E-GOVERNANCE POLICY

REGIONALINSTITUTEOFEDUCATION

(NationalCouncilofEducationalResearchandTraining,NewDelhi)

BHUBANESWAR–751022

Regional Institute of Education Bhubaneswar (NCERT)

ODISHA

E-GOVERNANCE POLICY

The scope of the e-Governance policy of the Institute 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 institute in order to provide simpler and efficient system of governance.
- To promote transparency and accountability in all the functions of the Institute.
- To achieve and create a paperless environment.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.

Policy:

The Institute will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, waste management etc. The policy is designed and framed to make each and every function transparent and accountable.

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The Institute decides to make the following policies and procedures:

The website will act as an information center which will reflect all activities of the Institute, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the Institute. Training will be given to the administrative and teaching staff to make important updates on the website. The Computer Application Centre of the Institute will take care of the administration of the Institute website. The Centre will look after the process of updating, maintaining and working of the website on a regular basis. The Centre will also look for other changes that are required on the website. The Institute 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 which is further strengthened by the ethical practices and regulations as opined by the affiliating university i.e. the Utkal University. The Institute 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 Institute. Number of students applying to each course, withdrawals, fee submission, all managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the Institute and for this purpose online software to be used by the Admission Coordinator.

So far as Accounts is concerned the office continues to maintain its account on Tally and PFMS as per Govt. of India guidelines. However, latest versions of the software will be purchased and used by the Institute as and when required. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and losses, Balance Sheet are being generated through these software's only. All the analysis reports are also generated through Tally and PFMS. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updataion of the existing software must be done regularly. The software like Public Financial Management System (PFMS) is used to manage the funds received from the Government. Also salary software being used to calculate the salary, generate salary slips, disperse the salary to the respective bank accounts of employees. TDS being deposited to Govt. accounts by using e-challan of Income Tax Department. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. Different types of fees of the students being collected through electronic mode by using SBI – e Collect of State Bank of India.

Library: The Institute continues to maintain its academic excellence through maintaining a well-stocked library. The Institute will add more and more e-learning resources for the benefit of the teachers and the students. The Institute should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-

resources from different consortium. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports. The use of Online Public Access Catalogue module of the software to allow library resources searching by entering preferred terms for information retrieval. The different modules 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. To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check. Institutional repository for digital resource archiving will be created in the Institute. For differently abled students JAWS, ZOOMTEXT MAGNIFIER and CLEAR READER will be procured and used. QR code based services will also be facilitated to all users. Remote access facility will also be provided to the respective users 24* 7.

Administration: Biometric Attendance Management System being 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

• ICT Tools are used to maintain effective database. To provide a hassle free, convenient and smooth process of administration an e-Office to be used for LMS (Leave Management System) and e- Movement of file.

• The Institute is to be made paperless. Students must be able to obtain maximum services in online mode.

• The Institute will look into opportunities to automate some of its functions related to administration. Administrative Staff are provided adequate training and development to keep them abreast with the new technology.

Examination: The Institute will adopt an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the Institute, feedback and many other aspects. Alumni association consulted for regular updates and database management.

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Internal Quality Assurance Cell

E-Waste Management: The Institute ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS, Hardware and Infrastructure: The Institute to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers made available in the administrative block. Projectors and other multimedia devices provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure complemented by Risograph, computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure: The Institute 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 Institute provides access to all standard Econometrics, Statistical, Computational and Scientific typesetting packages.

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