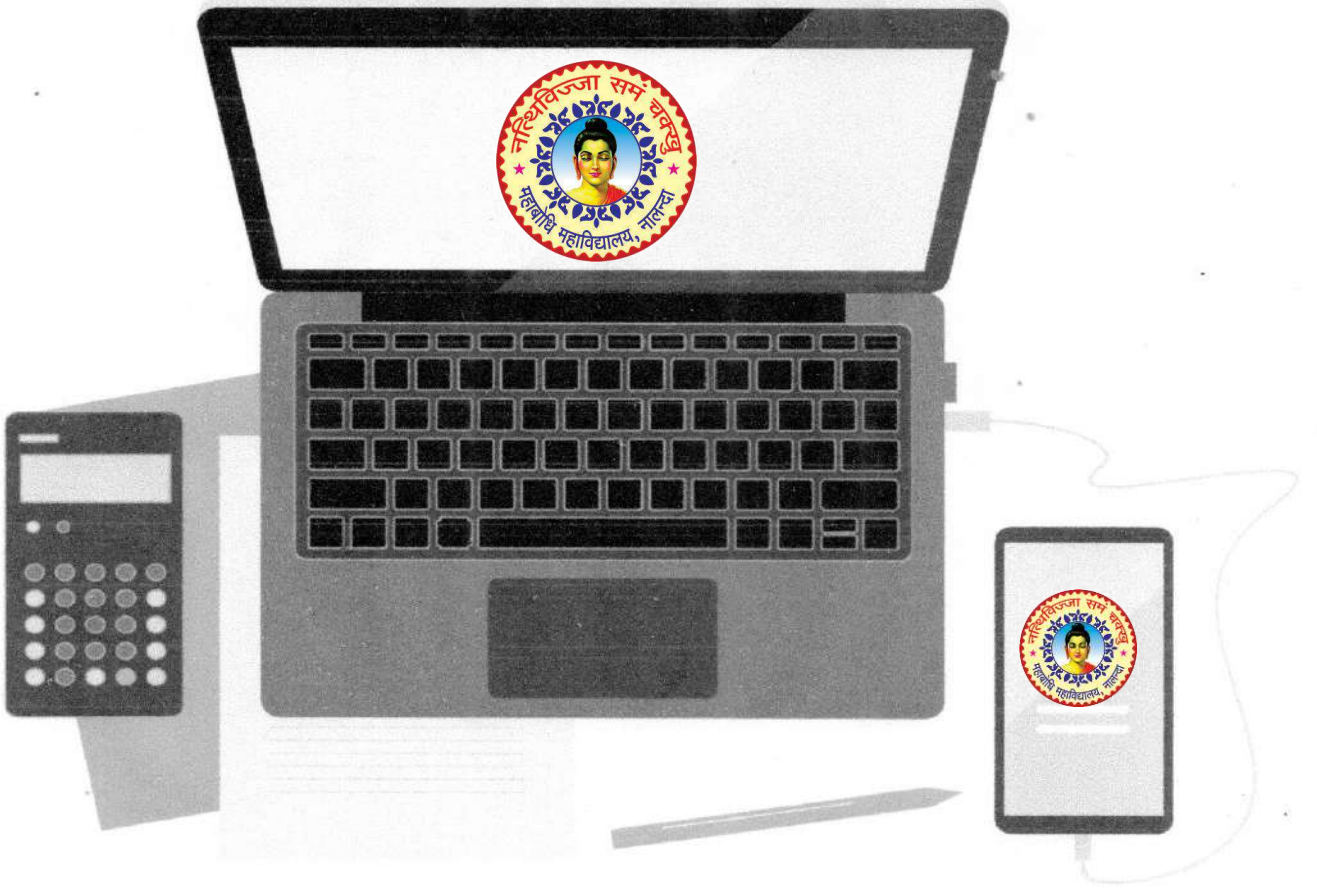


E-Governance Policy

Mahabodhi Mahavidyalaya



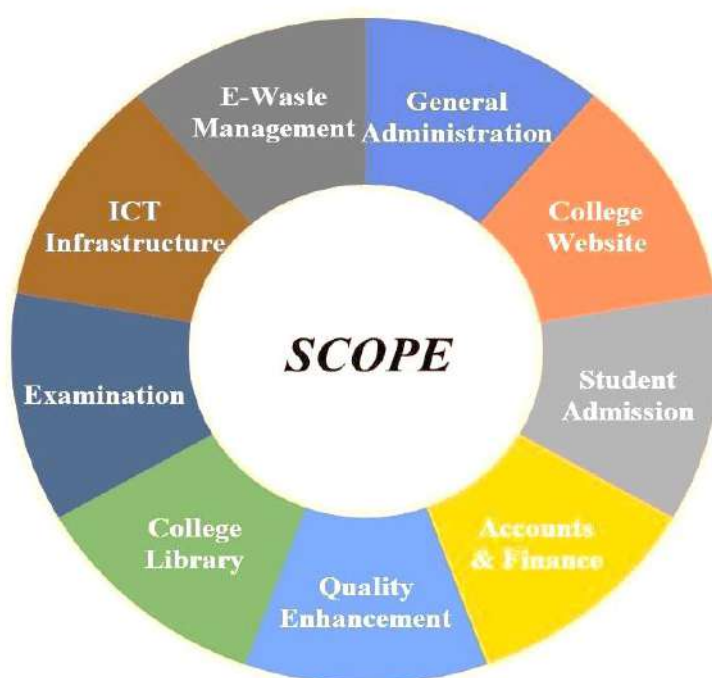
Introduction

Technology has significantly benefitted academic institutions by streamlining governance systems and improving the quality of education. Good governance is characterized by the ability to address current challenges and needs effectively. An institution's e-governance policy aims to enhance governance through advanced technologies, focusing on planning and enabling infrastructure for cutting-edge applications and solutions for seamless administration. Mahabodhi Mahavidyalaya has designed an e-governance policy to implement e-governance in various operations, transactions, and services for better efficiency, transparency, and accountability. The college prioritizes adopting paperless administration as a green initiative, ensuring a clean and eco-friendly campus. E-governance is adopted in all management and administrative activities, encouraging all stakeholders to practice it. This policy applies to administration, finance, accounts, student admission, examinations, and many other sections of the institute. An e-governance system will integrate stakeholders and automate numerous functions, adding transparency to the processes. The college management team recognizes the importance of e-governance in coordinating the administration as the institution evolves into a renowned higher learning center.

Objectives

- **Implementation of E-governance:** Enhance the effective functioning of the institution.
- **Paper Reduction:** Minimize paper usage in administration.
- **Transparency and Accountability:** Improve these aspects through digital processes.
- **Online Communication:** Facilitate internal and external communication between various executive bodies.
- **Environmental and User-Friendly:** Strive to be a green and user-friendly institution.
- **Secure Information Access:** Provide easy access to information and maintain data in a secure environment.
- **Library Automation:** Implement automated library facilities.
- **Global Visibility:** Increase visibility to stakeholders globally through digital media.
- **E-Facilities for Stakeholders:** Offer e-facilities to students, teachers, alumni, and parents for various institutional activities.
- **Paperless Administration:** Achieve paperless administration for the institution.

Elements of the Policy



Administration

- **Staff Attendance:** Upgraded to Face & Finger Biometric Attendance System software for accurate tracking.
- **Surveillance:** The college campus is equipped with ample CCTV cameras for enhanced surveillance.
