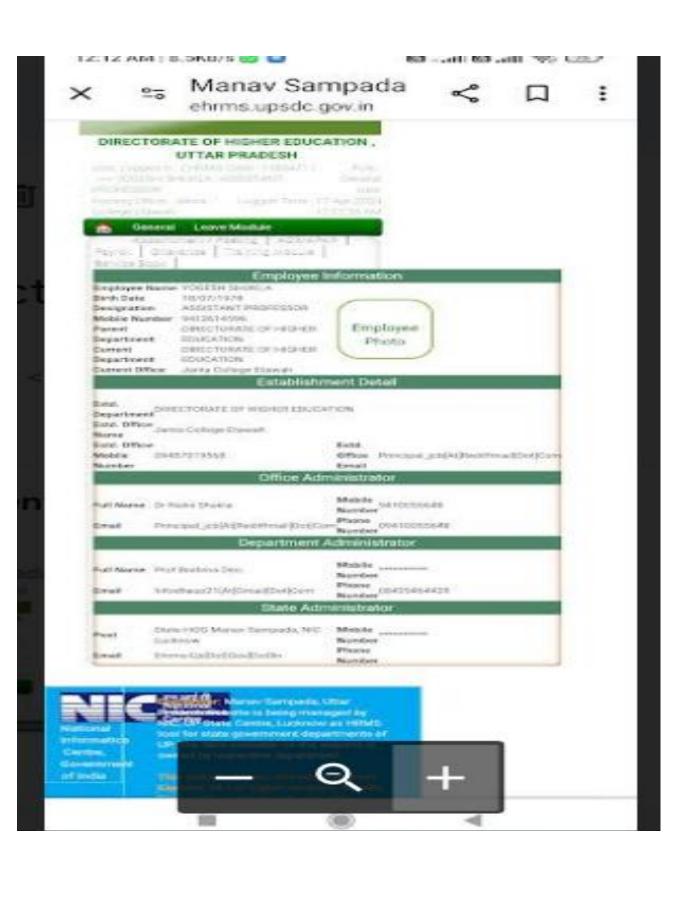
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2- For Student Admission and support:

*College has a dynamic website through which admission, syllabus, Study Materials and other co curricular activities related informations provide to students regularly. https://jcbakewar.org.in/

https://www.jcbakewar.org.in/studyMaterial.php

https://www.jcbakewar.org.in/studyMaterial.php?class=B.Com-

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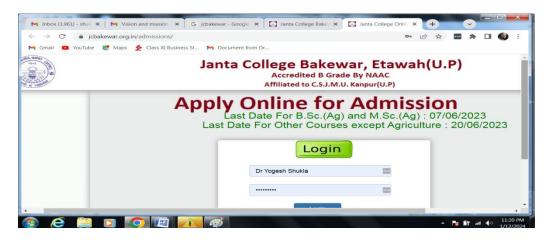


- * College has many ICT enabled classrooms with Smart Boards, Projectors etc.
- -Whatsapp Groups created by faculties for student's help to provide the brief notices of any event to be happened in college.

*Online Admission form filling portal on college website-

The payment of admission form fees can also be paid online through Net banking/UPI.

Link for Online Admission form - https://jcbakewar.org.in/admissions/



3- For Examination:

CSJM University provide online access for managing Examination process, for this, college performs following activities-

- *Online Submission of examination forms
- * Print Admit Card, Verification forms of students
- * Send online Attendance of students
- *Fill online Internal/External Marks of Practical/Theory etc.

