E- GOVERNANCE

POLICY DOCUMENT

2023-24

JWALA DEVI VIDYA MANDIR PG COLLEGE, KANPUR

FOREWORD

With immense pride, I present this comprehensive e-governance policy. This policy signifies a paradigm shift towards leveraging information and communication technology (ICT) to streamline administrative processes, promote transparency, and increase accessibility for all members of the college community.

The Policy is recognized as "The E-Governance Policy of the J.D.V.M. PG College, Kanpur, and This policy outlines a strategic roadmap for integrating technology into various facets of college operations, from admissions and academics to financial management and communication. We envision a future where online platforms streamline processes, information is readily accessible, and communication channels are open and transparent. This policy is committed to ensuring that everyone, regardless of location or ability, can benefit from e-governance initiatives. Accessible online platforms, diverse content formats, and support services for Persons with Disabilities (PWDs) are integral aspects of our plan for inclusive digital access. Benchmarking efficiency, transparency, accountability, and convenience for all the stakeholders is the core idea behind the implementation of this policy and it is a step further towards the promotion and implementation of e-Governance in the Institution.

However, successful e-governance requires more than just technology. It requires a shift in mind set and a commitment from the entire college community. The successful implementation of this policy relies on the collective effort of our entire college community We are committed to providing faculty, staff, and students with the necessary training and support to utilize these e-governance tools effectively.

This policy also emphasizes inclusivity. We understand that not everyone has equal access to technology or possesses the same level of digital literacy. We are dedicated to ensuring our e-governance initiatives are accessible to all, including students with disabilities. The College Management is committed to providing the necessary resources and support, while faculty, staff, and students are encouraged to actively participate and embrace the transformative power of e-governance.

This policy is not a stagnant document. We will continuously review and update it to ensure its continued effectiveness in a dynamic technological landscape. By embracing e-governance, J.D.V.M. PG College, Kanpur, aspires to become a leader in technology-driven education, fostering a vibrant learning environment that empowers all its members.

PRINCIPAL
J. D.V. M. PG College

Declaration

We, the **Board of Management of J.D.V.M. PG College**, Kanpur, hereby declare our unwavering commitment to implementing and upholding the principles of e-governance within the College.

This e-governance policy serves as a comprehensive roadmap for leveraging information and communication technology (ICT) to enhance administrative efficiency, promote transparency and accountability, and ensure accessibility of services and information for all stakeholders.

We recognize the transformative potential of e-governance in creating a dynamic and efficient learning environment.

Through the implementation of this policy, we pledge to:

- **Develop and maintain robust e-governance platforms** that will streamline administrative processes such as admissions, financial management, academic records, and Grievance Redressal.
- **Invest in ICT infrastructure and capacity building** to ensure seamless operation of e-governance systems and equip faculty, staff, and students with the necessary digital skills.
- **Uphold the highest standards of data security and privacy** to protect all sensitive information collected and stored electronically.
- **Promote a culture of transparency and accountability** by making information readily available online and fostering open communication channels.
- **Continuously review and update the e-governance policy** to adapt to technological advancements and evolving needs of the College community.
- **Ensure inclusivity** by providing accessible e-governance platforms and services that cater to the diverse needs of all students, including Persons with Disabilities (PWDs).

We believe that e-governance is a cornerstone of a progressive and efficient educational institution. We are committed to its successful implementation and its contribution to a more enriching learning experience for all at J.D.V.M. PG College, Kanpur.

Date:

Governing Body Members-

Mr. Himanshu Pradhan   **Dr. Geeta Asthana**
Secretary, Board of Management   **Principal**

E-Governance Policy

Preamble

In the pursuit of excellence and continuous improvement, **J. D.V. M. PG College** recognizes the transformative potential of Information and Communication Technology (ICT) in education. This policy serves as a formal declaration of the College's commitment to implementing a comprehensive e-governance framework.

This policy outlines a comprehensive framework for integrating technology across various college operations. By adopting e-governance principles, the College aspires to foster a more transparent, efficient, and inclusive learning environment for all stakeholders.

Policy

a. We have decided to embrace and implement e-governance in all major aspects of our operating in order to establish a more straightforward and effective system of governance within the institution.

b. In several areas of operation, such as the library, accounts, etc., the institution has already begun using e-governance. However, we have now decided to integrate e-governance in a number of additional sectors

Vision & Mission of E-Governance Policy

Vision:
To create a seamless, integrated, and technology-driven learning ecosystem at **J. D.V. M. PG College,** that fosters transparency, accessibility, and efficiency for all stakeholders.

