

Don Bosco College, Tura

E-Governance Policy

(Version 1.1)

E-GOVERNANCE



E-GOVERNANCE POLICY

Scope: E-governance is envisaged with the sole vision of enhancing the system of governance for development of the College by leveraging new and cutting edge technologies. The broad areas of e-governance cover examinations, admissions, day to day operations of departments and academics.

The scope of this policy is operational in the following areas:

- College Administration
- Student Admission
- Examination & Evaluation
- Library Management
- Account & Finance Section
- ICT Infrastructure

OBJECTIVES

Implementation of E-governance in all functioning of the College to

- To provide a more convenient and efficient system of governance within the College.
- To create and achieve a paperless environment in the College.
- To cause and maintain a green campus.
- To provide an easy access to information
- To maintain and preserve? the Data on a secure environment.
- To provide an easy and quick access to information.
- To promote transparency and accountability in all the functions of the College.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled with provisions to use of Computers, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.
- To bring all the functioning of the College under the umbrella of E-governance.
- To achieve efficiency in all functioning of the College
- To facilitate online internal and external communication between various entities of the College.

Policy:

1. In order to provide simpler and efficient system of governance within the College, it is decided to adopt and implement e-governance in maximum activities of our functioning.

2. The College to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Procedure of Execution:

Don Bosco College, Tura 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 and Examination sections of the institute.

Application Fields:

Areas in which e-governance is to be implemented:

- Website
- Student admission support
- Attendance
- Finance and accounts
- Library
- Administration

Website: The website will serve as an information hub for the College, including all of its events, major announcements, and course offerings, among other things. The College will choose a different service provider/web designer for this reason. Administrative and teaching staff will receive training on how to make crucial website upgrades.

For the administration of the College website, a Website Committee has been constituted. On a regular basis, the Committee will oversee the process of updating, maintaining, and operating the website. The Committee is also vigilant towards any other website updates that are needed.

The College strives to showcase its active and vibrant self through its website. All the important notifications are seen live on the website as and when they are released.

Student Admission: The admission process is conducted in an open and transparent manner, which is bolstered by the Don Bosco College ethical principles and rules. The Admission process is all online and the students can log into the online admission portal. The BoscoSoft software is use for admission. The students pay the online admission amount through ATOM gateway payment.

Accounts: The accounts are managed by the Administrator of the College who work in collaboration with the College Accountant. The TALLY ERP software is used for accounting

works. Licensed TALLY ERP software is purchased and yearly amount is paid for it. All the accounts transaction is in online mode in the College. Cash is not accepted for any fee transaction.

Library: The College's academic success is maintained through keeping a well-stocked library. For the benefit of professors and students, the College keeps on expanding its e-learning tools. The College maintains a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. KOHA Software is used in the college library. The Entry-Exit gate was also set up on entry the library to maintain the footfalls of the library.

Administration: The College administration is made paperless in order to give a hassle-free, convenient, and smooth process and with the utmost objective that students must be able to get the most out of online services. The College explores the possibilities of automating some of its administrative services. To keep administrative staff up to date with new technologies, proper training and development are offered. LAN Connectivity is available in all the offices, library and department rooms.

Examination Support: The College conducts internal and model examinations at regular intervals and requires the e-governance partner to maintain the marks of the internal assessments and exams for easy reference and maintenance. The College shared the OASIS portal of the University for entry of students' marks.



A handwritten signature in blue ink, appearing to be "J. J. ...".

Principal

Don Bosco College, Tura

PRINCIPAL
DON BOSCO COLLEGE
TURA-794002.