

E-GOVERNANCE POLICY

For the Academic Year

2019 – 2020

SAHEED ANURUP CHANDRA MAHAVIDYALAYA

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Estd. 1991

Accredited by NAAC with Grade B+

Shaheed Anurup Chandra Mahavidyalaya (SACM), is focused on E-Governance because of its multifaceted advantages. The process of transformation is smooth and encouraging. Majority of the operations of the college to be executed under E-Governance. The College governance has thus got a smooth transition to E-Governance in prime areas of operations like administration, accounts, admissions, examination, library, ICT infrastructure and online services and alike serviced under the domain of E-Governance

E-Governance is the process by which traditional governance is modernized to facilitate overall administration, academics and all its stakeholder like faculty, staff, students with improved and faster services and to ensure smooth governance using information and communication. E-Governance involves new ways of governance, single window operations, services, paperless operations, transparency and much more.

The scope of this policy extends to the following areas:

1. College Website
2. General Administration
3. Student Admission
4. Examination
5. Library
6. Accounts
7. ICT Infrastructure

Objectives:

- To implement smooth functioning of the Institutional activities
- To promote transparency and accountability in all operations of the Institute
- To provide easy and quick access to information

- To achieve and create a paperless environment in the Institute.
- To make Internet available for all
- To make Classrooms ICT enabled

Policy Statement

To implement E-Governance in all possible areas of the Institute to make the institutional governance and operations transparent, smooth and time-bound

E-Governance in the college has the following policies:

- 1. College Website:** The College has a well-defined website <https://www.sacm.ac.in> which acts as a global communication hub for its internal and external stakeholders and also for the outside world. The website to be made more interactive and more resourceful. **Online Feedback system to be incorporated in the website so that all students can avail it.**
- 2. General Administration:** The administration of the college is focused on shifting from general governance to E-Governance and accordingly the majority of operations in the college needs to be transited to IT-based operations. The faculty and staff of the college should use the different IT technologies like computer, laptops, email, various software and Internet for different administrative and academic job. Email service for all faculty and staff members to be incorporated for faster communication. E-tendering to be done through Governmental online web portal. Internet facility for all is suggested to incorporate. The Institute has to focus on paperless office.
- 3. Student Admission:** Students admission to be done through Online. There is an **Online Admission Portal – SOAS**, which is used for the admission of students. The whole admission process is online starting from application, evaluation to payment of requisite fees. To make the admission process transparent and unbiased, transparent strategy is maintained by adopting decentralized counselling and based on Merit-List as per

the affiliating university guidelines. The admission notice is displayed on the website that has rules and regulations as guided by the affiliating university for the admission process.

- 4. Examination:** The affiliating university has a separate Online Examination Web Portal where all students of the college are managed through that Examination web portal where there is a specified module is there for the college. Most of the exam related issues like exam form fill-up, generation of admit card etc. are managed by this online exam portal.
- 5. The Library:** In the Library there is a software named “SOUL” **which is being used** for automation of the library. There is Online Public Access Catalogue (OPAC) available for the students to identify the status of availability of books in the library. Increase of computers in the reading section of the library is suggested. Library should be fully automated. The Library should take the membership for N-LIST.
- 6. Accounts:** The college uses SCAS Software, which is a customized software designed and developed for the college, to manage the total billing and financial transaction of the students during their admission and fees payments in the intermediate semesters. Moreover, Tally Software is also used for other administrative financial operations and transactions. Tally to be renewed each year with updated version.

Moreover, the accounts of the college regarding salary components and funds are managed through Integrated Financial Management System (IFMS) of the Government of West Bengal.
- 7. ICT infrastructure of the College:** The IT infrastructure of the college is regularly maintained by appointing local vendor under annual maintenance contract (AMC).

The College to ensure that it has adequate number of desktops for students and staff. Computers, printers, scanners to be made available in the administrative block. Projectors and other multimedia devices are to be provided in the auditorium, classrooms, seminar rooms and laboratories. CCTV to be installed for monitoring. Interactive teaching aids to be installed. Proper care for ICT based systems and components have to be taken. Relevant compatible vendors should be appointed or engaged to look after the annual maintenance of the computer and peripheral devices. Smartboards should be installed and used in teaching-learning process.