



# JHANJI HEMNATH SARMA COLLEGE



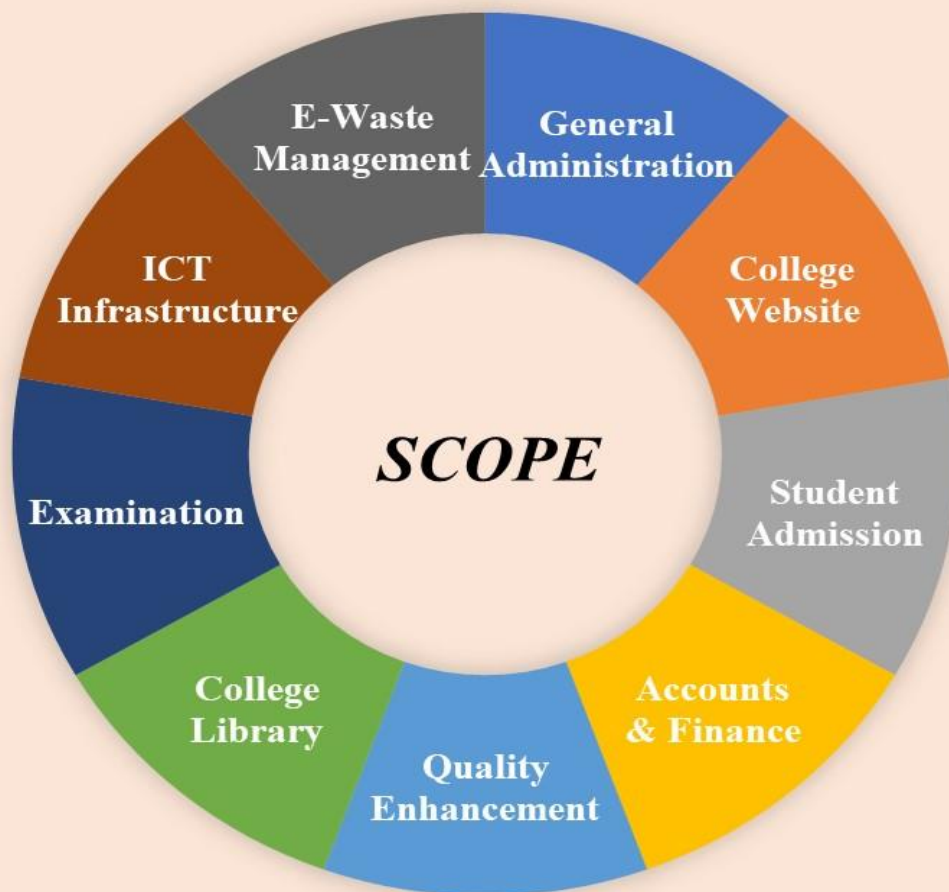
## CONCEPT

Technology has been a boon to academic institutions in the field of education, which helps to streamline governance systems and maintain a better quality of education. Good governance can be termed as the ability to address the challenges and need of the current situation.

E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. It aims at planning and enabling any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute. Keeping in view the need of the day Jhanji Hemnath Sarma College has designed an e-governance policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. The college prioritise to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of the college, it adopts e-governance in all its management and administrative activities. All stakeholders are oriented and encouraged to practice e-governance. This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute. Having an e- governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process. The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning. It will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process.

## OBJECTIVES

- ✚ Implementation of E-governance in effective functioning of the institution. Reduce the usage of paper in administration of the institution.
- ✚ To improve transparency and accountability.
- ✚ Providing online internal and external communication between various executive bodies of the institution.
- ✚ To achieve the aim of being an environmental and user-friendly institution.
- ✚ Facilitate easy access to the information and to maintain the data on a secure environment.
- ✚ To implement automation in library facility.
- ✚ Making the institution visible to the stakeholders globally by the use of digital media.
- ✚ To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.
- ✚ Achieving paperless administration of the institution.



### **General Administration**



The college administration is made paperless in order to give a hassle-free, convenient, and smooth process. Students must be able to get the most out of online services. The college investigates the possibility of automating some of its administrative duties. To keep administrative staff up to date with new technologies, proper training and development are offered. To automatically calculate the Internal Assessment marks for attendance, Monthly Reports and Semester End Reports should be prepared. Students can access information such as attendance, results, timetables, assignments, and other study tools. Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database. The college will look into opportunities to automate some of its functions related to administration. To provide a hassle free, convenient and smooth process, administration of the college to be made paperless. Students must be able to obtain maximum services in online mode. Administrative Staff to be provided with adequate training and development to keep them abreast with the new technology.

