

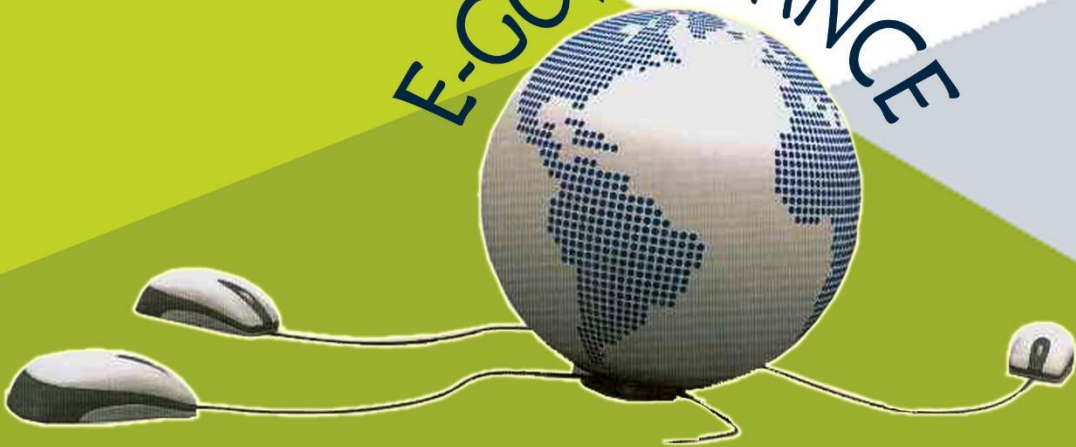


BELDA COLLEGE

POLICY DOCUMENT

on

E-GOVERNANCE



Published By
Internal Quality Assurance Cell
Belda College

E-governance is the use of Information and Communication Technology (ICT) in administrative functions for increasing efficiency, effectiveness, convenience, and cost effectiveness. Belda College e -governance visualizes with the sole vision of enhancing the system of governance for development of the institute by influencing new and cutting-edge technologies. The broad areas of e-governance are in the area of examinations, admissions, day to day operations of departments, academics and stakeholders inclusion in a staged manner. It aims at planning and facilitating any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute.

Vision:

To enhance the system of governance for the overall development of the institute by leveraging technologies.

Mission:

Deploy new solutions and ideas in various departments of the Institute for seamless data access enabling better decision making.

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide a simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.
- Making the institution visible globally
- Facilitating online internal and external communication between various entities of the institution

Policy:

1. In order to provide a simpler and efficient system of governance within the institution by implementing e-governance in maximum activities of the college.

2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Applicable to all the aspects of functioning like library, accounts, admissions, administration, teaching and any other stakeholder who use the services provided by the College.

Area of Implementation with policies and procedures:**Website:**

- The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college.

- Training will be given to the administrative and teaching staff to make important updates on the website.
- A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website.
- All the important notifications have to go live on the website as and when they are released.

Social Media & Communication:

- Important information & achievements will be posted in the various Social Media platforms like Facebook, Twitter, YouTube etc.
- For seamless communication with the users, proper email and messaging services infrastructure should be deployed.

Student Admission:

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as directed by the Govt. of West Bengal and Vidyasagar University.
- The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- An Admission Portal 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 this Portal only.

Accounts:

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheets are generated through this software only. 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 updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

- The library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of the Online Public Access Catalog module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check.

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 an 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.

Examination:

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

E-Waste Management:

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

ICT TOOLS**Hardware Infrastructure**

- The College ensures that it has an adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available throughout the campus.
- Projectors and other multimedia devices to be provided in the seminar hall, classrooms, and laboratories.
- The infrastructure to be complemented by computer networks (through Wi-Fi, LAN), Internet, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- Operating systems like Windows XP, 7 etc. and office automation packages for desktops and laptops like MS Office and Antivirus to be purchased and updated regularly.
- Necessary software required for the academic purpose should be purchased and updated regularly for the smooth functioning of the teaching learning procedure.



A handwritten signature in blue ink, appearing to read "D. K. Saha".

Principal & Chairperson, IQAC
Belda College