Mission:

1. **Enhance Transparency and Accountability:** Promote open communication, data accessibility, and clear decision-making processes through e-governance initiatives.
2. **Empower Stakeholders:** Equip students, faculty, staff, and alumni with user-friendly online platforms to access information, avail services, and actively participate in the college community.
3. **Streamline Administrative Processes:** Automate and digitalize administrative tasks to improve efficiency, reduce turnaround times, and minimize paper usage.
4. **Facilitate Informed Decision-Making:** Leverage data analytics to collect, analyze, and utilize data for informed decision-making on various aspects of college operations.
5. **Foster Inclusivity and Accessibility:** Develop e-governance platforms that adhere to accessibility standards, ensuring everyone, including Persons with Disabilities (PWDs), can fully participate in the digital learning environment.
6. **Embrace Continuous Improvement:** Regularly review and update the e-governance policy to adapt to technological advancements and evolving needs of the college community.

By achieving this vision and mission, **J. D.V. M. PG College**'s e-governance policy aims to establish a robust and sustainable digital infrastructure that empowers everyone to thrive in a dynamic and technology-driven learning environment.

Goals :-

1. Improve internal processes of Governance
2. Provide better information to all who need them
3. Efficient service delivery
4. Increased transparency
5. Reinforce credibility and accountability
6. Promote stakeholders' participation and consultation

Scope of E-Governance-

The e-governance policy encompasses the following areas:

1. **Admissions and Enrolment:** Online application portals, fee payment gateways, document verification systems, and student information management systems will be implemented for efficient admissions and enrolment processes.
2. **Academic Management:** E-learning platforms, online course materials, automated attendance systems, online assignments and assessments, and student performance tracking systems will support effective academic delivery.
3. **Financial Management:** Online fee payment options, e-receipts, online budget tracking systems, and automated financial reporting tools will enhance financial transparency and streamlined management.
4. **Library Management:** Online library catalogues, e-resources subscriptions, digital document repositories, and online renewal systems will improve library utilization and accessibility.
5. **Grievance Redressal:** Online complaint filing systems and grievance tracking mechanisms will facilitate a transparent and efficient grievance redressal process.
6. **Communication and Information Sharing:** The College website will be the central hub for official announcements, news updates, faculty profiles, course schedules, downloadable forms, and other relevant information.
7. **Human Resource Management:** Online employee profiles, leave management systems, payroll processing systems, and online training modules will improve HR management efficiency.
8. **Alumni Relations:** Online alumni portals, e-newsletters, and online forums will facilitate communication and engagement with alumni.

Implementation Strategies-

1. **Infrastructure Development:** The College will invest in upgrading its ICT infrastructure, including hardware, software, and network connectivity, to ensure smooth e-governance implementation.
2. **Capacity Building:** Faculty, staff, and students will receive training on using e-governance tools and platforms to enhance their digital literacy.

3. **Data Security and Privacy:** Robust data security measures will be implemented to protect all sensitive data collected and stored electronically. This includes regular data backups, access controls, and user awareness programs on data security practices.

4. **Content Management:** A dedicated team will be responsible for creating and maintaining accurate and updated content on the College website and other online platforms.

5. **E-governance Committee:** An E-governance Committee will be established to oversee the implementation of this policy, monitor progress, and recommend further improvements.

Roles and Responsibilities -

1. **College Management:** The College management will provide the necessary resources, infrastructure, and support for successful e-governance implementation.

2. **Information Technology Department:** The IT Cell will be responsible for maintaining the College's ICT infrastructure, providing technical support to users, and ensuring data security.

3. **Faculty and Staff:** Faculty and staff will be responsible for using e-governance tools effectively in their respective roles and promoting their use among students.

4. **Students:** Students are encouraged to actively use the e-governance platforms for accessing information, enrolling in courses, submitting assignments, and utilizing various online resources for their academic pursuits.

Sustainability-

This e-governance policy will be reviewed and updated periodically to keep pace with technological advancements and changing needs of the College community. Continuous improvement measures will be implemented to ensure the effectiveness and efficiency of e-governance initiatives.

