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E- Governance Policy

Introduction

Government College Bishrampur recognizes the transformative potential of e-governance in enhancing administrative efficiency, transparency, and service delivery. This E-Governance Policy outlines the college's commitment to leveraging technology to better serve its stakeholders, streamline internal processes, and promote a culture of innovation and accountability.

Vision

To establish Government College Bishrampur as a model institution for e-governance, ensuring accessible, efficient, and transparent services for students, faculty, staff, and the wider community.

Objectives

- Improve administrative efficiency and effectiveness.

- Enhance transparency and accountability in all college processes.

- Provide accessible and user-friendly online services for students and faculty.

- Promote innovation and continuous improvement in college operations.

- Ensure data security and privacy.

- Foster a culture of digital literacy and e-governance awareness.

Governance Structure

A dedicated E-Governance Committee shall be constituted, comprising representatives from different departments and stakeholders. This committee will oversee the implementation of e-governance initiatives and ensure compliance with relevant policies and regulations.

Key Initiatives

- Student Portal

Create a comprehensive student portal to provide easy access to academic records, course offered, examination schedules, notification, fee structure, administrative committees, student union, online video lecture, helpline portal and E-mail, online library and other facilities for students. The portal should also facilitate communication between students and faculty.

- Faculty Portal

Develop a faculty portal to streamline administrative tasks such as leave applications, grade submissions, and curriculum planning. This portal should also support online teaching resources and collaboration among faculty members.

- Digital Document Management

Implement a digital document management system to digitize and securely store academic records, administrative documents, and other relevant files, ensuring quick retrieval when needed.

- Online Admission Process

Take part as subordinate agency of affiliating university in online admission process that allows prospective students to apply, submit documents, and pay fees electronically, reducing paperwork and improving efficiency.

- Feedback Mechanisms

Establish online feedback mechanisms for students and faculty to provide input on courses, services, and administrative processes, allowing for continuous improvement.

- E-Governance Training

Conduct regular e-governance training sessions for faculty and staff to enhance digital literacy and ensure the effective use of e-governance tools.

- Data Security

Implement robust data security measures to protect sensitive information, including personal data of students and faculty. Regular checking should be conducted to ensure compliance with data protection regulations.

- Compliance and Legal Framework

The college will adhere to all relevant laws and regulations governing e-governance, including data protection and cybersecurity laws.

Budget and Resources

Allocate sufficient resources to support the implementation and maintenance of e-governance initiatives. Regularly review and adjust the budget to meet evolving needs.

Monitoring and Evaluation

Regularly monitor and evaluate the effectiveness of e-governance initiatives through key performance indicators (KPIs) and feedback from stakeholders. Make necessary adjustments to improve performance.

Awareness and Communication

Engage in awareness campaigns to inform all stakeholders about the benefits and proper usage of e-governance tools and platforms.

Conclusion

This E-Governance Policy reflects Government College Bishrampur's commitment to harnessing the power of technology to provide efficient, transparent, and accessible services to its stakeholders. By adhering to this policy and embracing a culture of innovation, the college aims to continually enhance its operations and better serve its community.

Implementation of E-Governance Policy

Website: The website of the institution act as an information center which reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer has been appointed by the college. Training has been given to the administrative and teaching staff to make important updates on the website. The College strives to showcase its curricular, extra-curricular and extension activities through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the online admission portal of Sant Gahira Guru University and Government College Bishrampur. The College brings out its admission notification and process as well as fee structure 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 is used by the Admission Co-Ordinator.

Finance: The online portal e-kosh, developed by state Government is used for financial process. The portal show budget allocated, transactions, purchase and bills. The portal is also used to prepare purchase bill and salary of the employees.

Administration:

• Record of internal examination, annual examination, administrative committees, grievances and other student related queries are maintained.

• Administrative Office use Advanced Excel and File Management System Tools to maintain effective database.

• To provide a hassle free, convenient and smooth process, administration of the college has been made paperless. E-Notice, E-order are used for administrative purpose.

• Students are able to obtain maximum services in online mode.

• The college has facility of automated library.

Examination: The college has adopted 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.

Alumni: In order to strengthen our alumni relationships, a separate alumni page is to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management. The institution already has alumni registration portal on its website.

ICT provided: The institution has purchased essential hardware and software useful for E-Governance and curricular/extra-curricular activities. The hardware includes Monitors, CPUs, UPSs, Mouse, Key-Boards, Projectors, Screens for projectors, Printers, Scanners etc. Essential software purchased are SOUL, MS-Office, Windows, Adobe Reader, Browsers, and others.