SADHAN CHANDRA MAHAVIDYALAYA

Affiliated to the University of Calcutta and included under section 2(f) & 12(B) of the UGC Act, 1956

Vill.-Harindanga, ❖ P.O.-Chaberia, ❖ P.S.-Falta ❖ Dist.-South 24 Parganas, Pin.-743504 ❖ Phone : 9734786645; 03174-298873 (Land line)

ESTD-2007 E-mail : sadhanchandra.mahavidyalaya@gmail.com ● Website : sadhanchandramahavidyalaya.org & scm.ac.in

f. No. :   Date ....

Policy on E-Governance

1. Introduction

E-Governance at Sadhan Chandra Mahavidyalaya aims to integrate information and communication technology (ICT) into various administrative, academic, and financial processes to enhance efficiency, transparency, and accessibility. This policy outlines the principles, framework, and guidelines for implementing and managing e-governance across the institution.

2. Objectives

The primary objectives of the E-Governance policy are to:

1. Streamline administrative processes for improved efficiency and accuracy.
2. Enhance transparency and accountability in institutional operations.
3. Facilitate better communication and collaboration among stakeholders.
4. Improve access to information and services for students, faculty, and staff.
5. Ensure data security and privacy in all digital transactions.

3. Scope

This policy applies to all administrative, academic, and financial processes at Sadhan Chandra Mahavidyalaya, encompassing various departments, faculty, staff, and students. It covers the use of digital platforms, software, and tools to manage and facilitate institutional activities.

4. Policy Framework

4.1 Administration

Policy:

1. College Administrative Management Portal (ERP):
   The institution will use ERP online portals for efficient administration management.

2. NIRF and AISHE Portals:
   Data capturing systems for institutional ranking and higher education statistics.

3. SCM Website and GMAIL:
   College website for information dissemination and GMAIL for official communication.

4. WhatsApp:
   Official groups for administrative communication.

4.2 Finance and Accounts

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Policy:

1. Tally ERP 9:
   Accounting software for managing financial transactions.

2. HRMS and IFMS:
   Human Resource and Integrated Financial Management Systems for payroll and financial management.

3. NGIPF Portal:
   For provident fund maintenance.
   Link: [NGIPF](https://www.wbifms.gov.in/gws/ngipfweb//ui?id=ngipf.login.dashboard)

4. Payment Gateway and GMAIL:
   Online payment management and administrative email communication.
   Email: scm.finance2022@gmail.com

4.3 Student Admission and Support

Policy:

1. Online Admission Portals:
   Various portals for managing student admissions.

2. CU Registration and College Registration Portals:
   For online student registration management.

3. SMS Gateway and Payment Gateway:
   Messaging management service and online payment management.

4. KOHA Software:
   Library management system.

5. ERP Student Portal:
   For form fill-up, fee payment, grievances, e-resources, and scholarship applications.

6. Scholarship Portals:
   AIKYASHREE, KANYASHREE, SVMCM, OASIS, NSP for student scholarships.

7. Google Forms:
   For online feedback from all stakehlders.

8. NIRF, AISHE, and Banglar Uchchashiksha Portal:
   Data capturing systems for institutional ranking and higher education statistics.

9. YouTube Channels and Facebook Page:
   Platforms for student support in teaching-learning.

10. WhatsApp:
    Official groups for student support communication.

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4.4 Examination

Policy:

1. CU Exam Window:
   Examination management and form fillup portal.

2. Google Forms and SMS Gateway:
   For internal examination (if required) and answer script upload (if required) and messaging management.

3. ERP Student Portal and GMAIL:
   For examination form fill-up, fee payment, grievance reporting and administrative email communication.

4. SCM Website and WhatsApp:
   College website and official groups for student support.

5. Implementation Strategy

Policy:

1. Phased Implementation: E-Governance initiatives will be implemented in phases to ensure smooth transition and adoption.
2. Training and Capacity Building: Regular training programs for faculty, staff, and students to enhance their digital literacy and competence.
3. Stakeholder Engagement: Continuous engagement with stakeholders to gather feedback and make necessary adjustments.
4. Technical Support: Provision of technical support to resolve issues and ensure uninterrupted services.

6. Data Security and Privacy

Policy:

1. Data Protection: Adherence to data protection laws and best practices to ensure the security and privacy of institutional and personal data.
2. Access Control: Implementation of strict access control measures to prevent unauthorized access to sensitive information.
3. Regular Audits: Conducting regular security audits to identify and mitigate potential vulnerabilities.

7. Monitoring and Evaluation

Policy:

1. Performance Metrics: IT Sub-committee will establish key performance indicators (KPIs) to monitor the effectiveness of e-governance initiatives.
2. Regular Reviews: Periodic reviews and assessments to evaluate progress and identify areas for improvement.

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3. Feedback Mechanism: Implementation of a robust feedback mechanism to gather inputs from users and stakeholders.

8. Grievance Redressal

Policy:

1. Grievance Cell: IT Sub-committee to address issues related to e-governance services.
2. Complaint Procedure: Users can submit their grievances in writing or through designated online platforms.
3. Resolution Timeline: IT Sub-committee will review and resolve grievances within a stipulated time frame, ensuring fairness and transparency.

9. Review and Amendments

Policy:

1. Periodic Review: The E-Governance policy will be reviewed periodically to ensure it remains aligned with technological advancements and institutional needs.
2. Amendments: Any amendments to the policy will be made based on recommendations from the E-Governance Committee and changes in government guidelines or institutional needs.
3. Approval: Amendments will be approved by the Principal and Governing Body before implementation.

10. Conclusion

Sadhan Chandra Mahavidyalaya is committed to leveraging technology to enhance its administrative, academic, and financial processes through a comprehensive e-governance framework. By adhering to the guidelines outlined in this policy document, the institution aims to foster efficiency, transparency, and accessibility, thereby contributing to its overall mission of providing quality education and support to its students and stakeholders.

Policy approved by Governing Body on: 05/12/2022 (Item No.: 18)

(Dr. Sk. Fazlul Haque)
Principal

Principal
Sadhan Chandra Mahavidyalaya
Harindanga, Falta, South 24 Parganas