Grievance Redressal for E-Governance Issues-

In case of any technical issues or concerns regarding e-governance platforms or services, students, faculty, and staff can report them to the IT department or the E-governance Committee.

E-governance Initiatives for Persons with Disabilities (PWDs)

J. D.V. M. PG College's e-governance policy recognizes the importance of inclusivity and accessibility for all students, including Persons with Disabilities (PWDs). This section outlines specific initiatives aimed at ensuring PWDs can fully participate and benefit from the College's e-governance platforms and services.

Compliance with Accessibility Standards

i. The College will strive to adhere to international accessibility standards, such as the Web Content Accessibility Guidelines (WCAG) 2.1, when developing and maintaining its e-governance platforms.

ii. This includes ensuring features like screen reader compatibility, keyboard navigation, alternative text descriptions for images, and adjustable font sizes.

Accessible Content Formats

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    i. The College will provide information and resources in multiple formats to cater to diverse needs. This may include:

      a) Text documents in HTML and accessible PDF formats.
      b) Audio recordings of important announcements and documents.
      c) Educational videos with closed captions and transcripts.

Assistive Technologies

- The College website and online platforms will be compatible with commonly used assistive technologies such as screen readers, text-to-speech software, and screen magnification tools.

Support Services

1. The College will offer training sessions and workshops for PWDs to develop their digital literacy and skills in utilizing e-governance services.
2. Accessible IT support services will be available to assist PWDs with any technical challenges they encounter while using online platforms.

Feedback and Improvement

1. The College will provide accessible feedback mechanisms for PWDs to share their experiences with e-governance services and suggest improvements.
2. This feedback will be actively considered for continuous improvement and ensuring all platforms are truly inclusive.

Additional Considerations

1. Collaboration with PWD Organizations: The College can partner with local organizations representing PWDs to gain their valuable insights and suggestions for enhancing accessibility.
2. Mobile App Accessibility: If the College develops a mobile app for e-governance services, it will be designed with accessibility features in mind.

J. D.V. M. PG College's, e-governance policy represents its commitment to leveraging technology for creating a more efficient, transparent, and accessible learning environment for all stakeholders. Through the successful implementation of this policy, the College strives to create a dynamic and technology-driven learning ecosystem that caters to the 21st-century student needs. The Institution is committed to creating a digital environment that is accessible and user-friendly for everyone, including PWDs. By implementing these initiatives, the College aims to empower PWDs to actively participate in the academic community and fully benefit from the advantages of e-governance.

