



# SURI VIDYASAGAR COLLEGE

(Govt. Sponsored & Constituent college of the University of Burdwan)

SURI, BIRBHUM, PIN – 731101, Ph. No. – 03462-255504

Website : [surividyasagarcollege.org.in](http://surividyasagarcollege.org.in), e-mail : [surividyasagarcollege1942@gmail.com](mailto:surividyasagarcollege1942@gmail.com)

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## E-Governance Policy

### 1. Introduction

This document outlines the policy for implementing e-governance in Suri Vidyasagar College to enhance transparency, efficiency, accountability, and accessibility in its administration and academic processes.

### 2. Objectives

- To streamline administrative processes and reduce paperwork.
- To enhance transparency and accountability.
- To provide easy and quick access to information for stakeholders.
- To improve the efficiency of academic and administrative services.
- To promote digital literacy among staff and students.

### 3. Scope

This policy applies to all administrative and academic functions of the college, including admissions, examinations, student records, faculty records, financial management, and communication.

### 4. Implementation Framework

#### 4.1. Infrastructure Development

- Establish a robust IT infrastructure, including hardware, software, and network connectivity.
- Ensure secure data storage and backup solutions.
- Provide necessary resources for regular maintenance and upgrades.

#### 4.2. Digital Platforms and Services

- Develop and maintain a college website with essential information and services.
- Implement an Enterprise Resource Planning (ERP) system for integrated management of administrative and academic processes.
- Create online portals for admissions, examinations, and results.
- Provide online payment facilities for fees and other financial transactions.
- Develop mobile applications to enhance accessibility.

#### 4.3. Data Management and Security

- Ensure the confidentiality, integrity, and availability of data.
- Implement data protection measures, including encryption, access control, and regular audits.
- Comply with relevant data protection regulations and policies.

#### 4.4. Training and Capacity Building

- Conduct regular training sessions for staff and students on the use of e-governance tools and platforms.
- Promote digital literacy and awareness among all stakeholders.

### 5. Key Functional Areas

#### 5.1. Administration

- Digitize records of students, faculty, and staff.



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- Implement online leave management and payroll systems.
  - Enable online submission and tracking of administrative requests and grievances.

## 5.2. Academic Management

- Facilitate online admissions and course registration.
- Provide access to digital learning resources and e-libraries.
- Implement Learning Management Systems (LMS) for online classes and assessments.
- Enable online feedback and evaluation mechanisms.

## 5.3. Financial Management

- Implement online fee payment and financial accounting systems.
- Ensure transparency in financial transactions and reporting.
- Facilitate online procurement and inventory management.

## 5.4. Communication and Collaboration

- Develop online platforms for communication between students, faculty, and administration.
- Utilize social media and other digital tools for effective dissemination of information.
- Promote online collaboration through forums, discussion boards, and virtual meeting tools.

## 6. Monitoring and Evaluation

- Establish an e-governance committee to oversee the implementation and monitoring of e-governance initiatives.
- Conduct regular audits and reviews to assess the effectiveness and efficiency of e-governance systems.
- Solicit feedback from stakeholders to continuously improve e-governance services.

## 7. Policy Review and Updates

- This policy will be reviewed annually and updated as needed to keep pace with technological advancements and changing needs of the college.

## 8. Conclusion

The implementation of e-governance in the college aims to create a more efficient, transparent, and accessible educational environment. By embracing digital tools and platforms, the college seeks to enhance the overall experience of its students, faculty, and staff, and to prepare them for the digital future.

Approved by:

[College Governing Body]

Effective Date: 14/12/2019

*J. K. Panigrahi*

Principal

Suri Vidyasagar College

Suri, Birbhum, PIN-731101