Government J. Buana College

E-GOVERNANCE POLICY

Policy No. 2 of 2022

E-GOVENANCE POLICY

PURPOSE

The E-Governance Policy has established a framework for implementation of E-Governance in various areas of operations of the college to impart quality knowledge among different stakeholders.

SCOPE

This policy is applicable to the following areas:
- Administration
- Finance and Accounts
- Student Admission and Support
- Examination
- Library

OBJECTIVES OF E-GOVERNANCE POLICY

- Implementation of E-governance in all functions 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 a paperless environment.
- To provide easy and quick access to information to all stakeholders.
- To make campus Wi-Fi enabled for all.
- To make Classrooms ICT Enabled through Wi-Fi, Smartboards, Projectors and other ICT teaching aids.
- To create a fully automated Library.
- To have adequate CCTV coverage around/at important areas in the campus.
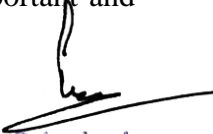
POLICY STATEMENT

The College has decided to make the following policies and procedure:

WEBSITE

The website will act as an information center which will reflect on the college, all its activities, important notices, courses offered, etc. A Committee will be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will regularly update and upgrade the website. All important notifications will be published on the website. All-important and detailed activities of clubs, committees and cells will be published promptly.

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Principal
Govt. J. Buana College
Lunglei : Mizoram

ACCOUNTS AND FINANCE

The college will use Accounting Software for maintaining its accounts and records of all financial transactions. The College will continue to use Public Financial Management System (PFMS) for channelizing funds from different sources. In addition, the college is implementing Integrated Financial Management Information System (IFMIS) as per the order of Govt. of Mizoram for managing pay, pension, salary arrears, Provident Fund, NPS and all other government related transactions. Payments to all vendors and other parties will be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

ADMINISTRATION

The College will continue to use **"COLLES",** which is an ERP system from 'HEREUS' for its academic administration. All administrative-related issues will be automated through this application and be utilized beneficially. It will provide a hassle free, convenient and smooth process, in the administration of the college towards paperless environment. In addition, Administrative Staff are to be provided with adequate training and development to keep them abreast with the new technology.

STUDENT ADMISSION AND SUPPORT

- ERP is used to record and track Attendance, Internal Assessment, etc. Monthly Report and Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance. Students as well as their parents will be able to keep track of their records through ERP.
- Online admission renewal and payment of examination fees will also be provided through ERP.
- Students will have an opportunity to lodge grievances and other complaints through the website and ERP.
- Students will be able to submit leave application through ERP and get real-time solutions to their problems through HODs and concerned committees.
- All academic related notices, news and other important information will be notified through ERP. This will enable students to receive real-time information on their mobile phones.
- Online admission procedure will be available to new applicants on the website as well as ERP. Important information such as Prospectus, notices and other information relating to admission will be displayed on the college website/ sub-domain of the website. Online application form, fee payment and data entry will be done through ERP.

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LIBRARY

The College will continue to enhance its electronic database by adding more e-books and Journals.

Recommendations from the Library Committee and IQAC for Purchase and Subscription of these new e- Books and Journals will be incorporated. Teachers will be encouraged to join N-List to which the library has subscribed. Plagiarism software is to be used for checking of Articles and Projects published by Teachers and Students.

- Fully automated ILMS software – SOUL 2.0 INFLIBNET will be continued to be used in the library for automation.
- Online Public Access Catalogue (OPAC) module is to be used to search College library database.
- The Circulation module of the software should cover all operations of the library.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- The Librarian will be responsible for issuing Library-Cum-ID Card for students.
- All students and faculties will subscribe to the N-List module subscribed by the college.

EXAMINATION

The College has adopted (through ERP) an online system where students can view their 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 is to be adopted in this regard. Examination Fees will be collected through ERP.

E-WASTE MANAGEMENT

The College will attempt to dispose of its Electronic Waste in a responsible manner and educate the staff and students on these measures.

ALUMNI

A separate page for the alumni is to be created on the website providing facilities for registration in the Alumni Association.

HARDWARE INFRASTRUCTURE

- The College will provide necessary devices for physically challenged students.
- The College will attempt to acquire an adequate number of desktops and laptops for students and staff.
- Computers and printers are to be made available as per requirement.
- Projectors and other multimedia devices are to be provided in the auditorium, classrooms, seminar rooms and laboratories.

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- The infrastructure should be complemented by Domain specific Servers, computer networking devices, scanners, interactive smart board, Combo, white board etc.

SOFTWARE INFRASTRUCTURE

- Office automation packages for desktops and laptops such as Open Office, MS Office and Antivirus are to be purchased and updated regularly.
- The Computer Laboratory is to be equipped with software Language Laboratory Software, Tally Software etc., for teaching purposes
- Recordings of Academic events like Seminars, Workshops, Counselling Sessions, FDPs, STCs are to be made available on the Website and the College YouTube channel.
- For effective communication, Telegram Groups, Facebooks Page, Twitter handle, Instagram page and WhatsApp groups for students are to be created.
- Online platforms are to be used for conducting academic activities as per requirement.