

E-Governance Policy of SMS

Scope:

The scope of this policy extends to the following areas:

- Administration and Academics
- Finance and Accounts
- Student Admission and Support
- Library
- Examination

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and collective 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.
- To facilitate online internal and external communication among the institution's numerous entities.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish an automated Library.

Policy:

The institute has defined an e-governance policy to implement e-governance in all aspects of functioning like academics, examination, library, finance and accounts, admissions, administration, student support, website, etc. The policy is designed and framed to make each and every function transparent and accountable. It enlightens the use of e-governance in an elaborate manner.

The institute decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the institute, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will 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 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 through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the affiliating University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the

admissions in the college. Number of students applying to each course, withdrawals, fee submission, etc is all 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 to be used by the Admission Co-coordinator.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. All the vouchers are entered into Tally ERP system where none of the employees can modify or tamper the already entered voucher. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done regularly. Payments to vendors and others are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. Online payment provision is made for students paying fees through online mode.

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 journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install automated ILLS software having multilingual search support, generate and export of all type of library usage reports for faculty as well as students.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- Online resources (e-books and e-journals) to be made available to all stakeholders through rich repositories like Nalanda E-consortium, Delnet, National Digital Library (NDL) and NPTEL.

Administration & Academics: In order to provide a hassle free, convenient and smooth process, maximum administration activities of the institution are to be handled with ICT based technology.

- For effective e-governance of the administration the Reporting Manager must have access to the online leave management, time tracking and permission, pay slip and profile of the employees.
- Attendance Management system for Teaching Faculty to record and track Attendance of students, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.

- To provide a hassle free, convenient and smooth process, and administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The College has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thuse-governance policy of the University is to be adopted in this regard.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to becreated on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Regular interaction and engagement with alumni to be maintained through social media platforms like LinkedIn, Facebook, Instagram, Twitter etc. Alumni association to be consulted for regular updates and database management.

The institute will constitute committee for implementation and supervision of the above policy.



Director
School of Management Sciences
Lucknow