Organogram and Functional Arrangement

E- Governance would be placed under Principal of the Institution who in turn may form committees and nominate officials to such committees so as to ensure smooth and orderly implementation and maintenance of E- Governance in the Institution -
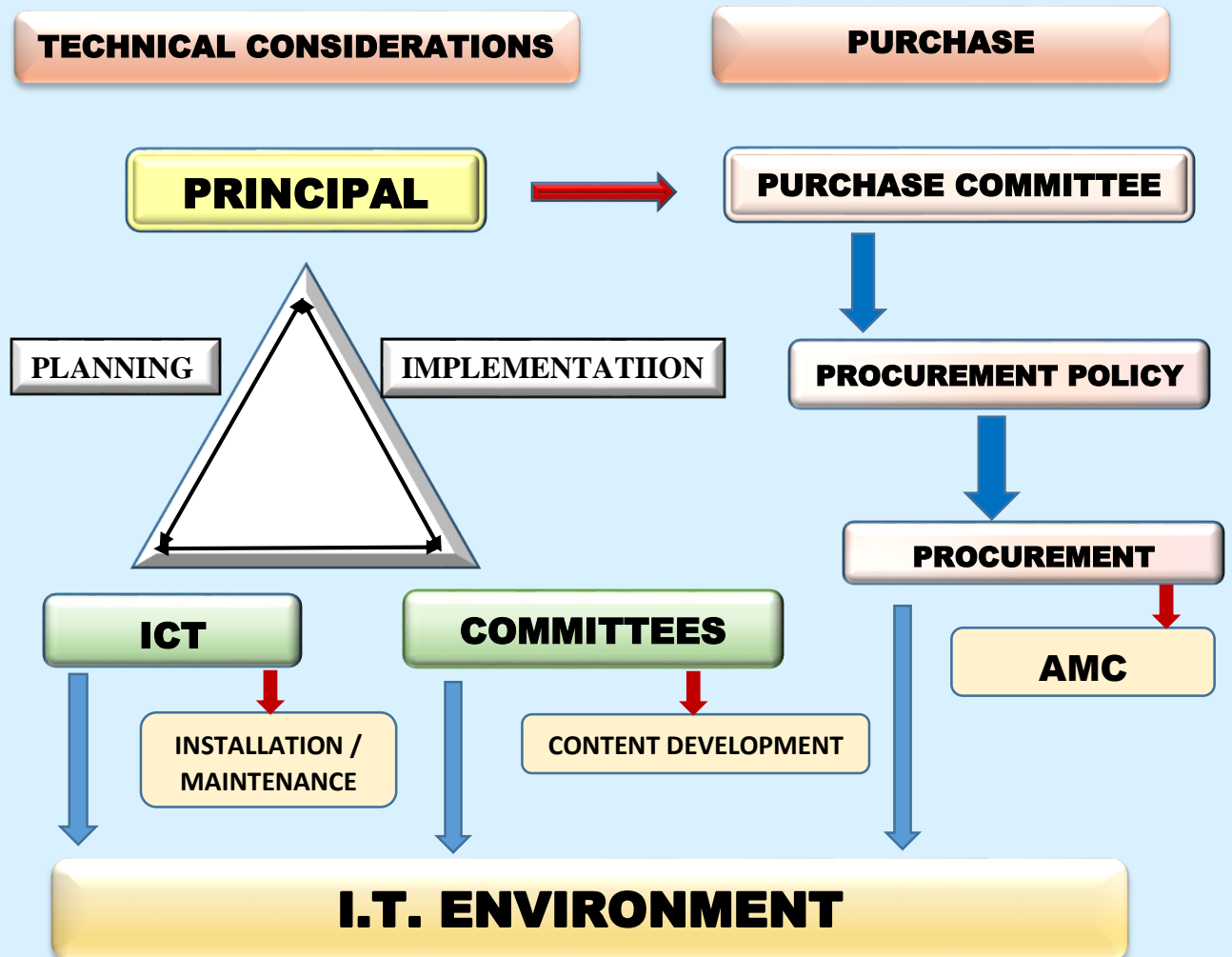
Elements of Policy:

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at the College are enumerated below:

➢ **E- Governance in Administration**:

1. All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
2. Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment etc.
3. All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.

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4. CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
5. The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and nonteaching staff and to the public, in general.
6. The website shall be periodically reviewed by the ICT enabling unit of the college.
7. In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
8. The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
9. The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
10. The college shall also subscribe to online platforms to support online teaching learning process, trainings, lectures, webinars and other official interactions etc.

> ## E-Governance in Finance and Accounts:
> 1. The accounts section shall operate and manage their entire accounting operations on ERP software including pension and payroll related processing.
> 2. The college shall perform all the financial transactions through the Public Financial Management System (PFMS) in line with the extant guidelines by the Government of India.
> 3. The college shall perform all TDS related functions on "web e-TDS".
> 4. The college shall perform all purchase related functions of obtaining Quotations etc. through-process (online) for procurement of all goods and services to enhance transparency and efficiency in public procurement.
> 5. All financial transactions and tendering processes shall use digital signatures for enhancing efficiency in processing.
> 6. The college shall develop a customized portal to enable students to pay their annual fee, examination fee etc. through online mode.

- ## E- Governance in Student Admission and Support:
    1. The college shall adopt online mode of admission process.
    2. The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.

- ## E- Governance in Examination:

    1. The aim is that all departments are in a position to enter the marks through Examination software. It allows the office of Controller of Examination to do the below operations.

    2. The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc. along with-

        i. Student Data Capturing Process
        ii. Course Allotment
        iii. Subject Entry
        iv. Application Generation and Printing
        v. Internal and External Mark Entries

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Work plan and Governance framework: -

 Various sub-committees may be formed as deemed necessary to look different aspects of E-Governance implementation and maintenance. A detailed work plan shall be prepared by an empowered committee taking all the factors mentioned above to formulate and implement E Governance in the Academy. These include:

