SBMS COLLEGE, SUALKUCHI

E-Governance Policy

PRINCIPLE:

The E-governance Policy of SBMS College outlines guidelines and procedures for leveraging digital technologies and information systems to enhance administrative efficiency, transparency and service delivery.

SCOPE:

The scope of this policy broadens to the following areas

- General Administration
- Admission process
- Examination & Evaluation
- Library Management
- Accounting & Finance Section
- ICT Infrastructure

OBJECTIVES:

- Adoption of E-governance mechanisms throughout the college's functioning to create a user- friendly and efficient environment that enhances operational effectiveness.

- To foster a culture of openness and responsibility, ensuring that all college activities are conducted with transparency and accountability.

- Facilitating easy access to information, promoting transparency and empowering individuals to make informed decisions.

- Promoting sustainability by reducing paper usage and transitioning to a digital information system that provides easy access to data and maintaining the same on a secure environment.

- Expanding campus infrastructure to ensure comprehensive Wi-Fi coverage, enabling seamless connectivity for students and staff across the college grounds.

- Equipping classrooms with ICT facilities, including interactive whiteboards, audio-visual equipment to enhance the learning experience and facilitate innovative teaching methods.

- Implementing a digitised library system providing students and faculty with efficient access to a wide range of digital resources along with physical materials.

Policy:

1. To streamline and enhance our college's governance, we are embracing e-Governance initiatives.

2. The institution's e-governance initiatives aim to provide data access, facilitating better decision -making processes at all levels of the institution.

AREA OF IMPLEMENTATION:

1. ## Website & Social Media:

   The college aims to establish a comprehensive and interactive website that will serve as an information hub for students, faculty, and the broader community. The website will feature details about the college, its activities, courses offered, and important notices. It will be hosted and deployed by a secure third-party platform. Staff members will receive training to manage the website's administration and updates. Additionally, the college plans to utilize social media platforms to share important information and achievements. A Website Development Committee will be formed to oversee the regular maintenance, updating and necessary changes of the website. The goal is for the website to effectively showcase the college's dynamic nature while serving as a central source for timely notifications. Continuous updates will reflect any new developments within the institution.

2. ## Accounting & Finance Section:

   To streamline the college's accounting and finance processes, a suitable accounting and finance software package will be implemented. This software will facilitate the management of accounts and financial transactions. In addition, the college already utilizes the Public Financial Management System (PFMS) to handle funds received from the government. This system ensures efficient tracking and utilization of government funds. Payments within the college are primarily made and received through online modes such as NEFT (National Electronic Funds Transfer), RTGS (Real Time Gross Settlement), bank transfers, etc. This electronic payment system ensures timely and secure transactions.

3. Library Management:

The college is committed to maintaining its academic excellence by providing a well-stocked library and expanding e-learning resources for the benefit of teachers and students. To enhance the library's offerings, new journals and books are regularly subscribed to, with input from teachers and students.

To streamline library operations, following points are recommended:

- The library shall install fully automated ILMS software using SOUL and OPAC for users to access resources in the library. The user can also access the subscribed electronic databases and books, recommend a document via information kiosk to be purchased by the library if the item is not available in the library. The user can also check their list of issued documents through the information kiosk.

- The library shall stop creating printed catalogue card services and will start maintaining the bibliographic data of the books in the SOUL 's default field in MARC format.

- Moreover, the college's library shall be linked with NLIST consortiums to provide access to online books and journals within the campus through N-list. Consortium of e-resources in various subjects supports teaching activities as well as self-study or research efforts.

- The college will maintain its subscription to INFLIBNET Consortium, Gandhinagar, ensuring that users have direct access to e-resources.

- The Digital Library of SBMS College will entail the digital collection of the resources available through N-List programme of the INFLIBNET, free e-journals and e-books, the digitized collection of the college that include college publications, faculty publications, reports and old G.U question papers.

4. Examination:

Integrating with the IUMS portal offered by Gauhati University, the college is committed to facilitating online submission of examination forms, student registration and convenient access to semester results.

5. Biometric Attendance System:

The college will implement a bio metric attendance system to enhance accuracy and efficiency in attendance tracking for both administrative staff and teaching staff. This system will utilize biometric data for recording attendance, ensuring precise and reliable data collection. This software will generate monthly reports, automating attendance calculations for ease of monitoring.

6. Virtual Platform:

The college will arrange or provide a virtual environment, ensuring to conduct online classes as well as organising online meetings or interactions among students, faculty and participants.

7. Communication:

Regular updates regarding academic matters and other college updates will be communicated to students through their respective WhatsApp groups. This will ensure timely dissemination of information and foster effective communication channels between the college and its students.

8. Internet Facility:

In order to introduce Wi-Fi Facility in the campus, the college will purchase a line from Internet Provider with high speed.

9. E-Waste:

Our college will implement appropriate measures foe e-waste management to mitigate the environmental impact of technology use and e-waste. This includes adopting proper disposal method, recycling electronic equipment and promoting awareness about e-waste handling.

10. Bulk SMS System:

The Bulk SMS will be delivered to students instantly, ensuring quick communication with them effectively for any kind of important announcement.

11. ICT Infrastructure:

- It is ensured that ICT infrastructure will be updated from time to time
- Adequate numbers of computers to be provided for the use of staffs and students.
- ICT tools like projectors, smart boards, etc. are to be available for students.
- Other hardware infrastructure facility is to be made available by printers, scanner and reprography.
- The swipe machine is to be available for payment of students during the time of admission, students' form fill-up etc.
- The college will procure bar code printer along with bar-code scanner.
- The MIS to be generated by the college for smooth functioning of academic administration, student management records, generating reports etc.

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