Policy on E-Governance
Bahona College

IQAC, Bahona College

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Policy Statement

Bahona College has designed an E-Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Examination sections of the institute. The college resolves to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of it, the College adopts e-governance in all its management and administrative activities. All stakeholders will be oriented and encouraged to practice e- governance.

Scope

The scope of this policy extends to the following areas:
- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Objectives

- To develop an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of intuitional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- 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 facilitate online internal and external communication.
- To make the institution globally visible.

Action Plan

Considering the financial and physical capability, the College resolves to develop full-fledge e-governance provisions within the year 2024. It also resolves to fulfill this target phased manner. The phases are -
   a. Modifying the College website making more user-friendly and function-oriented.
   b. E-governance in administration
   c. E-governance in finance and accounts
   d. E-governance in students admission and support

   e. E-governance in examination
   f. Developing ICT enabled smart classroom
   g. Developing Wi-Fi campus
   h. Digital/online academic transaction
   i. Developing digital/automated library
   j. Full-fledge e-governance (ERP)

All these phases will be completed through the following actions.

Administration

- Digital messaging services will be put to maximum use for real time information sharing with parents, students and staff.
- The administrative office will use advanced Excel and File Management System Tools to maintain database.
- Make transition towards Paperless transactions by enhancing the use of Google facilities like;
  - Google sheet: For data collection from Various Departments
  - Google Docs: To prepare notices and activity reports.
  - Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders.
- The Administration shall use e mail service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- Regularly publish administrative information including notices and circulars on the website.
- All staff members shall use Biometric attendance.
- Upgrade to a fully automated, wireless office with 24x7 internet facility in near future.
- CCTV Cameras will be installed at various places of need.
- ICT shall be introduced in every administrative function /work.
- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- An Attendance Management Software will be used by the faculty and staff to record and track attendance, Internal assessment etc.
- Online academic transactions will be performed along with offline mode when required.
- Information on students' attendance and class engagement will be collected and recorded through ERP software whenever it is installed.

Finance and Accounts

- The accounts of the institution will be maintained through using software.
- All payments/transactions will be through online mode such as PFMS, NEFT, RTGS, Bank Transfers, UPI, etc.
- Latest software versions will be purchased.
- Application of software will be made to generate profit and loss, balance sheet etc..
- All the analysis reports will be generated through using software.
- Appropriate security measures will be applied to maintain confidentiality in transactions.
- Regular training will be provided in case of updated versions of software to the new as well as existing staff.
- Automated payroll management system will be used in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS etc.

Student Admission and Support

- Students' admission will be done online using ERP mechanism of affiliating university.
- The system will be developed to provide ERP to manage all students' data including course, fee submission.
- College website will be updated regularly for real time information sharing/ dissemination, including admission and online transaction interfaces etc.
- Timely update of website will be made by the designated information and website committee.
- Regular updates on alumni profile will be made for information of passed out students
- Digital brochure, video teaser, social media posts on course details, sanctioned intake, placements, and other facilities will be displayed during admission time.

Examination

- Finally ERP will be installed to handle the entire Examination Process. Up to that time other digital online provisions will be availed for this purpose.
- Until College's own ERP is installed all examination related information will be transacted and recorded by availing ERP provisions of affiliating university.
- The examination records of students will be made available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.
- Compatibility of examination process will be maintained with the regulations of the affiliating university as far as e-governance policy is concerned.

Quality Development

- E-governance provisions will be used in all the activities of IQAC and the Cells and Committees under it.
- Feedback from students, teaching staff, non-teaching staff, guardians of students, alumni, employer will be collected online and the same will be compiled and analysed using ICT tools.
- Online provisions will be used to increase the competitive zeal of the students; to orient students with different issues of the society; increasing capability of the students and increasing their out orientation.
- Online provisions will be used to accomplish teachers and students exchange programmes.
- Increasing students participation through organizing online seminar, workshop and the likes.

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.

E-Waste Management

The College ensures that its usage of technology and generation of e-waste does not impact the environment. Provisions will be made for e-waste management accomplishing a memorandum of understanding with a party outside the college.

ICT Tools

Hardware Infrastructure

- The College will ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers will be made available in the administrative office, departments and library.
- Projectors and other multimedia devices will be provided in class room, conference rooms, auditorium and laboratories.
- The infrastructure will be complemented by computer networking devices, scanners, photocopy machine and interactive teaching board/smart board etc.

Software Infrastructure

- The College will maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like MS Office and Antivirus will be purchased and updated regularly.
- The college will provide access to all standard computational and scientific typesetting packages.

Review and Update

The College shall continuously review and update the approved policy and is committed to its implementation.

[Dr. Rofique Ahmed]
Coordinator, IQAC
Bahona College

[Dr. Prasanna Kr. Dutta]
Principal
Bahona College

Implementation of the Policy on E-Governance, Bahona College

The IQAC of Bahona College has already formulated the policy of e-governance of the College. It was placed for discussion and approval in the Governing Body meeting held on 28.11.2016. After discussion and approval of this policy, this sitting of G.B. has resolved to implement the policy of e-governance, Bahona College from 01.01.2017. Accordingly, the IQAC declares that the e-governance policy will be brought into effect phase wise from the date of 01.01.2017 and to prepare annual reports on the progress of it until the ERP phase is reached.

[Dr. Rofique Ahmed]
Coordinator, IQAC
Bahona College

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