Murshidabad Adarsha Mahavidyalaya

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Islampur Murshidabad Pin- 742304 (W.B.)

Memo No: MAM / / Date:___/___/___

E-GOVERNANCE POLICY OF MURSHIDABAD ADARSHA MAHAVIDYALAYA

Murshidabad Adarsha Mahavidyalaya takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner.

Policy Purpose and Objectives:

The aim of this policy document is:

- 1. To ensure effective implementation of e-governance across all the functions within the college.
- 2. To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college.

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stakeholders in the collegeviz. the administrative staff, teaching faculty, non-teaching staff and students.

Elements of Policy:

Implementation and up-gradation of Information Technology (ICT) enabled processes in various realms of e-Governance at Murshidabad Adarsha Mahavidyalaya are enumerated below:

e-Governance in Administration:

- 1. All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
- 2. The college administration shall be equipped with a customized user-friendly.
- 3. Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment etc.
- 4. All the classrooms, conference rooms and the seminar rooms shall be furnishedwithICT-enabled projectors and screen.
- 5. CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- 6. The college shall develop and maintain a user-friendly interactive website disseminate general information as well as updates to its students, teaching and nonteaching staff and to the public, in general.
- 7. The website shall be periodically reviewed by the ICT enabling unit of the college.
- 8. In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.

Principal
Murshidabad Adarsha Mahavidyalaya
P.O-Islampur, Dist.Murshidabad (W.B.)

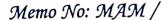
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- 9. The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- 10. The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- 11. The college shall also subscribe to online platforms to support online teaching learning process, trainings, lectures, webinars and other official interactions.

e-Governance in Finance and Accounts:

- 1. The accounts section shall operate and manage their entire accounting operations ERP software including pension and payroll related processing.
- 2. The college shall perform all the financial transactions through the Public Financial Management System (PFMS) like HRMS, WBIFMS, NGIPF in line with the extant guidelines by the Government of India.
- 3. The college shall perform all TDS related functions on "web e-TDS".
- 4. The college shall utilize Government e-Marketing (GeM) portal for procurement of all goods and services available on GeM to enhance transparency and efficiency in public procurement.
- 5. All financial transactions and tendering processes shall use digital signatures for enhancing efficiency in processing.
- 6. The college shall develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.

e-Governance in Student Admission and Support:

1. The college shall adopt online mode of admission process as mandated by Kalyani University and Govt of West Bengal from time to time. o The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content.

e-Governance in Examination:

- 1. The college shall adopt online mode of performing exam related processing eg., generating of admit card, conducting the examination etc as mandated by university from time to time.
- 2. Internal examination would be held in online mode.

Expected Outcomes:

The outcomes expected from this policy include:

- 1. The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- 2. Ensuring transparency and accountability in all the functioning bodies of the college.
- 3. Providing speedy response to student centric queries or problems.

Indrakuma witiz Principal

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