



**SEVA BHARATI MAHAVIDYALAYA  
POLICY DOCUMENT  
ON  
E-GOVERNANCE**





# SEVA BHARATI MAHAVIDYALAYA

(A multi-faculty college affiliated to Vidyasagar University and funded by UGC & Govt. of W.B.)

Vill. & P.O.-Kapgari: P.S.-Jamboni: Dist.-Jhargram (W.B.): Pin.-721505

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## E-GOVERNANCE POLICY DOCUMENT

E-governance is basically considered as the use of ICT or Information and Communication technology in the functioning of administrative affairs for enhancing efficiency, effectiveness, convenience and facilitating cost reduction. The e-governance system of Seva Bharati Mahavidyalaya aims at improving the system of governance for the development of the institution by the introduction of e-governance system in the various realms of administration which includes the area of admission, examinations, the daily activities of individual departments, various academic matters and the incorporation of the stakeholders in a phased and systematic manner. The immediate goal is to facilitate uninhibited and seamless functioning of the institute.

### VISION

Seva Bharati Mahavidyalaya envisions a system of e-governance which is geared towards an overall development of the institute by the use cutting-edge technologies.

### MISSION

Deployment of new solutions and ideas cutting across various departments of the institute for seamless flow of data resulting in better decision-making.

### GOALS

- ✧ Implementation of e-governance in all the functioning of the institute with the aim of making the system of governance simple, less cumbersome.
- ✧ To provide and promote a more transparent form of governance, free from opaqueness and a sense of accountability in the working of the institute.
- ✧ To achieve the goal of a paperless environment in the college.
- ✧ Quick and easy accessibility to information.
- ✧ Implementation of Wi-fi within college campus.
- ✧ Implementation of ICT-enabled classrooms having desktops, laptops, smart-boards projectors etc.
- ✧ Introduction of library automation for facilitating quick access to books, journals and various library-reading materials.
- ✧ Putting the college on global map via website.

### POLICY :

1. In order to provide a simpler and efficient form of governance within the institution by implementing e-governance in maximum activities of the college.



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2. Institute to embrace e-governance for the seamless flow of data for better decision making at various levels of the organization.

This is to be applicable to various functioning of the college which includes library, admission, examination, administration, teaching and all other stakeholders who use the services provided by the college.

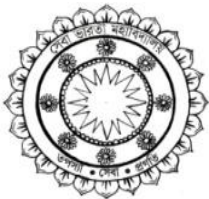
## ★ Areas of Implementation with Policies and Procedures ★

### WEBSITE :

- ❖ The website of the college will serve as a vast reservoir of information which will reflect about the college, its activities, important notices admission 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 working of the website on a regular basis. The Committee will also look for other changes that are required on the website.
- ❖ Important notifications have to go on live on website as and when they are released.

### SOCIAL MEDIA & COMMUNICATION :

- ❖ Important information & achievements will be posted in the various Social Media platforms like Facebook & YouTube etc.
- ❖ For seamless communication with the users, proper email and messaging services should be employed.



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## STUDENT ADMISSION:

- ❖ An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as directed by the Govt. of West Bengal and Vidyasagar University.
- ❖ The college publishes a brochure which is up for display on the website detailing the admission process and stipulated guidelines.
- ❖ An admission portal is to be used to carry out admissions of the college. Number of students applications, fee submissions, withdrawals - all are to be managed through admission portal.

## ACCOUNTS:

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheets are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

## LIBRARY:

- ❖ The library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- ❖ The use of the Online Public Access Catalog module of the software to allow library database searching by entering preferred terms for information retrieval.



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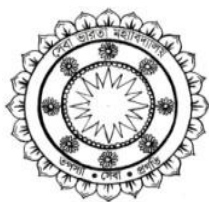
- ❖ The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- ❖ The Database Maintenance module should cover all operations of database creation and maintenance.
- ❖ To encourage original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check.

## ADMINISTRATION:

- ❖ Attendance 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 SystemTools to maintain an 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.

## EXAMINATIONS:

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.



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## E-WASTE MANAGEMENT:

- ❖ Seva Bharati Mahavidyalaya ensures that its usage of technology and generation of e-waste does not impact the environment.

## ICT TOOLS

### HARDWARE INFRASTRUCTURE:

- ❖ The College ensures that it has an adequate number of desktops and laptops for students and staff.
- ❖ Computers and printers to be made available throughout the campus.
- ❖ Projectors and other multimedia devices to be provided in the seminar hall, classrooms, and laboratories.
- ❖ The infrastructure to be complemented by computer networks (through Wi-Fi, LAN), Internet, scanners and interactive teaching board/smart board etc.

### SOFTWARE INFRASTRUCTURE:

- ❖ Operating systems like Windows XP, 7 etc. and office automation packages for desktops and laptops like MS Office and Antivirus to be purchased and updated regularly.
- ❖ Necessary software required for the academic purpose should be purchased and updated regularly for the smooth functioning of the teaching learning procedure.

