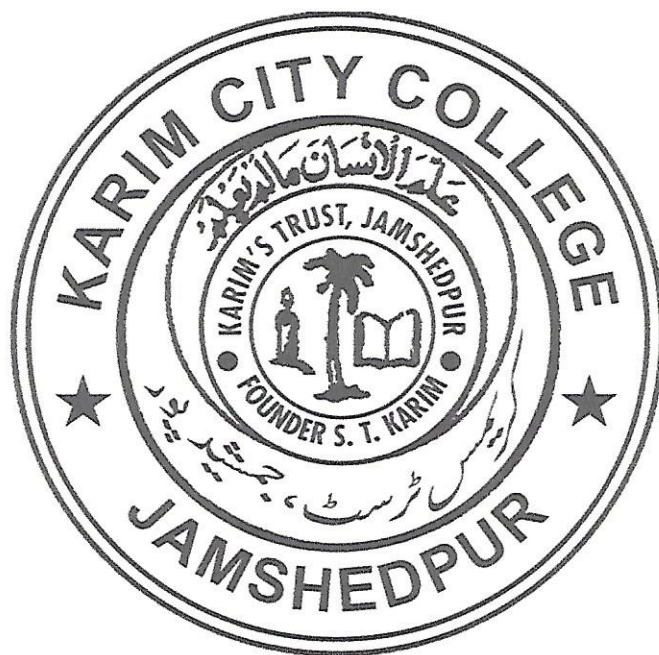# KARIM CITY COLLEGE, JAMSHEDPUR

POLICY DOCUMENT OF E-GOVERNANCE
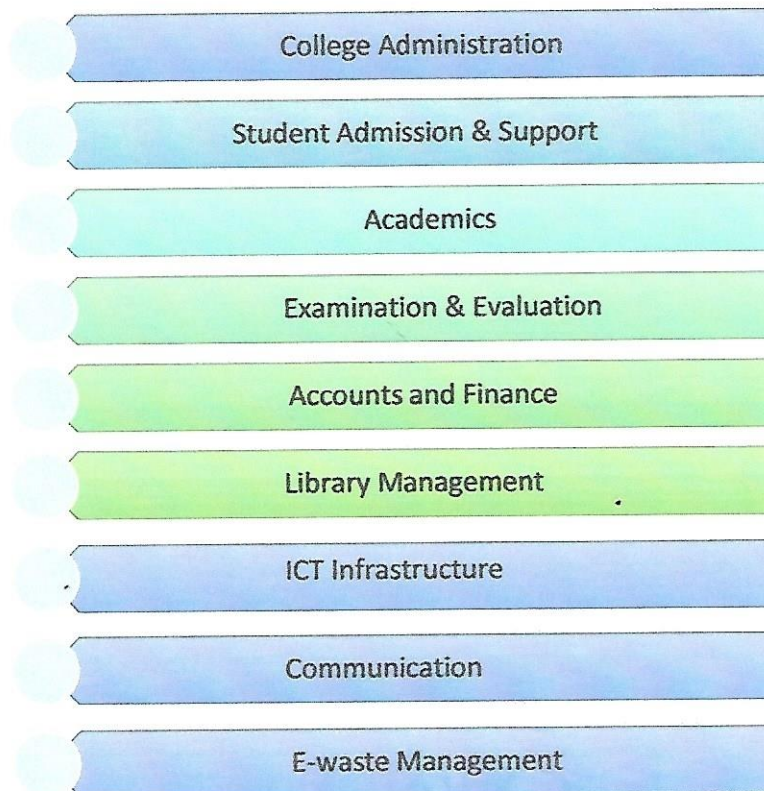
Prepared by

INTERNAL QUALITY ASSURANCE CELL

E-GOVERNANCE POLICY

Scope & Applicability:

The college envisages its E -governance Policy with the sole vision of enhancing the system of governance for the development of the college by leveraging new and cutting-edge technologies. The broad areas of e-governance are in the area of examinations, admissions, day to day operations of departments, academics, placements, management information systems and stake holder's inclusion in a staged manner. 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:

- College Administration
- Student Admission & Support
- Academics
- Examination & Evaluation
- Accounts and Finance
- Library Management
- ICT Infrastructure
- Communication
- E-waste Management

Objectives:

- Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college

- To achieve and create a paperless environment in the college

- Making green campus

- Providing easy access to information

- To maintain the Data on a secure environment

- Making the institution visible globally

- To provide easy and quick access to information

- Promoting transparency and accountability in all the functions of the college

- To make campus Wi-Fi enabled

- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.

