

E-GOVERNANCE POLICY

JATINDRA RAJENDRA MAHAVIDYALAYA

ACADEMIC YEARS: 2018 - 2023

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❑ INTRODUCTION:

E-governance, from the perspective of Jatindra Rajendra Mahavidyalaya, means the application of information and communication technology (ICT) to deliver services to all stakeholders and to represent a significant transformation from traditional governance and administration to e-governance in our college. The journey of E-governance of JRM is distinct in its reliance on digital technologies and began with offering e-administration, e-services, and e-democracy in order to establish a more efficient, transparent, and participatory approach to governance that are aimed at automating government processes and improving service delivery.

❑ COMPONENTS OF E-GOVERNANCE IN JRM:

E-governance of JRM comprises the following three main components outlined in brief:

1. *E-administration:*

E-Administration for Jatindra Rajendra Mahavidyalaya means the automation of internal government processes to enhance the delivery of efficiency, trouble free administration, and ease of fast delivery of services through respective administrations.

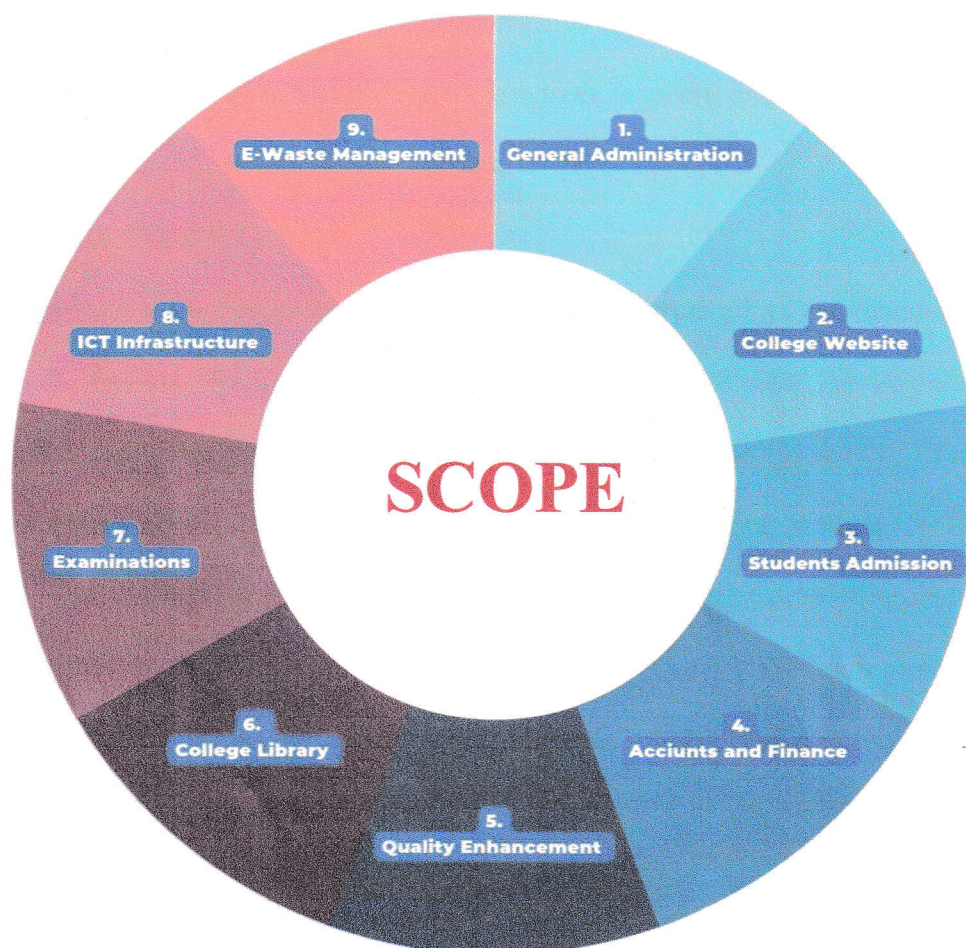
2. *E-services:*

E-Services are ensured through online to all stakeholders of the college, and are accessible to anyone and anytime from anywhere. Government portals and University of Kalyani portals consolidate various services; simplify interactions with the government and it reduces the need for physical visits except for necessary requirements.

3. *E-democracy:*

E-Democracy, primarily involves in the promotion of students' participation and engagement through digital platform

❑ SCOPE OF E-GOVERNANCE:



1. COLLEGE ADMINISTRATION:

The college administration has extensively shifted to digital mode for the purpose of making a hassle-free, convenient and smooth process of running all chores of the college. Stakeholders are provided with online services such as communication and implementation of all policies. Most of the administrative duties are discharged through automation. From time to time administrative staffs are updated with the arrangements of new technologies, gadgets, and softwares. Internal marks of the students are uploaded in the university portal.

Students are given timetables, assignments, and other study materials as well. Biometric attendance machines are installed for the staff to register their attendance. Office staffs use Advance Excel and File Management System tools to record extensive database.

