03 | E-GOVERNANCE AND INFORMATION TECHNOLOGY POLICY

E-GOVERNANCE AND INFORMATION TECHNOLOGY POLICY

1.1   Preamble

 E-Governance policy of the college shall assist in achieving efficiency in all operations in an integrated manner in order to enable transparency, clarity and efficiency in teaching-learning, examinations, finance, accounting, library, admissions and general administration. The policy shall encompass the installation of an integrated, user friendly Enterprise Resource Planning (ERP) solution and automation of various modules of institutional functioning.

1.2   Scope

The policy shall be applicable to the following areas:

- •   Student Admissions
- •   Examination
- •   Student Support
- •   Library
- •   Accounts and Finance
- •   ICT Infrastructure

1.3   Objectives

The objectives of the E-Governance policy shall be :

1.3.1   To increase efficiency by the implementation of E-governance in the various functions of the institution

1.3.2   To promote transparency and accountability

1.3.3   To dispense with the usage of paper as much as possible in the administration of the institution.

1.3.4   To facilitate online internal and external communication between various entities of the institution.

1.3.5   To provide quick and easy access to information.

1.3.6   To make the institution visible globally.

1.3.7   To make campus Wi-Fi enabled

1.3.8   To encourage the increase of ICT enabled teaching

1.3.9   To implement automation in the Library

1.4 Areas of Implementation

1.4.1 Website

The website shall act as a reflection of all the activities and information about the institution. Important notices, courses offered, profile of the faculty, details of student activities, academic and institutional programmes hosted by the college etc. shall be made available to the various stakeholders of the institution. For this purpose, a separate service provider/web designer shall be appointed who is paid an annual fee. It is their responsibility to incorporate notifications and announcements from time to time. A Website Committee from among the staff shall be formed which looks after the process of updating, and suggesting changes. This shall be authorized by the principal, after which changes shall be made on the website.

1.4.2 Student Admission

Details regarding the application process and the criteria for selection of candidates shall be displayed on the website. Application forms for various courses shall be available online, which can be downloaded and submitted in the college office. The Principal shall be the final authority to take appropriate decisions and appoint an admission committee to finalize admissions.

1.4.3 Examination

The Examination process shall be regulated by the University. As an affiliated college, Examination norms of the University shall be followed. Students shall enter their individual accounts on the university portal for the purpose of payment of examination fees, obtaining examination hall tickets, filling of revaluation forms, etc. At the end of each semester, students shall view their total internal assessment marks online, and report discrepancies, if any.   Internal assessment marks shall be uploaded on the University portal after due verification by the staff and students. Utmost care and confidentiality shall be maintained while handling matters related to examinations.

1.4.4 Student Support

ERP Education Software is web-based integrated software for educational institutions which facilitates automation of all key processes of an institute and forms the backbone of a comprehensive Management Information System (MIS). It encompasses and seamlessly integrates all key processes (academic, financial, administrative & infrastructure, communication) of an education institute. It addresses the information and data processing needs of all the stake holders and end users of an institute –viz. students, teachers, parents, support staff and management. It enables timely and creative analysis of data and information to facilitate effective decision making.

The ERP software package installed by Heraizen has been made use of for preparation of timetable, marking of attendance of students, internal assessment, mentoring and lesson plan for teachers.

1.4.5 Library

The college shall subscribe to e-resources such as J-Gate, DELNET and N-LIST. Appropriate training to both staff and students for using these e-learning resources shall be provided. The institution shall encourage staff and students to enrol for MOOC and Coursera courses. The library shall be automated and with an Integrated Library Management system. It shall have LAN based and integrated with the library's different sections such as cataloguing, circulation and search etc.

1.4.6 Accounts and Finance

The office shall maintain the accounts using Tally Software. Requirements of the Institution shall be assessed by the Management after discussion with the accounts staff and accordingly new software may be purchased. Training to the staff and updating of software shall be undertaken on a timely basis. Payments shall be generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. The college shall also uses software like Saral Paypack which is used for Payroll Management System. TDS, Provident Fund, Allowances, etc. shall be managed by this system and calculation of salary and salary slips are automatically generated.

1.4.7 ICT Infrastructure

Information and Communication technology shall become an indispensable part of education. IT resources shall enable an institution to support its academic and administrative goals. The technological resources of the Institution shall be available to authorized students, faculty, administrators, and staff for educational, research, and administrative purposes. The term IT-Resources shall include Email, Accounts and Access, E-Resources (remote or otherwise), College MIS data available on the intranet and internet, and physical resources such as servers, laptops, firewalls, antivirus, network switches, access points. The Institution shall send official correspondence to its members via electronic mail. The employees of the Institution shall use their official email accounts for all Institution-related communications.

1.4.8 Software Infrastructure

The College shall maintain adequate configuration of servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus shall be purchased and updated regularly. Anti-virus software shall be installed to protect data. The college shall use broadband connection for providing internet facility to faculty, staff and students for teaching-learning purposes.