Table 1: Work Plan for E-Governance Implementation

Area	Initiatives	Timeline	Responsibilities	Deliverables
Infrastructure Development	Upgrade network connectivity	Year 1	IT Cell, College Management	Upgraded network infrastructure
	Procure new hardware and software	Year 1	IT Cell, College Management	New hardware and software procured
	Establish data security measures	Ongoing	IT Cell	Data security policies implemented
Capacity Building	Conduct training sessions for faculty on e-governance tools	Year 1	IT Cell, Faculty Development Cell	Trained faculty members
	Develop training modules for students and staff on e-governance platforms	Year 1	IT Cell	Training modules developed
	Conduct workshops on digital literacy	Ongoing	IT Cell	Improved digital literacy among stakeholders
E-governance Initiatives	Implement online application portal for admissions	Year 1	IT Cell, Admissions Office	Online application portal launched
	Develop online fee payment gateway	Year 1	IT Cell, Finance Department	Online fee payment gateway operational
	Implement student information management system	Year 2	IT Cell, Academic Department	Student information management system operational
	Launch online learning platform (LMS)	Year 3	IT Cell, Faculty	Online learning platform launched
	Develop e-library resources	Ongoing	Library, IT Cell	Increased online library resources
	Implement online grievance redressal system	Year 2	Grievance Redressal Cell, IT Cell	Online grievance redressal system operational
	Enhance college website with interactive features	Ongoing	IT Cell, Public Relations Department	Updated and interactive college website
	Create an online alumni portal	Year 2	IT Cell, Alumni Cell	Online alumni portal launched
Monitoring and Evaluation	Regularly monitor performance of e-governance platforms	Year 2	E-governance Committee	Performance reports and recommendations
	Conduct user satisfaction surveys	Bi-Annually	E-governance Committee	User feedback reports
	Review and update the e-governance policy	As needed	E-governance Committee	Updated e-governance policy

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Table 2: E-Governance Policy Governance Framework

Component	Description	Responsibilities
College Management	Provides overall leadership, direction, and resources for e-governance implementation.	- Approves the e-governance policy and budget. - Appoints an E-governance Committee.
E-governance Committee	Oversees the implementation of the e-governance policy, monitors progress, and makes recommendations for improvement.	- Develops work plans and timelines for e-governance initiatives. - Coordinates with various departments to implement e-governance initiatives. - Tracks progress and identifies challenges. - Recommends policy updates and improvements.
IT Department	Responsible for technical infrastructure, software development, data security, and user support.	- Manages and maintains the college's ICT infrastructure. - Develops and implements e-governance platforms and applications. - Ensures data security and privacy. - Provides technical support to users.
Departments (Admissions, Finance, Academics, etc.)	Collaborate with the IT department to implement e-governance initiatives within their respective areas.	- Provide training to faculty, staff, and students on relevant e-governance platforms. - Utilize e-governance tools to streamline departmental processes. - Contribute to the E-governance Committee's work and provide feedback.
Faculty, Staff, and Students	Actively participate in e-governance initiatives by using online platforms and providing feedback.	- Utilize e-governance tools for admissions, registration, fee payments, accessing learning materials, grievance redressal, etc. - Participate in e-governance training sessions and workshops. - Provide feedback on e-governance platforms and suggest improvements.

Procurement Policy: -

- All activities concerning procurement of software and hardware should be governed by the Institutional Procurement Policy. However, in the procurement process adequate representation of IT experts should be ensured.
- The body entrusted with procurement should factor in the cost vis-à-vis obsolescence of a hardware /software. Software and hardware with likely short shelf life should not be procured unless there is an overriding need. A sanction from a body constituted to evaluate such need has to be obtained in support of such a need.
- Original software and hardware are to be procured and used.
- Indigenously developed software can be adopted provided the same is compatible to the prevailing software and hardware environment.
- AMC is to be entered into as deemed necessary by a duly constituted board constituted by the Academy.
- Bulk purchase may be resorted to whenever the volume of purchase is high so as to exercise economy.

PROCUREMENT POLICY

Procurement Policy for JDVM PG College under E-Governance

Introduction

JDVM PG College, dedicated to academic excellence and community engagement, prioritizes responsible and transparent procurement practices. This policy outlines the principles and procedures governing our procurement activities, emphasizing the support of local vendors through online portal. While ensuring best value for money and adherence to ethical standards, this policy aims to foster economic development within the local community.

