



OFFICE OF THE PRINCIPAL
GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE
(NAAC ACCREDITED : 2.75 CPGA)
www.gzrsc.edu.inemail : contact@gzrsc.edu.in
RamtharVeng, Aizawl. Pin - 796001

E GOVERNANCE POLICY

With the advancement in technology, the college has decided to implement e governance in its various operations to ensure transparency, accountability, efficiency, dissemination and easy access of college related data in various operation of the college. With the adoption of e-governance, time and cost of teaching may reduce tremendously. Faculties can work both at the college and home as information will always be available within hailing distance. The college also resolved to adopt paperless in the college administration by utilizing ICT to a maximum extend. The ICT Committee of the college are given responsibilities to maintain and update the college website.

Area of operation in implementing e-governance in the college:

1. Website

The website is the information backbone of the institution where all the activities and information about the college, departments etc are displayed. Important notice and activities of the collegeshould be flashes in the website. The ICT committee will be responsible to update the website regularly.

2. Library

Library is equipped with computers, scanner, CCTV and active internet connection. Library software "SOUL 2" was installed from 2012. The library faculty is responsible in registering all the books available in the library. Issue and return should be monitored using this software. The librarian is encouraged to subscribe more e-journals and e-books for the year to come. The students are also encouraged to use the network resource centre of the library to access e-books and e-journals.

3. E- Learning

The college gradually migrate from the chalk and duster days of teaching to the new e-learning technology. Classrooms are equipped with projectors and most of the teachers use powerpoint presentation and audio/video tutorial in teaching. Several trainings have been organised for the teachers so as to utilize ICT based in teaching. All the teaching faculty must be able to take classes online by using google meet, zoom, webexetc and set up e-classroom or virtual classroom such as moodle and google classroom.

4. Student admission

Since 2018, the student can apply for admission online and after clearing the selection process, payment can be made online. IMADE services provide the payment gateway for

free which is integrated in our college website. This will help in transparency in transaction and reduce the administrative work.

5. Examination

For the external university examination, it is mandatory to upload all the information online. The college use the university portal to enter all examination related information. Internal marks are entered online. Hall ticket/Admit card are also downloaded online. The student can also pay examination fee online. All the examination process is monitored by the examination committee under the guidance of the principal. They must ensure confidentiality in the student marks. Internal marks and attendance are to be submitted by email or whatapp to the exam secretary.

6. Administration

The administrative office is also equipped with computers, scanner/printer and internet facilities. Most of the administrative work are done using computer. Most of the service related forms for facilities will be available in soft copy.

7. Management Information System

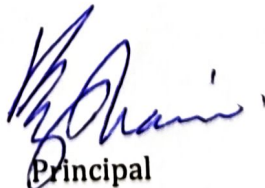
MIS software for the college was developed by HL Solutions. Enrolment of the student, internal marks and attendance can be entered into the MIS which will provide easy access of information of all the students of the college. All departments should enter their internal exam marks, and student attendance by using the college MIS and this information will be made available only within the institution.

8. Alumni

Inorder to interact closely with the alumni, there is an alumni page in the website. This alumni page is taken care by one of our alumni member. In this page, individual alumni can register themselves and a list of alumni are displayed in the page alongwith their pictures and present designation/status. They can also post alumni activities. There is an alumni feedback page where alumni can post theirfeedback on the college and its activities.

9. Teaching Management

Individual teachers must submit monthly teaching report to the email of their respective head of department and principal. Each department must submit half yearly Departmental Report to IQAC via email (departmentalreports@gzrsc.edu.in). Sub Committee secretary must also submit half yearly report to the IQAC via email (committeereports@gzrsc.edu.in). Mentors should submit their mentoring report to the IQAC via email (mentoring@gzrsc.edu.in). Any other information and activities report can be submitted to the IQAC via email (iqac@gzrsc.edu.in). The IQAC will compile and analyse thereports. They will be responsible for storing the information for easy access whenever necessary.



Principal

Govt. Zirtiri Residential Science College
Mizoram : Aizawl.