- **Internet Services:** The main and annex buildings have 100 Mbps internet bandwidth, supported by a system of 8 routers. Connectivity is maintained through Airtel and BSNL broadband, with separate BSNL broadband services provided to students.
- **Network Connectivity:** Computers in the Principal's Office, IQAC, student section, library, and various departments are connected via LAN facilities.
- **Website Management:** The website <https://mahabodhimahavidyalaya.ac.in/>, with a domain from Ernet.ac.in, is maintained by Gen Next Information Technology. This website ensures seamless management of admissions, notices, tenders, feedback, and other academic processes.
- **Institutional Email IDs:** All staff and students have been provided with institutional email IDs formatted as studentname@mahabodhimahavidyalaya.ac.in.
- **Online Meetings:** The college conducts meetings of various subcommittees and cells online outside of regular college hours during emergencies.

Student Admission and Support

- **College Automation System (CAS 7.1):** Developed by Gen Next Information Technology, this software is used for semester admissions and managing the student database. It retains student data, making it accessible to the administration whenever needed.
- **Online Admission System (OAS):** This software is used for the admission of first-semester students, providing a convenient enrollment system for students from marginal areas.

Examination

- **Online Internal Assessment:** The college will adopt an online system where students can view their total internal assessment marks at the end of each semester and report any discrepancies.
- **University-Regulated Examination Process:** The examination process is regulated by the affiliating university. Therefore, the e-governance policy of the university will be adopted, which mandates online handling of examination-related activities, including:
 - Filling examination applications
 - Submitting reevaluation applications
 - Obtaining hall tickets
 - Uploading marks
- **Digital Examination Platform:** The institution uses the digital platform established by its affiliating university, Cooch Behar Panchanan Barma University, for managing examinations.
- **Communication of Performance:** Regular updates of students' internal performance will be maintained and communicated to parents.
- **Mandatory Online Handling:** As directed by the university, handling examinations online is mandatory, ensuring efficiency and accuracy.
- **Secrecy and Confidentiality:** Maintaining the utmost secrecy and confidentiality in handling examinations is essential. All tasks should be performed with care and caution.
- **Supervision:** The College Examination Officer will supervise the entire examination process under the guidance of the principal, ensuring smooth and transparent operations.