Vision and Objectives

JDVM PG College aspires to be a leader in e-governance practices within the educational sector. Our e-procurement policy aims to achieve the following key objectives:

- **Transparency and Fairness:** Foster a procurement environment free from bias and favouritism, ensuring all qualified vendors have a fair opportunity to compete.
- **Value for Money:** Optimize resource allocation by maximizing competition and securing the best possible value for every purchase.
- **Efficiency and Speed:** Reduce administrative burdens by streamlining the procurement process through electronic workflows and minimize procurement cycle times.
- **Accountability and Auditability:** Maintain comprehensive electronic records of all procurement activities to ensure accountability and facilitate efficient auditing processes.
- **Compliance with Regulations:** Adhere to relevant national and state procurement regulations, including utilization of mandated e-procurement platforms.

Applicability

This policy applies to all faculty, staff, and departments within JDVM PG College engaged in procurement activities. It defines the expectations and procedures for acquiring goods, services, and works necessary to support the college's academic and operational functions.

Scope

This policy applies to the procurement of all goods and services by the college, including:

- Office supplies and equipment
- Educational materials and resources
- Laboratory equipment and consumables
- Maintenance and repairs
- IT equipment and software
- Services such as catering, security, and cleaning

Procurement Principles - Our procurement activities are guided by the following core principles:

- **Fairness and Openness:** Qualified local vendors will be given a fair and equal opportunity to compete for contracts. Open and transparent communication will be maintained throughout the procurement process.
- **Supporting Local Economy:** Priority will be given to local vendors. This fosters economic development within the community by creating jobs, promoting local businesses, and contributing to the overall economic vitality of the region. By supporting local vendors, the college also contributes to a more sustainable supply chain with reduced transportation footprints.
- **Value for Money:** We remain committed to achieving the best possible value for money expended. This entails considering not only the initial purchase price but also factors like quality, performance, lifecycle costs, after-sales service, and warranty terms.
- **Transparency:** The procurement process will be conducted in a transparent and accountable manner. Clear documentation will be maintained for all steps, and decision-making procedures will be well-defined to ensure fairness and prevent any potential misuse of funds.
- **Ethical Conduct:** All procurement activities will be conducted with integrity and in accordance with the highest ethical standards. This includes avoiding conflicts of interest, ensuring fair competition, and prohibiting any form of bribery or corruption.

Procurement Procedures -

The specific procurement procedure will depend on the value and complexity of the goods or services being procured. However, the following general steps will be followed:

Needs Identification & Requisition:

- Departments initiating a procurement process will submit a requisition form electronically through a dedicated portal or system.
- The requisition form must clearly outline the specific need, including detailed product/service/work specifications and justification for the procurement.
- The requisition form will also specify the estimated value of the procurement to facilitate the selection of the appropriate e-procurement method.

Budget Allocation & Approval:

- The Finance Department will review all submitted requisitions and verify the availability of funds within the relevant budget heads.
- Only requisitions supported by adequate budget allocation will be approved for further processing.
- Budgetary constraints may necessitate alternative solutions, such as exploring substitutes or delaying non-essential purchases.

Market Research

- Market research will be conducted to identify potential local vendors who meet the established criteria. This may involve utilizing local business directories, attending trade shows, and contacting chambers of commerce.

E-Procurement Method Selection:

- Based on the estimated value and complexity of the procurement, the most appropriate e-procurement method will be chosen.
- **GeM:** If the requirement aligns with the product/service categories offered on GeM and the estimated value falls within the platform's limits, it will be the preferred method.
- **Tender Management System (TMS):** For larger or complex purchases exceeding GeM limitations, a dedicated TMS will be employed to manage the tendering process electronically.
- **E-Procurement Portals of Other Institutions:** Collaboration with other institutions' portals may be considered for specific niche requirements or to access a wider pool of qualified vendors.

