SAHEED ANURUP CHANDRA MAHAVIDYALAYA

e-GOVERNANCE POLICY

For 2022 – 2023

SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A State-Aided Co-Educational Degree College
Govt. of West Bengal
Affiliated to Calcutta University
Approved by UGC

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Estd. 1991

Accredited by NAAC with Grade B+

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.

Shaheed Anurup Chandra Mahavidyalaya (SACM), since its inception, has gradually adopted e-Governance step by step and now has reached to a position where majority of the operations of the college is executed under e-Governance. The College governance has thus got a smooth transition to E-governance in all major areas of operations like administration, accounts and finance, communication, admissions, examination, library, academics, ICT infrastructure etc.

The e-Governance Policy of Shaheed Anurup Chandra Mahavidyalaya has been designed and developed to facilitate its overall administration and academics encompassing all its stakeholders and beneficiaries. This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute.
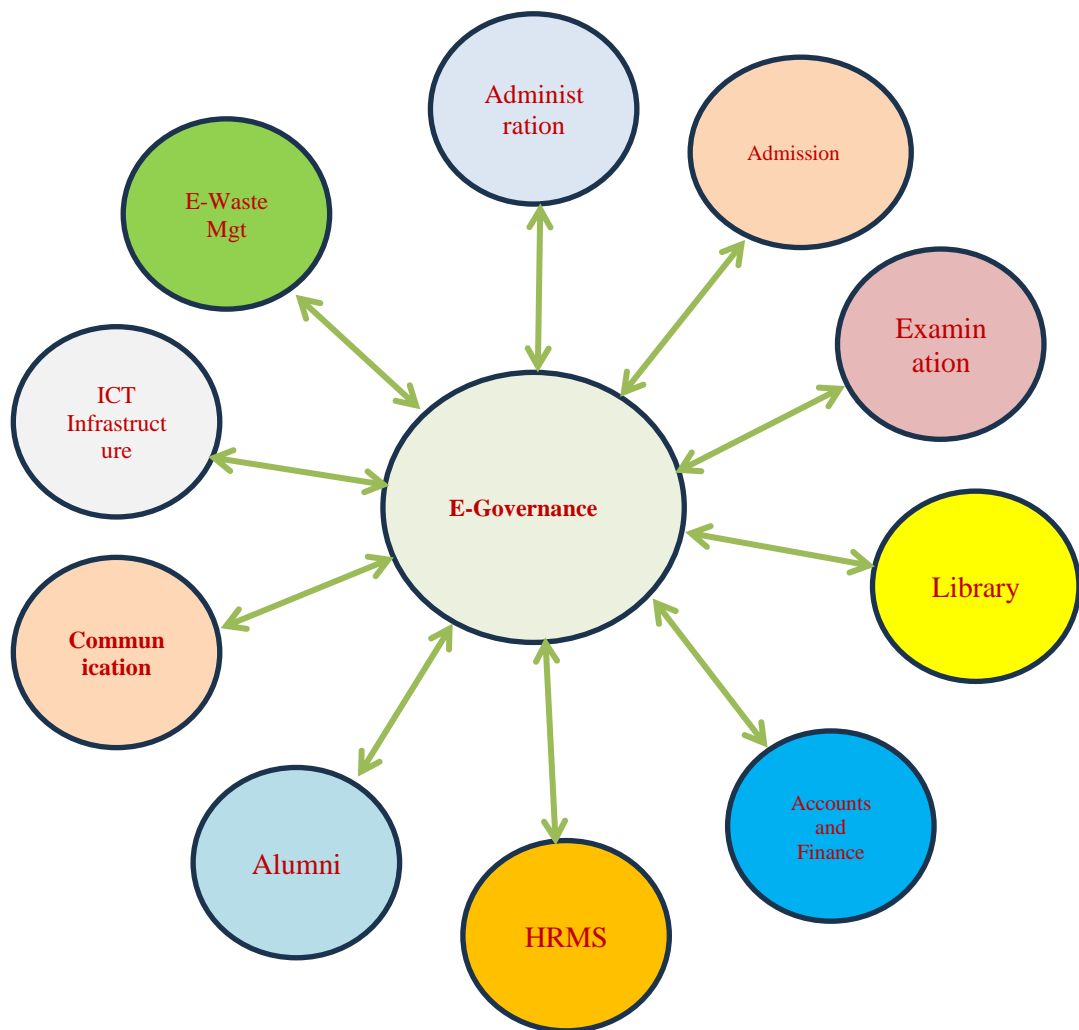
Scope:

The scope of this policy extends to the following areas:

1. General Administration
2. Student Admission
3. Examination
4. Library
5. Accounts and Finance
6. HRMS
7. Alumni
8. Communication
9. ICT Infrastructure
10. E-Waste Management

Objectives: The Objectives of constituting E-Governance policy are:

- 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

- Introduce online services for all like students, faculty, staff and other stakeholders.

