

Murshidabad Adarsha Mahavidyalaya

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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 college viz. 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 furnished with ICT-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.

Judra Kumar Singh

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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.

Indrakumar Mishra
Principal

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