



## **6.2.2: Policy Document on e-governance**

## E-GOVERNANCE POLICY

### 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:

- . Implementation of E-governance in all functioning of the institution in order to provide 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.

### Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

**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

  
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working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

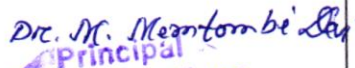
**Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by Manipur University. The College brings out its prospectus which is displayed on the website that has guidelines for the admission 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 .

**Finance & Accounts:** The office continues to maintain its transaction Cashless by using Multiple softwares. The College uses Public Financial Management System (PFMS) which is used to manage the funds received from the Government.

**Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

The Library to be fully automated which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.

  
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- . The use of Online Public Access Catalogue 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:

- . 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 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.

**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. Alumni association to be consulted for regular updates and database management.

**E-Waste Management:** College ensures that its usage of technology and generation of e-waste does not impact the environment.

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## ICT TOOLS

### Hardware Infrastructure

- . The College to ensure that it has adequate number of desktops and laptops for students and staff.
- . Computers and printers to be made available in the administrative block.
- . Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- . The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.

### Software Infrastructure

- . The College to maintain adequate configuration 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 to be purchased and updated regularly.
- . The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

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