2. COLLEGE WEBSITE:

JRM website is the centre stage of the college that mirrors all its activities, information and services. Anybody from anywhere can access to the website. JRM has upgraded its website in recent past from www.old.jrm.org.in (old) to www.jrm.org.in (new). To safeguard and monitor the website, a third party called Aidni Infotech Pvt Ltd, Kolkata has been given the tasks of all its management like hosting rights. All relevant information and materials are present in this website ranging from data of all staff, study materials, routine, calendars, notices, tenders etc. At the college level, there is a Sub-Committee to update everything according to the needs of the college.

3. STUDENTS ADMISSION:

The college employs an open and transparent strategy for the admission of the students strictly following the guidelines of the University of Kalyani and the Government of West Bengal. College publishes brochure before the admission process to aware students about important dates and instructions. University activates Admission Portal during the admission process. All admission related process like admission form fill up, withdrawals, fee submission etc are done only through the active portal since 2015-16. For enrollment of student in the next semester we have been using the CAS 7.1 Web (Version No. 7.1.). The link – www.onlineadmissionjrm.org.in has been used for admission.

4. ACCOUNTS AND FINANCE:

The Financial and Accounting works had been managed manually so far and hard copies of them were kept in college record but from the F.Y 2022-2023 onwards we have been using account module (Version – CAS 5.0.044) provided by Aidni Infotech Pvt.Ltd. Through this module college maintains financial records effectively and efficiently. Profits and loss, balance sheets are also done in this module. Integrated Financial Management System (IFMS) is implemented by the Finance Department of Government of West Bengal with the goal to ensure better fiscal management and efficient financial operations for funds, salary, generation of salary slips, etc.

5. QUALITY ENHANCEMENT:

IQAC of the college enhances e-governance. Feedback from students and alumni are collected through online. For teaching learning improvements college provides ICT enabled tools to boost easy understanding of the students. Teachers are motivated to use slides, videos, pictures etc in their teaching process to captivate the attention of the students.

6. COLLEGE LIBRARY:

College is chugging on to maintain over 27500 books. Earlier the library used to record all library related activities in offline. OPAC book search is available for the students and teachers. Library is to extend ILMS automation through which students and teachers can find their learning materials. Circulation of books for the teachers and students is maintained through Library Module (Version No. LMS-5).

7. EXAMINATIONS:

Since the A.Y 2020-2021 Students have been using the portal of University for form fill up of examination. The link of the portal is <https://pcdpcaal.com/ku-sem1-2023-form-submission/> conducted by the University. The result of students are also published on the website of Kalyani University and the hard copies of results are sent to our college along with soft copies since 2018-2019 session through college E-mail. Now we have made a data entry in our college automation module from this hard copy.

8. ICT INFRASTRUCTURES:

To improve e-governance, our college enhanced ICT Infrastructure through e-tenders. Number of desktops, laptops, printers and new internet connectivity has been installed. The college also supplies a high-speed Wi-Fi connectivity at the speed of 120 Mbps for the teachers, students and Office staffs. We purchased it from Alliance Broadband from a Local Provider. The whole campus has been under the

9. E-WASTE MANAGEMENT:

Whatever e-waste are generated from the office are kept up at one room for sales, but the reusable items are repaired, maintained and utilized as far as possible. College is always abiding by the concept of environmental sustainability.

❑ OBJECTIVES OF E-GOVERNANCE IN JRM:

The implementation of e-governance in our college brings numerous benefits to the stakeholders, and enhances the efficiency, transparency, and inclusiveness of its administration.

1. *Efficiency and Effectiveness*: E-governance aims at the reduction of costs and savings of time with the automation of government processes and minimization of paperwork. It is destined for the improvement of service delivery and faster response times and higher accessibility, and enhancement of stakeholders' satisfaction.
2. *Transparency and Accountability*: Every digital platform used for e-governance in our college increases transparency with the availability of government information before hand. Such type of open data initiatives and online reporting systems enable our students to monitor government and college activities in order to avoid corruption and to foster accountability.
3. *Citizen Empowerment*: E-governance empowers our entire stakeholders by giving them the tools to access information and enables them to hold the college administration accountable.

❑ CHALLENGES AND BARRIERS:

Despite several advantages of e-governance in our college, we face many challenges to reach to its full potential. They are as follows:

- With regard to the technological challenges, the digital divide hinders the adoption of e-governance to some of the stakeholders.

- Cyber security threats and data privacy concerns also pose significant risks that require robust measures to protect sensitive information; hence the IQAC conducts soft skill programmes in this regard.
- Insufficient organization of Effective training and capacity-building programs are carried out during the last five years to equip stakeholders to enhance their necessary skills.

❑ CONCLUSION:

In short, E-governance of our college represents a transformative approach to administration. It adopts technology to enhance efficiency, transparency, and stakeholders' participation. While several challenges remain present before us, the benefits also very much laudable, and future potential of e-governance must be improved to make it a crucial component of our modern governance.

❑ FUTURE PERSPECTIVES:

- College is to adopt full scale automation of Library Management System for simplicity, efficiency and transparency.
- JRM has been adopting e-governance to certain extent like accounts and finance management, attendance registration through biometric machines, CCTV enabled campus, etc.
- In the near future, the institution is to procure ICT tools and services to enhance e-governance.
- ICT enabled teaching learning process and trainings are to be promoted in the future.

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