 College Website



The college website is the heart of the institution. It should act as a mirror of the college and all its activities. All the relevant data should be made easily available to the outsiders. Website shows the college activities and information about all activities, important notices etc. A service provider/web designer will be appointed for the purpose. Administrative and teaching staff will receive training on how to make crucial website upgrades. Along with it, training should be given to the existing staff and designated person/persons should be identified who will undertake the responsibility of website administration and upgradation at the college level. The website will serve as an information hub for the college, including all of its events, major announcements, and course offerings, among other things. The website of the college to be continuously updated taking into account the new changes. Website shall be hosted and deployed by a third party on a secure platform. For the administration of the college website, a website committee will be constituted. On a regular basis, the Committee will oversee the process of updating, maintaining, and operating the website. The Committee will also examine for any other website updates that are needed. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. The website of the college needs to revamped taking into account the new changes.

## Student Admission



An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Dibrugarh University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator. Institution to process admissions for programs, hostel, etc. using the portal. The admission process is conducted in an open and transparent manner, which is bolstered by the Jhanji Hemnath Sarma College ethical principles and rules. After each allotment, the students confirm their college selection and take admission in the allotted college onsite.

## Accounts & Finance



The office continues to maintain its accounts on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports to be generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and upgradation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed through the portal FIN Assam

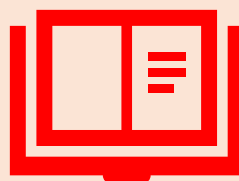
(Government of Assam). Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Net Banking etc.

## Quality Enhancement



All the activities of IQAC and the cells and committees under it will be under the e-governance provisions. Feedbacks from the students, parents, teachers, alumni and employer shall be collected online and compiled and analysed using ICT tools. Online provisions will be used to accomplish teachers and students exchange programmes. Online provisions will be used to increase the competitive zeal of the students, to orient students with different issues of the society, increasing capability of the students and increasing their out orientation. Increasing students' participation through organizing online seminar and workshop.

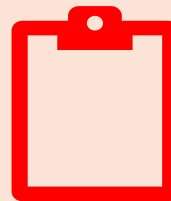
## Library



The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should maintain a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The library to install fully automated ILMS software which should have an easy to use- Graphical User Interface and export facility for most reports. The use of the software's Online Public Access Catalogue module to search library databases using selected phrases for information retrieval. The software's Circulation module should include all aspects of circulation, from building member records to printing warnings for overdue books. All database creation and maintenance tasks should be covered by the Database Maintenance module. To encourage students and teachers to do unique work,

the library should provide access to fully automated plagiarism detection software. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval. The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books. The Database Maintenance module should cover all operations of database creation and maintenance. The library shall create a separate section in college website where students and teachers can easily go through all the rules and regulations, services, e-resources, various informational links and question papers.

## Examination



The college shall adopt an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to fill examination applications, revaluation applications, obtaining hall tickets, uploading of marks, etc. everything in online mode. Regular updates of Students Internal Performance to be maintained and communicated to the parents. As per the directions of the University, it is mandatory to handle examination in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the principal of the college.





## ICT Infrastructure



The College to ensure that it has 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. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected. Some of the existing software modules for e-governance are developed in-house, and some are out-sourced. The college authority and the external vendors of software shall provide necessary maintenance and enhancement, as appropriate. As e-governance is based on computerisation of the functions of different users and authorities, different categories of users must interact differently with the e-governance system. For instance, the nature of interactions by teaching staff and that of office assistants are different. The institute shall organise trainings for different categories of users for using the e-governance system.



## E-Waste Management



The institute has always been making utmost efforts to create a green and healthy environment for all the stakeholders as well as for the society. Use of technology is the need of the day but keeping a balance between the environment and the modernization is the actual challenge. The institute hence shall always try to ensure that all the usage of its technology and generation of e-waste does not impact the environment. Provisions shall be made for e-waste management accomplishing a memorandum of undertaking with a party outside the college.

## **FUTURE PERSPECTIVE**

- ✦ In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
- ✦ The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. But now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.
- ✦ The future plan of the institute is clear in terms of including leave management of the teachers directly through website.
- ✦ To start the administration system for the hostel in fully computerized manner.