



SPP College E-Governance Policy, 2022

Clause 1: About: E-Governance can be defined as the use of Information and Communication Technology (ICT) in administrative functions for increasing efficiency, effectiveness, convenience, and cost-effectiveness of an institution or college. The E-Governance Policy of SPP College covers the following aspects-

- Objectives of the policy.
- Authority and responsibility of E-Governance of the College.
- Areas of implementation of E-Governance
- Infrastructure – ICT hardware, software, and other provisions
- Technical team, Human resource, and training
- Operating procedures

This policy was first approved by the policy making committee of the college on 10/10/2018 and revised on 2022 and will be reviewed in every 2 years.

Clause 2: Objectives:

- 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, Smart boards, Projectors, etc.
- To establish a fully automated Library.

Clause 3: Authority and responsibility for E-Governance:

The prime authority and responsibility of the E-governance of SPP College, Namti is reserved with a E-Governance Committee(EGC) headed by the Principal of the college that will take decisions regarding phase-wise adoption of e-governance in different functions, technology selection, and fund allocation. Stake-holders and user groups may submit new requirements of e-governance to the EGC. EGC will encounter the need of training for skill development among the different categories of users and the need of latest technical support for them from time to time.

EGC will be chaired by the principal along with IQAC coordinator as member secretary. They empowered to prepare a 7 members committee for their term. Members may be changed from time to time.


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Clause 4: Areas of implementation of E-Governance

It is proposed to implement E- Governance in the following practices or modules or services of SPP College, Namti-

- Website (Including development, maintenance, up-gradation, publication of matters and information.).
- General Administrations (Including circulation of notice, letters and other forms related to the official matters like admission, scholarship, disciplinary practices, grievance, election, meeting, documentation of letters, minutes, etc., RTI handle).
- Financial Administrations (Including budget formation, salary, e-tendering and other matters related to the financial administration.).
- Academic Administrations (Including circulation of notice, publication of results, and other forms related to the academic practices like teaching learning through e-classroom, webinar, attendance, discussion through virtual environment.).
- Library administration and services (Including library membership, information dissemination and services, account management, fines and other action of related to disciplinary matters, circulation of notice, suggestion and feedback, other communication etc.).
- Promotion and Communication with the public (Through advertise, social media, media houses, e-paper etc.).
- Students' welfare (Including hostels- infrastructure and maintenance, sports, cultural and recreational facilities, and activities students' discipline mentoring and guardian contact, training and placement, feedback collection, processing, and follow-up alumni networking.
- Human resource management (Including performance appraisal and career advancement, leave and perks, trainings and refreshers).

All the proposed practices or modules or services will come under the e-governance policy. However for smooth functioning the co-ordinator, head or other persons concerns are allowed to form certain rules or policies in their respective sections with must not violate the basic rules or clause of this policy.

Clause 5: Infrastructure – ICT hardware, software, and other provisions

- Computing servers and storage servers- these should be housed separately in the respective sections for specific services or modules or practices mentioned in clause 4.


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- Networking of these equipment for intranet and internet is prescribed. For seamless access and mobility, wi-fi networking should be provided in all officials.
- System management and user terminals through ERP (Enterprise resource planning) with necessary software should be made available.

The college shall strive to achieve integration of all administrative functions under a unified e-governance platform. However, till total integration is achieved, the existing computerised systems for different functions shall be maintained and enhanced to meet the requirements and interoperability.

Clause 6: Technical team, Human resource, and training

The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected. For operating the infrastructure, a team of technical personnel should be appointed by the EGC.

As e-governance is based on computerization of the functions of different users and authorities, different categories of users must interact differently with the e-governance system. The EGC should organize trainings for different categories of users for using the e-governance system.

Clause 7: Operating procedures

A team comprising in-house experts and members of the user-departments shall finalise the operating procedures for the e-governance systems in consultation with the in-house software development team or the external vendors supplying the software, as applicable. These procedures cover details of initial configuration, administrative user inputs, end-user inputs, output, and routine maintenance steps. Information privacy and role-based access control should be in place. Data entry and update should be trackable.

The e-governance system shall provide security against cyber-attacks and technical failures.

The e-governance system should be in-line with the prevailing guidelines from the Government of India on these matters.


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