E- GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

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

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:

- 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.
- The policy is designed and framed to make each and every function transparent and accountable.

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The College decides to make the following policies and procedure:

1. **Website**: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform. The Website will be administered by the ICT Committee and website monitoring team will be formed. The monitoring team will look after the process of updating, maintaining and working of the website on a regular basis. They 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.

2. **Social Media:** Important information & achievements will be posted in the Social Media. The Social media will be monitored by the SMC (Social Media Champion).

3. **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 Mizoram University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.

   Admission may be done through online and offline mode. For online mode, an Admission Portal will be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

4. **Finance & Accounts**: For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented. The College also uses Public Financial Management System (PFMS) and Integrated Financial Management System (IFMS) 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.

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5. **Administration**:

• College 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. This ERP will be developed by Hereus firm.

• Administrative Office will also use this ERP software as well as Excel and File Management System Tools to maintain effective database.

• To provide a hassle free, convenient and smooth process, administration of the college to be made paperless as much as possible.

• 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.

6. **Learning Management System:** In the wake of expansion of internet usage and other distance technologies, Learning Management Systems are an inevitable technology in any Higher educational institutions. The LMS is a holistic, integrated platform and an end-to-end software solution for content creation, delivery and management of learning. Govt Hrangbana College adopted the opensource moodle platform as its LMS from August 2020 and it has become an irreplaceable part of teaching & learning now.

7. **Feedback** : Feedback from students, parents and alumni of our college is taken online. The students can also give feedback to our faculty members. The link of feedback is given here. **https://ghbcmz.in/feedback-page/**

8. **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

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e-resources. Professors can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- Entire Library System with respect to Issue, reference to be automated.
- The central library computerized through SOUL SOFTWARE (SOUL2.0) of INFLIBNET center Gandhinagar.
- RFID Library Management is also available in the college.
- E-library is also available for e-books and other literature in the college website.
- E-public library is also available. Anyone can read books, magazine and newspapers by clicking on the link https://ghbc.edu.in/page/library1692893783
- 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.

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