RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017

Criterion Name: Governance, Leadership and Management

Index No: **6.2.2**

Subtitle: **Response to DVV** - *A Policy Document on e- governance.*

Index No: 6.2.2

A
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on
e- governance.

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<u>A Policy Document on E-Governance</u>

<u>Link to the Policy Document</u>:

https://www.rbgc.ac.in/policy-documents/Policy-for-E-Governance=2022-23.pdf

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RANI BIRLA GIRLS' COLLEGE

Affiliated to the University of Calcutta

38, SHAKESPEARE SARANI
KOLKATA: 700017

POLICY

FOR

E-GOVERNANCE

SESSION: 2022-23

INTRODUCTION:

In an era driven by digital transformation and technological advancement, Rani Birla Girls' College recognizes the importance of embracing e-governance to enhance administrative efficiency, transparency, and service delivery. This policy outlines the key principles, objectives, and scope of the college's e-governance policy, aimed at leveraging technology to streamline processes, and enrich the overall educational experience for students, faculty, and staff.

CONTEXT AND RATIONALE:

As Rani Birla Girls' College continues to evolve as a center of learning excellence, it is imperative to adapt to the changing landscape of governance and administration. E-governance represents a paradigm shift from traditional paper-based processes to digital platforms, enabling seamless communication, data-driven decision-making, and stakeholder engagement. By harnessing the power of technology, Rani Birla Girls' College seeks to foster a culture of innovation, responsiveness, and accountability in its administrative practices.

OBJECTIVES:

The primary objectives of Rani Birla Girls' College's e-governance policy are as follows:

1. **Enhanced Efficiency:** The primary objective is to implement E-governance in all the functioning of the institute for providing an efficient system of governance with streamlined administrative processes, and minimize turnaround times for service delivery.

2. **Transparency and Accountability and Accessibility:** Facilitate access to information, services, and resources through digital platforms, catering to the diverse needs of students, faculty, and staff. To encourage transparency and accountability in all the functions of the college with the help of ICT that can be utilized to automate, transfer, and analyse the data or information in the college administration for all the purposes of admissions, workload, timetable, internal assessment, examination, attendance, result etc.

3. **Green Endeavour:** To create a paperless administration.

4. **Promote use of ICT:** To render the classrooms ICT Enabled, equipped with smartboards, and projectors etc.
5. **Library Automation:** To establish a fully automated Library.

SCOPE AND APPLICABILITY:

E-Governance aims at enhancing the system of governance for development of the college by leveraging innovative and scientifically sound technologies and extends to the following areas:

- Website
- General Administration
- Student Admission

- Accounts and Finance
- Examination
- Library
- ICT Infrastructure
- LMS
- Social Media
- E-waste Management

I.   WEBSITE:

The college website is the visage of the institution. The College strives to showcase its vibrant self and all its activities through its website. All the relevant data should be made easily available to the outside world through the website. The website will act as an information hub which will reflect about the college, all its activities, important notices, courses offered, fees etc.

The website shall be hosted and deployed by a third party on a secure platform. For this purpose, a separate service provider/web designer will be appointed by the college.

A Website Committee is to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining, and working of the website on a regular basis. Training will be given to the members of the committee including administrative and teaching staff, to make important updates on the website. The Committee will also look after all statutory requirements of the website. All the important notifications will go live on the website as and when they are released.

The website of the college will be updated continuously as per recommendations of UGC, NAAC, Calcutta University, the State, and the Central Government.

II.   GENERAL ADMINISTRATION:

The college administration strives to be paperless 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. The college needs to have a dedicated **Student Management Software** to automatically track the attendance record, internal assessment marks, record of scholarships availed etc. Provisions be made for the students to access information such as attendance, results, timetables, assignments, and other study tools

Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database. The college will explore opportunities to automate some of its functions related to administration.

Administrative Staff to be provided with adequate training and development to keep them abreast with the new technology.

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III.   STUDENT ADMISSION:

An open and transparent process is followed by the college for the student admission process. Being a Government-aided college, new admission to the Semester 1 is conducted online as per direction/orders of the Department of Higher Education, Government of West Bengal, and the University of Calcutta.

