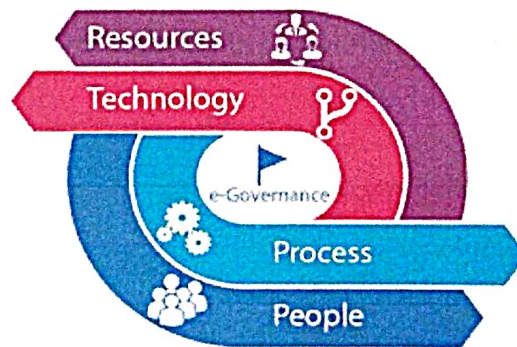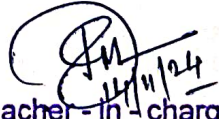# GOUR MOHAN SACHIN MANDAL MAHAVIDYALAYA

E GOVERNANCE POLICY STATEMENT

Teacher - in - charge
G.M.S.M. Mahavidyalaya
Vill. & P.O.-Bireswarpur
Dist. - 24 Pargs (S), W.B.

E GOVERNANCE POLICY STATEMENT

GMSM Mahavidyalaya 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. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support, Library and Examination of the institute.

OBJECTIVES:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of intuitional functioning.

- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.

- To promote transparency and accountability in all the functions of the college.

- To achieve and create a paperless environment in the college.

- To provide easy and quick access to information.

ACTION PLAN I- ADMINISTRATION:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.

• Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.

• The administrative Office will use advanced Excel and File Management System Tools to maintain database.

• Make transition towards Paperless transactions by enhancing the use of Google facilities like Google sheet for data collection from various Departments, Google Docs to prepare notices and activity reports and Google Forms to prepare Feedback forms and get online feedbacks from stakeholders.

• The Administration shall use email service in its communication with Governing Body members as well as the teaching and non-teaching staff.

• Regularly publish administrative information including notices and circulars on the website.

• CCTV Cameras installed at various places of need.

ACTION PLAN II- FINANCE AND ACCOUNTS:

- The College will use a software (HRMS) 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 by this system.
- Reports and Pay slips can be generated for all staff members.

- The accounts of the institution will be maintained through Tally software and ERP.

- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.

- Purchase latest software versions

- Provide regular training in updated versions of software

- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

ACTION PLAN III-STUDENT ADMISSION AND SUPPORT

- Complete online admission through college portal – Online application, online fees payment, online merit list, online admission, generation of ID Card and Unique student ID.

- An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission 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.

- Use ERP to manage all student data including course, fee submission.

- Online registration of students as well as exam form fill up.

- Online payment gateways for students.

- Online grievance redressal system.

- Updated college website for real time information sharing/dissemination, including admission and online transaction interfaces etc.

ACTION PLAN IV-EXAMINATION:

• Examination portal to handle the entire Examination Process particularly during the pandemic.

- As per the directions of the University, it is mandatory to handle semester end examination in an online manner. Filling of examination forms, obtaining admit cards, receiving of examination papers, uploading of marks, etc. is done online in the university portal.

ACTION PLAN V- LIBRARY:

- The library is presently using ACCLIB software for its internal working.
- The college library has a OPAC system -a web-based service to utilize the library resources effectively.
- The library has a separate website with various e resources of learning.
- The library website has links of major newspapers.
- Appropriate training to the staff and the students for using the e-learning resources are provided.

ACTION PLAN VI- WEBSITE

- The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc.
- For this purpose, a separate service provider/web designer to be appointed by the college.

- Training to be given to the administrative and teaching staff to make important updates on the website.

- A Website Committee to be formed for the administration of the college website. The IQAC and the Committee will look after the process of updating, maintaining and working of the website on a regular basis. The

- College strives to showcase its vibrant self and activeness through its website.

- All the important notifications to go live on the website as and when they are released.