- To achieve and create a paperless environment in the Institute.

- To make Wi-Fi Campus with 5G mobile network

- To make Classrooms ICT enabled and Smart

- To make Alumni web portal

- To establish a fully automated Library.

Scope of E-Governance @SACM

Policy Statement:

To implement E-Governance in all possible areas of operations of the Institute for transparent, smooth, smart, technologically enhanced and Just-in-Time service.

The College decides to make the following policies and procedure:

1. General Administration:

The administration of the college, including the head of the institute focuses change management from general governance to e-governance and accordingly the majority of operations in the college have been transited to IT based operations. The faculty and staff of the college use the different IT technologies like computer, laptops, email, WhatsApp, smartphones, various software and online platforms for different administrative and academics purposes. However, the college is in continuous improvement and transitions to adopt and include e-Governance in many more areas to make e-governance fully operational and accessible.

- **Group Email service** for all faculty members and staff members to be incorporated for faster group level communication. Group email service is very important and authenticate and has a wide scope worthy repository for future.

- **Although E-tendering** is done through Governmental online web portal, but in the college level E-tender porta is suggested to incorporate

- **Internet Leased Line** is suggested to incorporate with minimum 100 Mbps speed.

- Keeping into consideration of **5G mobile network**, the same is suggested to incorporate in the college campus through reliable and potential service provider.

- **Wi-Fi facility** is suggested through 5G network and Wi-Fi routers to different important areas and prime locations inside the college campus.

- The Institute is in mission of **paperless office** and it needs to be enhanced

2. Student Admission:

There is an **Online Admission Portal – SOAS**, which is used for the admission of the 1st year 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. After successful admission, the students are registered by a separate **Registration Web Portal**.

3. **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 od admit card etc. are managed by this online exam portal.

4. **The Library:**

SOUL software has been procured for automating in-house activities and services 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 of **British Council** and **American Library** where students and faculty can access lacs of e-books and journals through online.

Library is also suggested to subscribe for E-Resources from E-Shodhsindhu, Shodhganga, Inflibnet and NDLI. The faculty members should take the membership of N-LIST and NDLI

5. **Accounts and Finance:**

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.

6. **Human Resource Management:**

The job of manpower planning and management, personal information, personal claims, loans, leave, transfer, posting and joining, promotion, retirement, etc. are mandatorily maintained and processed by a separate online web portal –"**Human Resource Management System (HRMS)".** All types of human resource management of the employees are done through this web portal of the government.

7. **Alumni:**

In order to strengthen alumni interaction, a separate alumni portal must be started providing facilities like registration, information sharing, chat facility, distinguished alumni, alumni achievement, alumni activities, feedback etc. for the alumni. For this purpose, a dedicated Alumni Cell has been formed which needs to be registered through Government registration to give it a proper and formal shape.

8. **Communication:**

In the ongoing industry 4.0 technological revolution across the world, fast and transparent communication is very important. Keeping prime focus on fast moving technological communication global synergy, the college emphasizes on faster and transparent communication among all its stakeholders and outside world.

- **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

- **Group Email service:** The college should start a Group Email service where all faculty members and staff members are the members of this group email service. The college also has a Teaching and Non-Teaching WhatsApp groups for faster communications. Moreover, there are many such WA groups for different important committees, cells and similar job-specific groups.

- **Bulk SMS Service:** The college also has **Bulk SMS service** for immediate communication with students and external stakeholders, particularly parents of the students. This service should be made available for parents and external stakeholder as and when needed

9. **ICT infrastructure of the College:**

The IT infrastructure of the college is regularly maintained by appointing local vendor under 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 provided in the auditorium, classrooms, seminar rooms and laboratories. The IT infrastructure is complemented by computer networking devices, CCTV, interactive teaching board/smart board etc. The installation and major maintenance of the ICT

infrastructure required for e-governance shall be done by vendors. The institute shall organize trainings for different categories of users for using the e-governance system.

10. E-Waste Management:

The institute has always been making utmost efforts to create a green and healthy environment for all the stakeholders as well as for the society. Use of technology is the need of the day but keeping a balance between the environment and the modernization is the actual challenge. The institute hence always tries to ensure that all the usage of its technology and generation of e-waste does not impact the environment. Provisions are made and regularly followed to dispose e-wastes through authorized vendor HullaDek accomplishing a MOU (memorandum of understanding) with the college. The college also takes proper care and action for degradable and non-degradable waste materials through appropriate agencies.

FUTURE PERSPECTIVE:

In order to provide simpler and efficient system of governance in the institution, it is decided to adopt and implement e-governance in maximum operations and activities of our day-to-day functioning. The institution has already started with e-governance in some aspects of functioning like library, accounts, admission, academics etc. but we have to implement e-governance in many more areas like gate pass, maintenance, daily purchase, daily attendance etc. to make e-governance more IT oriented and tech savvy.

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