Admission process is conducted through a dedicated portal accessed through the college website, hosted, and deployed by a third party on a secure platform. For this purpose, a separate service provider/web designer is appointed by the college. Through the portal prospective students can complete their entire admission process and gets access to all admission notices, fees structure, payment methods, refund policy, merit lists etc.

To further enhance the transparency of the process the College will bring out its E-Prospectus which will be displayed on the college website. The e-prospectus will have all information/guidelines for the admission process. A Prospectus Sub-Committee is to be formed for the preparation of the e-prospectus. The Committee will also look after the process of updating the e-prospectus before the beginning of every academic year.

Admission to all subsequent semesters (2 to 6), will also be done through online mode, through another dedicated *Students Admission Software* within the next academic year.

IV.   ACCOUNTS AND FINANCE:

College accounts section is the first department that adopted e-governance in the early 2000s and managed college accounts through a *Student & Accounts Automation System* purchased from an external developer. The software was developed with Visual Basic 6.0 with backend run on MS Access. Rani Birla Girls' College had purchased the licensed version of Visual Studio and the software is running on that. Subsequently the software was integrated with accounting software Tally in 2015. The office continues to maintain its account through the above software and Tally.

The software developed almost two decades back is dated and does not have many features essential for modern accounts management. The college resolves to purchase the latest versions of the Tally software by the college to keep its accounts well managed and maintain financial records effectively and efficiently.

College will also introduce a up-to-date and comprehensive *Accounts Management System Software* which will be combined with tally.

Training to the existing staff and updating the existing software must be done regularly.

The College also uses software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Human Resource Management System (HRMS) to generate salary slips, disburse the salary to the bank accounts of the substantive staff members. TDS, HRA, Allowances, Festive bonus etc. all are managed by this system. Reports related to payment of salary PF can be generated for all staff members.

Payments to vendors are at present are mainly made by cheques. The college will make payment system smoother and more cost effective through greater use of online mode such as NEFT, RTGS. The college will initiate online payment though bank transfers or NET banking.

V.   EXAMINATION:

Rani Birla Girls' College is affiliated to the University of Calcutta. All the semester end examination process is regulated by the University and thus e-governance policy of the University is to be adopted in this regard The university has a dedicated portal **cuexam.net /cuexamwindow.in**; through the following activities are done online:

- Issue of list of eligible candidates (Checklist)
- Filling up of Examination form by the students
- Approval of Examination forms by the college
- Uploading of Admit Cards by the University
- Downloading of Admit Cards by the college for distribution to the students
- Uploading of marks after correction of answer scripts (Internal/Tutorial/ Theoretical/Practical) by Examiners.
- Generation of Award list by the (Internal/Tutorial/ Theoretical/Practical) Examiners
- Uploading of marks after correction of answer scripts (Internal/Tutorial/ Theoretical/Practical) by Scrutineer.
- Generation of Award list by the (Internal/Tutorial/ Theoretical/Practical) Scrutineer
- Uploading of marks after correction of answer scripts by (Theoretical/Practical) Head Examiner.
- Generation of Award list by the (Theoretical/Practical) Head Examiners.
- Publication of semester end results.
- Submission of Review/FSI application by students.

The college notifies each of the above in the college website as per university schedule/notice.

A dedicated non-teaching staff maintains the University portal and coordinates all exam related affairs with the Principal of the College. The Principal acts as the Centre-in-Charge of the university examinations and is aided by Officer-in Charges/Joint Officer-in-Charges for conducting examinations

The college will also maintain all records of Continuous Internal assessment through a Student Management Software, which can be accessed by both students and teachers.

VI.   LIBRARY:

The College maintains 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 continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources.

- The Library to install fully automated ILMS software to facilitate e-learning.

• Entire Library System with respect to Issue, reference to be automated and staff & students to access the library resource in and outside the campus.

• The Library will provide access to a fully automated software for plagiarism check for students and faculty members.