- To establish a fully automated Library

- Implementation of E-governance in various functioning of the institution

- Achieving efficiency in our functioning

- Facilitating online internal and external communication between various entities of the institution

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

Areas of Implementation:

- Website, College Portals & Social Media
- Student Admission & Support Services
- Administration
- Academics
- Examination & Evaluation
- Communication System
- Finance & Accounts
- Library
- Placements
- Alumni
- Feedback
- Online Video Lectures and E Content
- E-Class Rooms
- E-Waste Management
- Hardware and Software Infrasturcture
- ICT Training
- CCTV Surveillance

A Broad Description of the E-governance Policy in Some Key Areas:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance even in the areas not enlisted herewith.

Website, Portals & Social Media: The website will act as an important source of information which will reflect about the college, academics, administration, all its activities, student support facilities, important notices, programmes offered, etc. The website should act as a mirror of the college and information related to the college should be made easily available. Website is hosted & deployed by a third party on

a secure platform. Along with this, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the college level.

A Website Committee has already been 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. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness throughits website. All the important notifications have to go live on the website as andwhen they are released. The website of the college to be continuously updated taking into account the new changes.

The college will intend to launch different portals that will serve specific purposes. For example, the college has already launched an offline portal of the Central Library that contains scanned copies of books, notes & study materials, previous year question papers etc. In near future the college plans to have a dedicated portal of the Alumni Association. Therefore, it is planned that in the coming times the college may launch dedicated portals (both offline and open access) for specific needs and situations.

The college will also utilize various social media for the sharing of information related to the activities and achievements of the college. Important information & achievements will be posted in the social media. The college already have a good presence on Face Book and intends to spread to other social media zones also. The academic departments and student platforms are using WhatsApp on a large scale as a source to spread important news and information.

Student Admission & Support Services: The College brings out its notice which is displayed on the website as well as on notice board for the admission process. Currently two digital notice boards are working in the campus. In future such digital notice boards will be increased. Website has to be used to manage the admissions in the college. Number of students can apply to each programme by registering through the website, payment of admission fees is managed through the website. Students are also required to submit a separate Online Application Form for taking admission to the college. Issue of Digital ID Cards, payment of fee, filling up of different forms, uploading/downloading of documents like exam admit cards, marksheets etc, issue of testimonials and certificates, issue of books, reprographic facilities in the college library, virtual library etc. are all managed through proper e-governance services. These services will be enhanced and strengthened in future.

Administration: The whole administration-based activities are managed through a third-party MIS service provider. Time to time the Admin Staff will be provided with adequate training and development to keep them abreast with the new technology in regular intervals. All computers used for administrative purposes will be LAN connected and will have wired and wi-fi internet facilities. Digitisation of college records and documents will be a continuous process. CCTV will be ensured in the whole campus for a secure environment.

Academics:

The college shall also subscribe to online platforms to support online teaching- learning process, trainings, lectures, webinars and other official interactions etc. ICT enabled E-classrooms with smart boards/screens, projectors and internet facilities will be maximized. The college will use online mode for various academic events. Online lectures by scholars, artists, writers, renowned figures of different fields will be organized. Online classes will be organized in case of any emergency requirement. Online tests, evaluations and viva voce tests will be conducted. E-content will be made available through the YouTube channel of the college named KCC E-quip. Different department will also have their YouTube channels. Online magazines and journals by the college or specific departments will be encouraged. Use of ICT in teaching-learning will be enhanced in a phase wise manner.

Examination & Evaluation: Our college is an affiliated unit therefore all End-Semester exams and related activities are organized by the affiliating university i.e. Kolhan University, Chaibasa. The filling-up of End Sem Exams, downloading of admit cards/hall tickets, declaration of result, downloading of marksheet is all done by the university through its website. However, the process of Internal Assessment and Evaluation is managed by the college and the use of technology and e-governance has to be ensured in this. Other exam related information like online uploading of marks of internal assessment of our students on the university website will be handled by the Examination Department of the college. Utmost secrecy and confidentiality need to be maintained while handling examinations. Examination Department needs to supervise the entire process of examination under the guidance of the Principal of the college. Regular updates of Students Internal Performance to be maintained and communicated to the parents.

