



BHANDARKARS' ARTS AND SCIENCE COLLEGE KUNDAPURA

E-GOVERNANCE POLICY



Scope:

The scope of this policy extends to the following areas:

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

Objectives:

- Implementation of E-governance in all functioning of the institution in order to promote transparency and accountability in all the functions of the college
- To provide simpler and efficient system of governance within the institution
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- 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 centre which will reflect about the college, all its activities, important notices, courses offered, etc. A Website Committee to be formed for the administration of the college website. The

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Committee will look after the process of updating, maintaining and working of the website on a regular basis. 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. 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.

Accounts:

The office continues to maintain its account on Robo Vidya/Tally software. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. 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.

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 is fully automated with Koha/Easy lib software capable of managing a wide range of administrative processes such as cataloguing, serials management, circulation, acquisitions, loan renewals and reporting.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.

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- 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.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination:

The Examination process is regulated by the Mangalore University and thus e-governance policy of the University to be adopted in this regard. The college has adopted an online mode communication with the different stake holders.

ICT TOOLS

Hardware 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.

Software Infrastructure

- The College to maintain RDS 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.


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