• The central library is partial computerized through server-based SOUL SOFTWARE (SOUL 3.0) in 2022-23.

• Circulation and membership is done through the SOUL software.

• The College library database is maintained through SOUL 3.0 where accession, cataloguing and circulation processes are going on. The readers can get the book list of the college library through Online Public Access Catalogue. The link of the catalogue is available in the college website.

• The College library, has designed and started to maintain an e-repository after the Covid-19 pandemic. The library has started archiving the following:
  ➤ Honours and Genera syllabi of all the semesters
  ➤ CBCS/CCF CSRs/orders of all the departments issued by the University of Calcutta
  ➤ Question Papers of the End semester examinations from 2018 onwards
  ➤ E-resource
  ➤ Study Materials etc.

The link of the repository is available in the college website.

• The library automation should be done through cloud-based KOHA software for better management of the library.

• The college will introduce RFID Library Management.

• The Project entitled "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", being jointly executed by the e-ShodhSindhu Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi provides for access to selected e-resources to colleges.

The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The authorized users from colleges can now access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre.

The College is an annual member of the N-LIST programme of INFLIBNET to provide the e-resource access to students and teachers by individual username and password. The link of the N-LIST is available in the college website.

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VII.   ICT INFRASTRUCTURE:

ICT infrastructure is one of the most significant components of the colleges e-governance policy. The ICT infrastructure of the college should be maintained and augmented through the following steps:

- 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 and accounts section.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms (one for each department), 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 internet facility 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 installation and major maintenance of the ICT infrastructure (computers, laptops, printers etc.) required for e-governance shall be done through Annual Maintenance Contract (AMC) by vendors duly selected through tender process.
- To ensure CCTV surveillance of the entire college campus and conduct surveillance during and beyond college hours.
- The installation and major maintenance of the CCTV cameras shall be done through Annual Maintenance Contract (AMC) by vendors duly selected through tender process.
- The college shall organise administrative trainings for different categories of users for using the e-governance system.

VIII.   LMS

The college will introduce virtual classroom through the incorporation of a Learning Management System on the official website of the college for advancing upon the traditional teaching-learning methods. This will be done with the aim of making the Teaching-Learning process more interactive, intellectually intriguing and engaging. This will benefit the student with the inquisitiveness of engaging with particular topics outside the traditional classroom and will be available for a quick refresher rendering students the capacity of self-learning and innovative methods of evaluation.

IX.   SOCIAL MEDIA

The college will open official social media accounts of Rani Birla Girls' College in all major social media platforms like Facebook, Instagram, X, Koo etc. to disseminate information on all activities undertaken by the college and to announce upcoming programmes. The link for all social media accounts will be available in the college website.

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X.   ALUMNI ENGAGEMENT

To strengthen our alumni relationships, a separate alumni page to be created on the college website providing facilities like registration, listing of the prominent alumni of the college, alumni feedback, and many other aspects. Rani Birla Girls' College Alumni Association to be consulted for regular updates and database management.

XI.   E-WASTE MANAGEMENT:

Rani Birla Girls' College ensures that its usage of technology and generation of e-waste does not impact the environment. The college 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 college will form a Waste Management Committee to manage, segregation and recycle all kinds of waste including e-waste in an environment friendly manner. The committee will work alongside Nature Club of the college to make the campus as eco-friendly as possible. Provisions shall be made for e-waste management accomplishing a memorandum of undertaking with a party outside the college to ensure e-waste management as per government rules and regulations.

CONCLUSION AND FUTURE PLAN:

As Rani Birla Girls' College embarks on its e-governance journey, this policy sets the foundation for embracing digital transformation, innovation, and stakeholder empowerment. It is our resolve to implement e-governance in many more areas like leave management, biometric attendance of students and staff etc. With this aim in view, we have drafted this policy framework.

By aligning administrative processes with the principles of efficiency, transparency, and accountability, the college aims to create a dynamic and responsive governance framework that supports its mission of academic excellence and student success.

This policy document is subject to review and revision as deemed necessary to meet the evolving needs and standards of undergraduate education.

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