Alternative Method of Selection -

The most appropriate procurement method will be chosen based on the value and complexity of the requirement. Here are the options:

- **Local Quotation Process:** This method is suitable for low to medium-value purchases. Written quotations will be obtained from a limited number of shortlisted local suppliers who meet the defined criteria. Shortlisting will be based on factors like previous performance with the college, reputation within the community, and the ability to deliver the required quality at a competitive price.
- **Public Notice with Local Preference:** This method is appropriate for medium-value purchases. A public notice will be issued through local media outlets or college websites encouraging local vendors to apply. The notice will clearly outline the required specifications, delivery timelines, and evaluation criteria. While prioritizing local businesses, this method ensures fairness by evaluating all applications based on pre-defined criteria. However, the evaluation will give local vendors a slight advantage within a reasonable value range. This provides a financial incentive for local businesses to compete while achieving the best possible value for the college.
- **Direct Purchase from Local Vendor:** For low-value or routine purchases, a direct purchase may be made from a pre-approved local vendor with a proven track record of quality, reliability, and competitive pricing. Preference will be given to vendors with relevant certifications or licenses as applicable. Vendors can be pre-approved based on past performance, adherence to quality standards, and competitive pricing. However, periodic reviews will be conducted to ensure continued compliance with established criteria.

Evaluation and Selection

Proposals or quotations will be evaluated based on pre-defined criteria. These criteria may include:

- **Price:** Competitive pricing with a focus on value for money.
- **Quality:** Ability to deliver goods or services that meet or exceed the specified quality standards.
- **Technical Specifications:** Meeting all technical specifications outlined in the request for quotation or public notice.
- **Delivery Time:** Ability to deliver the goods or services within the stipulated timeframe.
- **Supplier Experience:** Previous performance with the college.

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- **Local Business Status:** Priority points will be awarded to local vendors within a reasonable value range, as outlined in the chosen procurement method. This incentivizes local participation while ensuring best value.

Contract Negotiation

Negotiations will be conducted with the selected local vendor to finalize the terms and conditions of the contract. This may involve discussions on pricing, delivery timelines, payment terms, warranties, and service level agreements (SLAs) for services. Negotiations will be documented, and a final agreement will be signed by both parties.

Purchase Order Issuance -

Upon successful contract negotiation, a formal purchase order will be issued to the selected vendor. The purchase order will clearly outline the agreed-upon terms and conditions, including specifications, quantities, pricing, delivery timelines, and payment terms.

Goods or Services Delivery and Inspection -

The vendor will deliver the goods or services as per the agreed-upon timeframe and specifications. Upon delivery, a designated college representative will inspect the goods or services to ensure they meet the established quality standards outlined in the contract.

Invoice Processing and Payment -

Once the goods or services are verified as compliant, the vendor's invoice will be processed for payment. Payments will be made in accordance with the agreed-upon terms outlined in the purchase order.

Post-Purchase Review

The Purchase Committee will conduct a post-purchase review to evaluate the vendor's performance and adherence to the contract terms. This feedback will be used for future procurement decisions and to maintain a list of reliable local vendors.

The Purchase Committee will-
- Review all proposals or quotations based on the pre-defined criteria.
- Scores will be assigned for each criterion, and a final weighted score will be calculated for each vendor.
- The vendor with the highest overall score, considering both value for money and local business status, will be selected for further negotiations.

Purchase Committee

A designated evaluation committee, known as the **Purchase Committee**, will be established to ensure fair and objective assessment of proposals or quotations. The Purchase Committee plays a crucial role in ensuring fair and transparent procurement practices that prioritize local vendors while maintaining best value for the college. Here are the key aspects of the Purchase Committee:

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- **Composition:** The committee will comprise representatives from various departments, including finance, academics, and administration. Ideally, a minimum of three members would be involved to ensure diverse perspectives and prevent potential collusion.
- **Selection:** Committee members will be selected based on their expertise, experience, and commitment to ethical procurement practices.
- **Responsibilities:** The Purchase Committee's responsibilities include:
    o Reviewing and approving procurement methods based on the value and complexity of the requirement.
    o Shortlisting qualified local vendors based on pre-defined criteria.
    o Evaluating proposals or quotations based on fair and objective criteria.
    o Conducting contract negotiations with the selected vendor.
    o Reviewing and approving the final contract terms.
    o Conducting post-purchase reviews to evaluate vendor performance.

Conflict of Interest

Employees involved in the procurement process, including the Purchase Committee members, must declare any potential conflicts of interest. This includes situations where a family member or close associate has a financial interest in a vendor bidding for a contract. Any employee with a conflict of interest will be recused from any decision-making related to that particular procurement activity.

Recordkeeping

All procurement records will be maintained for a specified period, as per institutional regulations. These records will document the justification for the purchase, the procurement process followed, the evaluations conducted, the reasons for selecting the chosen vendor, and the prioritization of local businesses. The records will also include copies of purchase orders, contracts, and invoices.

