E-GOVERNANCE POLICY

Holy Cross College, Agartala

Implementation of e-governance involves the use of information and communication technologies with an aim of promoting transparent, efficient, cost and time effective governance within the institution. E-governance policy of Holy Cross College has been formulated with an aim of strengthening the system of governance and to automate various functions in an integrated manner. Different areas of operation to be included under e-governance are: administration, finance and accounts, student admission and support, examination.

Scope: The scope of this policy extends to the following areas:

- General administration
- Finance and accounts
- Student admission
- Examination
- Library
- ICT infrastructure
- E-waste management

Objectives:

• To provide simpler and efficient system of governance within the institution by implementation of e-governance in different areas of operation of the institution.

• To promote accountability and transparency in different activities of the college.

• To provide easy and quick access to information.

• To take an initiative in creating a paperless institution.

• To establish a Wi-Fi enabled campus.

• To make most/all of the classroom ICT enabled having desktops, smartboards, projectors, etc.

• To establish a fully automated library.

- To provide students' admission and support using ERP.
- Finance and accounts to be fully automated.
- Examination related matter to be automated.

Policy:

E-governance will be implemented in all aspects of functioning like administration, finance and accounts, academics, student admission, examination and library, in order to serve all the stakeholders and carry out a transparent and proactive process of disseminating information. The College decides to make the following policies and procedure:

Website: The College website will reflect all the activities performed in the college and will thus act as an information centre showing all the important notices, courses offered, administrative updates and different activities of all the departments. To ensure this, a separate service provider/dedicated person will be engaged by the college who will be responsible for maintaining the website on a regular basis. A Website Committee, consisting of members from teaching and administrative staff will be formed for monitoring and updating the college website. On requirement, training will be given to the administrative and teaching staff to make important updates on the website. From every department, a member will be selected who will be responsible for updating the departmental activities in the college website. The self-vibrancy and activeness of the college will be reflected through its website. All the important notifications have to go live on the website as and when they are released.

Administration: An efficient administration is the backbone of an institution and to strengthen the campus security, the college has installed CCTV cameras at various places as per need. Secure Eye application and software is available for surveillance on computer by college authorities. The College campus has 24x7 internet facility and use of ICT in administrative work has been implemented. To make the administrative function more efficient, the College will use the ERP modules of HEMBRO ecamp, a web-based application which will provide an integrated platform for all the students, teachers, administrator and other staff members. It can be accessed from anywhere by the login user ID and password. The College authority can supervise all service units in the office through the ERP. Biometric attendance for the teaching and non-teaching staffs has been introduced for computerization and digitization of the activities of the institute. Attendance Management Software to be used by the Authority to record and track the attendance of the teaching and non-teaching staffs. Students' attendance, internal assessment, monthly and end semester reports should be generated automatically from the ERP modules. In order to maintain an effective database, Administrative Office should use Advanced Excel and File Management System Tools. The administration of the college to be made paperless in order to provide a hassle free, convenient and smooth administrative process. Appropriate measures to be adopted so that students must be able to obtain maximum services in online mode. The college will try to automate some of its functions related to administration and the staff members will be provided with adequate training to keep themselves abreast with the new technology.

Finance and Accounts: The office will continue to maintain its account, financial records effectively and efficiently through Tally software and ERP. Latest versions of the software will be purchased and used by the college. With Payroll Management System, salary of staffs, TDS, provident fund, allowances, etc all will be calculated automatically and disbursed to the bank accounts. Reports can be generated for all staff members on requirement. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, balance sheet is generated through this software only. For maintaining confidentiality of the transactions, appropriate security measures will be taken accordingly. All the payments will be made and received in an online mode such as NEFT, RTGS, Bank Transfer, Google Pay and Phone Pay. For efficient functioning of the accounts section, training to the existing staff and updating of the existing software will be done regularly.

Student Admission: For student admission, an open and transparent process will be followed which will be further strengthened by the availability of the necessary details in the college website. Advertisements for admission will be published in local dailies, flyers will be

circulated in social media and all the related notifications will be made available in the college website. Brochure containing the admission details and guidelines for the admission process will be uploaded in the college website. Merit list of the selected candidates will be uploaded in the college website and payment of admission fee will be made online/via the college portal in order to promote cashless transaction.

Examination: The examination section of the college is partially e-governed; all the examination related data are stored and maintained both in paper and in paperless manner. Students can get the examination date and time table from the college website which is also circulated in students' WhatsApp group. With the availability and functioning of the college portal, HEMBRO ecamp, students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. Filling of the examination forms, receiving admit cards, uploading of marks etc are done in online mode as per the directions of Tripura University in and from the University portal. Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. Students access their result from the Tripura University Portal.

Library: A well-stocked and well-organized library contributes significantly towards the academic excellence of the institution. The college has integrated library management software-Libnet V.3 for student support. Through this software, issuing and returning of books is done. Through Web Opac, students/users can browse book from anywhere. The library has e-resource Inflibnet-Nlist through which users can read/download book(s)/journals. The College will strive to enrich its library resources and add more and more e-learning resources for the benefit of its stakeholders. The College will continue to subscribe to new journals and e-books regularly. Recommendations are/will be taken from the teachers of every department while subscribing to the e-resources. To increase the knowledge database, teachers can apply/suggest to get books of different authors for the subjects they teach. In order to establish a fully automated library, installation of ILMS software with an easy to use- Graphical User Interface, Unicode support with multilingual search and export facility for most reports to be done. The library should provide access to a fully automated software for plagiarism check in order to encourage original writing among students and teachers.

Alumni: The Alumni Association of Holy Cross College was born in 2012 and in order to strengthen our alumni relationships, a separate alumni page to be created on the website. The webpage will provide facilities like registration, information about prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates of activities in the college website.

Hardware Infrastructure:

The College will ensure that sufficient number of desktops and laptops are made available for students and staff. Computers and printers to be made available in the administrative section and college library. Projectors and other multimedia devices in adequate numbers to be provided in classrooms, laboratories, board room and in college auditorium. The infrastructure of the college to be complemented with computer networking devices, scanners, digital duplicators and interactive teaching board/smart board etc.
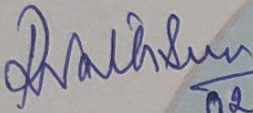
Software Infrastructure:

The College will ensure maintenance of adequate software, Wi-Fi enabled campus and fast transmission of data to the various computers. For better and efficient functioning, office automation packages for desktops and laptops like Open Office, MS Office, Tally Prime, Orell talk (Language software for language laboratory) and Antivirus to be purchased and updated regularly.
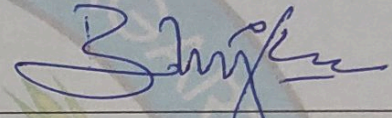
E-Waste Management: Holy Cross College will ensure that its usage of technology and generation of e-waste does not impact the environment and as such proper disposal of the e-wastes will be taken care of.

Prepared by   Approved by

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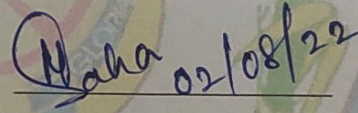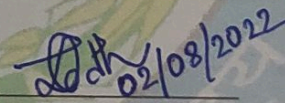Dr. Rumki Nath Sen   Dr. Fr. Benny K. John, CSC,
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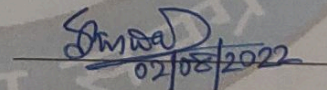
PRINCIPAL
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