Finance and Accounts

- **Accounting Software:** Tally Prime software is used for maintaining college accounts, ensuring efficient accounting and auditing processes.
- **Staff Salary and Provident Fund Disbursement:** The disbursement of staff salaries and Provident Fund for teaching and non-teaching staff is managed through the HRMS (Human Resource Management System) of the WBIFMS (West Bengal Integrated Financial Management System) portal.
- **Digital Signatures:** Emudhra (IFMS DSC) digital signatures from CRG Corporate Service Pvt. Ltd., provided by the government, are used for secure transactions related to salary disbursement and other financial activities.

- **Online Payments:** Payments and receipts are primarily conducted through online modes such as NEFT (National Electronic Funds Transfer), RTGS (Real-Time Gross Settlement), Bank Transfers, and Net Banking, ensuring efficient financial transactions.

College Library

- **Library Upgradation:** Implemented Koha Integrated Library Management System (ILMS) on Cloud (version 23.11) through Neynel IT Pvt. Ltd., enhancing library services.
- **Online Public Access Catalogue (OPAC):** Introduced OPAC service in the library, facilitating easy access to library resources for users.
- **Automated Library Functions:** Initiated automated circulation of books and library attendance tracking for users.
- **Access to E-resources:** The library subscribes to N-LIST, providing access to e-journals and e-books for students and teachers.
- **Academic Identification:** All teachers have created their unique VIDWAN IDs through <https://vidwan.inflibnet.ac.in/> .

ICT Infrastructure

- **Adequate Equipment:** The College ensures an adequate number of desktops and laptops for students and staff, with computers and printers available in the administrative block.
- **Multimedia Devices:** Projectors and other multimedia devices are provided in the classrooms, seminar rooms, and laboratories.
- **Networking and Interactive Tools:** The infrastructure includes computer networking devices, scanners, and interactive teaching boards/smart boards. Adequate configuration servers are maintained to enable fast data transmission to various computers.
- **Software Packages:** Office automation packages like Open Office, MS Office, and antivirus software are regularly purchased and updated. The college also provides access to standard econometrics, statistical, computational, and scientific typesetting packages.
- **Maintenance and Installation:** The installation and major maintenance of the ICT infrastructure required for e-governance are managed by selected vendors. Some e-governance software modules are developed in-house, while others are outsourced. Maintenance and enhancements are provided by the college authority and external vendors.
- **User Training:** E-governance involves computerizing various functions for different users and authorities, necessitating different interactions with the system. Training sessions are organized for different categories of users, such as teaching staff and office assistants, to effectively use the e-governance system.
- **Learning Management System (LMS):** Academic resources are shared through the LMS maintained by the Gen Next Information Technology, promoting efficient resource sharing and management.
- **Google Classrooms:** Used for sharing study materials and assignments, enhancing the online learning experience for students.

- **Online Platforms:** Google Workspace and Zoom platform charges are renewed annually for conducting online classes, meetings, and webinars.
- **ICT-Enabled Classrooms:** The College has 8 ICT-enabled classrooms, including 2 smart rooms and a conference room, facilitating interactive teaching and learning.
- **Academic Information Access:** Detailed academic calendars, timetables, and bulletins are regularly updated on the college website, <https://mahabodhimahavidyalaya.ac.in/> , ensuring easy access to class schedules and college events.
- **Accessibility for Differently-abled Students:** NV Access software is provided to support differently-abled students, ensuring they have access to educational resources and materials.

College Website

The college website is the heart of the institution, acting as a mirror reflecting all its activities. It should provide easily accessible relevant data to the public, showcasing college events, important notices, and other significant information.

- **Website Management:** A service provider/web designer will be appointed to maintain and upgrade the website. Administrative and teaching staff will receive training on making crucial website updates. Designated staff will be identified and trained to undertake the responsibility of website administration and updates at the college level.
- **Information Hub:** The website will serve as an information hub, including details about college events, major announcements, and course offerings. It will be continuously updated to reflect new changes.
- **Secure Hosting:** The website will be hosted and deployed by a third party on a secure platform to ensure data protection and reliability.
- **Website Committee:** A website committee will be constituted to oversee the updating, maintenance, and operation of the website. The committee will regularly review the site for necessary updates and improvements, ensuring it remains current and effective.
- **Vibrant Showcase:** The college strives to showcase its vibrant self and activeness through the website. All-important notifications will be promptly published on the site as they are released.
- **Continuous Revamping:** The website will be periodically revamped to incorporate new changes and improvements, ensuring it remains an accurate and dynamic representation of the college's activities and offerings.

Quality Enhancement

- **E-Governance for IQAC Activities:** All activities of the Internal Quality Assurance Cell (IQAC) and its subcommittees.