Payment and Delivery:

- Payments for procured goods, services, or works will be processed electronically through the college's financial management system.
- Payments will be contingent upon successful delivery and acceptance of goods/services/works by the designated college department.

Recordkeeping:

- All electronic records related to the e-procurement process will be archived securely within the college's designated data management system.
- These records will include:
    o Requisition forms
    o Budgetary approvals
    o E-procurement platform records (e.g., bid documents, vendor responses)
    o Evaluation reports
    o Contract documents
    o Payment records
- Maintaining a comprehensive electronic recordkeeping system is crucial for ensuring transparency, accountability, and facilitating efficient auditing processes.

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Roles and Responsibilities:

- **Departments:** Identifying procurement needs and submitting electronic requisitions with detailed specifications and justifications.
- **Finance Department:** Reviewing requisitions for budget allocation and ensuring sufficient funds are available.
- **Procurement Committee:** Overseeing the e-procurement process, evaluating bids/proposals, and recommending award decisions.
- **IT Department:** Providing technical support for e-procurement platforms and maintaining system integrity.
- **Internal Audit:** Conducting periodic reviews of the e-procurement process to ensure compliance with policy guidelines and regulations.

Amendments

This policy will be reviewed and amended periodically to adapt to evolving technology advancements, changes in legal requirements, and best practices in e-procurement. The college will actively monitor national and state e-governance initiatives and incorporate relevant updates into this policy document

Integrating Sustainability, Social Responsibility, and Grievance Redressal

Sustainability:
Promoting Sustainable Practices:

JDVM PG College is committed to fostering sustainable procurement practices that minimize environmental impact. Therefore, during the evaluation process, the college will give preference to vendors who demonstrate a commitment to sustainability in the following ways:

- **Use of recycled or recyclable materials:** The college will encourage vendors to provide products made with recycled content or that are themselves recyclable at the end of their lifespan.
- **Energy-efficient products:** For the procurement of electronic equipment or appliances, the college will prioritize vendors offering energy-efficient models.
- **Sustainable packaging:** The college will favor vendors who utilize minimal or environmentally friendly packaging materials.
- **Sustainable production processes:** When feasible, the college may consider factors like responsible waste management and energy-efficient production practices employed by vendors.

Social Responsibility:

Encouraging Ethical Sourcing:

JDVM PG College is committed to upholding ethical standards in its procurement practices. The college will encourage vendors to demonstrate their commitment to social responsibility by:

- **Fair labour practices:** Vendors should adhere to fair labour standards, including fair wages, safe working conditions, and non-discrimination in the workplace.

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- **Ethical sourcing of materials:** The College will encourage vendors to only source materials from suppliers who practice ethical sourcing, avoiding conflict minerals or materials obtained through exploitative labor practices.
- **Commitment to diversity and inclusion:** The College may consider giving preference to vendors who demonstrate a commitment to diversity and inclusion within their workforce.

Grievance Redressal Mechanism:

Grievance Redressal for Vendors:

JDVM PG College is committed to maintaining a fair and transparent e-procurement process. A grievance redressal mechanism is established to address any concerns raised by vendors regarding the procurement process. Vendors can submit grievances electronically through a dedicated portal or via email to a designated grievance officer.

The grievance officer will investigate the complaint and provide a written response within a specified timeframe. If the vendor is not satisfied with the initial response, they can escalate the grievance to a designated Grievance Redressal Committee (GRC) comprising representatives from the Procurement Committee and the college administration.

The GRC will review the case and provide a final decision. All decisions related to grievances will be communicated electronically to the vendor.

Review and Amendment

This policy will be reviewed and updated periodically to ensure its effectiveness and compliance with any changes in legal or regulatory requirements. Additionally, feedback from stakeholders, including faculty, staff, and local vendors, will be considered during review processes to continuously improve the procurement practices.

Conclusion

This Procurement Policy demonstrates JDVM PG College's commitment to responsible and ethical procurement practices that support the local economy while ensuring best value. By adhering to these principles and procedures, we aim to create a win-win situation for the college, local businesses, and the wider community. Students benefit from a strong local economy that fosters job creation and innovation. Local businesses gain increased opportunities and contribute to the college's success. Ultimately, this policy strengthens the college's social responsibility and its positive impact on the surrounding community.

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