Communication System: Regular updates related to the students, teachers, non-teaching staff need to be communicated with respect to fees payment, college updates & notices, exams, results, academic and administrative matters, activities, events & functions etc. will be managed not only in the traditional manner of notice boards but also through digital noticeboards, college website, social media including WhatsApp groups.

Finance & Accounts: For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented. MIS will also be implemented for the whole process. The College also uses Public Financial Management System (PFMS) which is used to manage the funds received from the Government. Reports can be generated for all Staff

members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. Fee payer and other digital payment facilities will be used for the students.

Library: The College continues to maintain 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 e-journals and e-books regularly.Recommendations are taken from the teachers and students while subscribing to the e-resources. Professors can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

The library has already installed fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Search and export facility for most reports.

Entire Library System with respect to book issue and return is fully automated and Staff & Students have access to the library resource through e-cataloguing system.

To promote and support original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check in future.

The central library has INFLIBNET membership and provides INFLIBNET id and access to all its teachers and PG students. INFLIBNET id of UG students is created on demand. OPAC module of software provides facilities of search books by different approach of user.

E-library/Virtual Library and free net surfing facilities are provided through library. The library also provides an offline library portal named 'Rauzan'. 'Talking Books' is a facility provided by the college library that converts printed books into audio books by using a software. Printing and reprographic facilities are also available for the students.

The library is linked with NLIST consortiums for online books and journals. Access to e-journals & E resources to be provided within the campus by using N-list. Consortium of e-Resources in different subjects of college for teaching, reading, self-study and research.

Placement: E-governance will also be used to provide information and maintain data pertaining to placement. All information related to the Placement Cell will be made available through the college website and social media channels.

Alumni: In order to strengthen Alumni support services, the college will use its website by providing a separate Alumni page. Social medial will also be used for this. In recent future the college will launch a dedicated web portal for the alumni.

Feedback: The college already collects the feedback of students, parents, teachers, alumni and employer in the online mode through Google form. The Feedback Analysis and Action Taken Report is uploaded on the college website. Use of e-governance will be enhanced with regard to this in future.

Online Video Lectures & E-Content: The Covid 19 scenario compelled the college to use the ICT and online sources for video lectures and sharing of academic resources by using e-facilities. The practice continued and different academic departments and student platforms are continuously organizing online lectures by invited speakers, scholars, creative writers, artists and renowned figures of different fields. E-content is provided through the official YouTube channel of the college named KCC E-quip. A few departments and student platforms are also having their own YouTube channels. The e-governance policy regarding all these services will be made more student centric in future.

E-Classrooms: The college already has some e-classrooms. In future such classrooms equipped with projectors, smartboards, screens, computers and internet connectivity will be increased in number.

E-Waste Management: The college ensures proper e-waste management. It has signed an MOU with a Kolkata based e-waste company Hulladek for this purpose in order to ensure zero hazard to the environment.

Hardware & Software Infrastructure:

- The College ensures that it has adequate number of desktops and laptopsfor students and staff.

- Computers and printers to be made available in the administration and accounts

- Projectors and other multimedia devices to be provided in the auditorium,classrooms, seminar rooms and laboratories.

- The College maintains adequate configuration servers to allow fasttransmission 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

ICT Training:

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.

CCTV Surveillance:

To bring the whole institution under CCTV surveillance to ensure a smooth, peaceful, disciplined, secure and law-abiding campus.
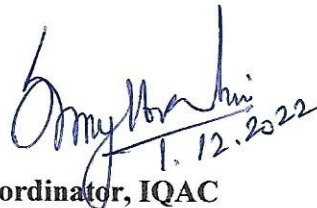
Expected Outcomes:

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.
- Ensuring transparency and accountability in all the functioning bodies of the college.
- Providing speedy response to student centric queries or problems.

Assistant Coordinator, IQAC   **Coordinator, IQAC**   **Principal**