ASUTOSH COLLEGE
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6.2.3. ADDITIONAL INFORMATION

6.2.3. Implementation of e-governance in areas of operation:

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Administration

- College administration uses online measures like emails and other digital formats to communicate with government, other institutions and all other stakeholders.
- All records of employees like their leaves, programs attended , achievements, qualifications are all recorded through various modules of the ERP
- The college office as well as many classrooms are ICT enabled

Finance and Accounts

- Financial transactions are usually cashless and effected through net banking
- Voucher entry is done online
- Student fees are collected online
- Bills are processed online

Student admission and support

- Admission process is online

Examination

- Online exam management system is in place
- Online notification system is in place for students

PRINCIPAL
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Administrative reforms towards electronic and eco-friendly governance

CONCEPT

Good governance is synonymous with being able to address challenges and needs of the situation. Technology is a great boon to management since it can help streamline governance systems and maintain a good and healthy environment for all stakeholders. The E-governance policy of an institution is for the purpose of enhancing the system of governance for the development of an institution in the current digital age of new and advanced technologies. Blended mode in teaching-learning, evaluation using LMS, webinars, online admission, dynamic website, online redressal of grievances, functional Google classrooms and faculty webpage, online data management and maintenance are all functional in our institution.

SCOPE

Scope of the policy encompasses the following domains

- General administration
- Accounts and Finance
- Student admission
- Examination
- Library
- ICT infrastructure
- E-Waste Management

OBJECTIVES OF THE POLICY

- To streamline administrative processes, enhance transparency, and improve overall efficiency through the effective use of technology.
- To streamline financial processes, reduce manual errors, and enhance financial transparency.
- To simplify and expedite the admission process, making it more accessible to applicants and efficient for the college.
- To conduct fair and transparent examinations using technology to prevent malpractices.
- To modernize the library system, making resources more accessible and promoting digital literacy.
- To maintain a robust and secure ICT infrastructure that supports the college's e-governance initiatives.
- To responsibly manage electronic waste generated by the college's IT systems.

ELEMENTS OF THE POLICY

GENERAL ADMINISTRATION

- All administrative documents, including memos, circulars, and official communication, will be maintained digitally.
- Critical decisions and policies will be discussed and communicated through a dedicated e-platform to ensure all stakeholders are informed and involved. This platform will facilitate collaborative decision-making among the college administration.
- ERP solution is actively operative
- The college will employ an integrated communication system to disseminate information promptly. Emails, SMS, and official social media channels will be utilized for effective communication.
- To useful apps, one for faculty (Asutosh College faculty app) and another for students (Asutosh College student app) enable switch yet economic handling of all administrative and academic procedures
- The college website shall be fully updated to provide timely information to all

ACCOUNTS AND FINANCE

- Implement a secure online payment system for tuition fees, hostel fees, and other charges. This will facilitate convenient and timely payments by students and parents.
- Utilize accounting software to maintain accurate financial records. Regular financial reports will be generated and made available to relevant stakeholders through a secure portal.
- Training to the existing staff and updation of the existing software must be done regularly.
- Payments to be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

STUDENT ADMISSION

- Implement an online application system to allow prospective students to submit their applications electronically. This system will include secure payment gateways for application fees.
- Number of students applying to each course, withdrawals, fee submission, all to be managed through a dedicated Portal

EXAMINATION

- Implement an online examination system for objective and subjective internal assessments. This system will include measures to ensure the integrity and security of the examination process.
- The external Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

LIBRARY

- Implement a digital library system to manage resources efficiently. This system will include features such as online cataloging, e-books, and a user-friendly interface.
- Provide students and faculty with remote access to library resources, allowing them to browse and borrow materials digitally.

ICT INFRASTRUCTURE

- Implement robust cybersecurity measures to protect the college's network infrastructure and sensitive data.
- Ensure regular maintenance and upgrades of hardware and software systems to keep the ICT infrastructure up-to-date and running smoothly.
- ensure that college has an adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

E-WASTE MANAGEMENT

- Establish guidelines for the proper disposal of electronic waste, ensuring compliance with environmental regulations.

This E-Governance Policy Document is subject to periodic review and updates in alignment with advancements in technology and changes in the college's operational requirements.

Signature & Seal of Principal

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