



VTM NSS COLLEGE, DHANUVACHAPURAM

POLICY DOCUMENT FOR e-GOVERNANCE

VTM NSS College 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.

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

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 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 make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to

make each and every function transparent and accountable. The College decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the college, 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. The website of the college to be continuously updated taking into account the new changes. . On a regular basis, the Committee will oversee the process of updating, maintaining, and operating the website. The Committee will also examine for any other website updates that are needed

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 University of Kerala. The University 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 as per the guidelines of the University. Number of students applying to each course, withdrawals, fee submission, all to be managed through this portal only. Students are required to submit a separate Online Application Form for taking admission to the college which is provided by the University of Kerala.

Accounts: For ease of maintaining accounts & finance suitable Accounting & Finance Software package to be implemented. The College also uses Public Financial Management System (PFMS) which is used 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 Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Financial dealings pertaining to the salary of faculty and administrative staff will be handled through 'SPARK', Government of Kerala, which is a web based G2E integrated solution for Service and Payroll Management It allows to trace service history, track records/bills/reports/orders etc. hence ensure error-free timely payments and statutory compliance.

Administration: Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, 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 is to be provided. With time 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.

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 maintain a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The college library uses Koha software, an integrated library management system that supports library operations of all kinds. It offers a suite of modules to streamline library functions and improve user experiences including acquisition, cataloguing, circulation, patron management, reporting, analysis, customisation and integration. An automated gate register is integrated with Koha for facilitating in- out management. Installed the software Dspace in preserving scholarly contents generated by the academic community in the college and manage other documents in digital format. An effective framework for organising our collection of electronic books is provided by the e-book management programme, Calibre. The institution has a subscription to the MHRD-sponsored NLIST project, which gives students access to more than 6000 periodicals and 6 lakh e-books through National Digital Library. The library has also subscribed Magzter, a cross-platform and global digital newsstand which provides thousands of magazines and newspapers from more than five thousand publishers around the world.

Examination: The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. All information regarding university examinations will be passed on through WhatsApp groups of classes. Exam related activities like candidate registration, uploading of internal marks, result publication etc will be online through the university portal

E-Waste Management

The institute hence shall always try to ensure that all the usage of its technology and generation of e-waste does not impact the environment.

ICT infrastructure

The College to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners, and interactive teaching board/smart board etc. The College to maintain adequate configuration servers to allow fast transmission 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. The college to provide access to all standard Econometrics, Statistical, computational, and scientific typesetting packages. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected. Some of the existing software modules for e-governance are developed in-house, and some are out-sourced. The college authority and the external vendors of software shall provide necessary maintenance and enhancement, as appropriate. As e-governance is based on computerization of the functions of different users and authorities, different categories of users must interact differently with the e-governance system. For instance, the nature of interactions by teaching staff and that of office assistants are different. The institute shall organize trainings for different categories of users for using the e-governance system.



Principal
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