

# E-GOVERNANCE POLICY

North East Institute of Social Sciences and Research (NEISSR) takes a holistic view of the e-Governance initiatives in an efficient manner.

## **Objectives:**

1. To ensure effective implementation of e-governance across all the functions within the college.
2. Promote efficient administration, cost reduction and timely execution of plans and actions.
3. Facilitating effective communication among various stakeholders of the institution.
4. To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions of the college.

**Scope of the Policy:** The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stakeholders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

**Elements of E-governance Policy:** Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at NEISSR are enumerated below:

### **1. Website:**

- The ICT department is responsible for the development, administration and maintenance of the website regularly.
- The coordinator handles all information and updates all information and activities of the Institute.

### **2. Administration:**

- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
- The college administration shall be equipped with a customized user-friendly Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment, etc.

- All the classrooms, conference rooms and seminar rooms shall be furnished with ICT-enabled projectors and screens. CCTV cameras are installed and maintained at all strategic locations to ensure proper surveillance.
- The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non-teaching staff and to the public, in general. The website shall be periodically reviewed by the ICT enabling unit of the college.
- All official communications and notices shall also be sent via e-mail and other available online platforms.
- The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- The college shall also subscribe to online platforms to support online teaching learning process, trainings, lectures, webinars and other official interactions etc.

### **3. Finance and Accounts:**

- The accounts section shall operate and manage their entire accounting operations on ERP software including pension and payroll related processing.
- The college shall perform all the financial transactions in line with the existing guidelines by the Government of India.
- The college shall utilize Government e-Marketing (GeM) portal for procurement of all goods and services available on GeM to enhance transparency and efficiency in public procurement.
- All financial transactions and tendering processes shall use digital signatures for enhancing efficiency in processing.
- The college shall develop a customized portal to enable students to pay their annual fee, examination fee etc. through online mode.

### **4. Students' Admission and Support:**

- The college shall adopt online mode of admission process as mandated by university from time to time.
- The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.

### **5. Library:**

- The library is automated (koha)
- Faculty and Students are trained to use e-learning resources on timely basis.
- E-learning resources like N-LIST & NDLI
- The Librarian is responsible for maintaining all the e-learning resources

**6. Examination:**

- The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc. as mandated by university from time to time.

**7. Placement:**

- The placement portal is developed by the Placement Coordinator and facilitates recruitment process within and outside the Institute.
- It also uploads reports of placements, higher studies and entrepreneurship.
- The portal is maintained and updated on a regular basis.

**8. Alumni:**

- To strengthen alumni interaction, a separate portal is developed to facilitate registration, information of college activities, milestone achievements, feedback and other aspects.
- Alumni Coordinator is appointed to oversee the overall networking and activities.

**9. E-waste**

- NEISSR ensures that its usage of technology and generation of e-waste does not impact the environment.

**Expected Outcomes:**

- The outcomes expected from this policy include the overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- It will provide speedy response to student centric queries or problems.
- It will ensure transparency and accountability in all the functioning bodies of the college.