



# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

## E-Governance Policy

| Policy Title: E-Governance Policy |  |   |
|-----------------------------------|--|---|
| 1.                                | Administrative Policy Number (APN):<br>01/EG/2018-19 | Functional Area:<br>E-Governance and its implementation in areas of operation   |
| 2.                                | Brief Description of the Policy:                     | Purpose: Implementation of e-governance in areas of operation: Administration, Finance & Accounts, Student Admission & Support, Examination |
| 3.                                | Policy Applies to:                                   | All functional areas of college operation   |
| 4.                                | Effective from the Date:                             | August 2018   |
| 5.                                | Approved by:   | Local Managing Committee (LMC)  |
| 6.                                | Responsible Authority                                | IT Head   |
| 7.                                | Superseding Authority                                | Principal   |
| 8.                                | Last Reviewed/ Updated:                              | New policy  |
| 9.                                | Reason for the policy                                | Good governance of all operational areas of college   |
| 10.                               | References for the policy                            | UGC/ NAAC/ University/ RUSA, etc  |

### SCOPE:

The scope of this policy extends to the following aspects of functioning

- General Administration
- Student Admission
- Teaching
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management







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## Objectives:

- Seamless interaction between various individuals responsible for good governance of the institution.
- Implementation of E-governance in all functioning areas 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 for promoting an eco-friendly work culture.
- To provide easy and quick access to information.
- To make the entire campus Wi-Fi enabled.
- To make ICT Enabled Classrooms having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully functional and automated Library
- To increase the overall efficiency, performance and output in all operational areas.

## Policy:

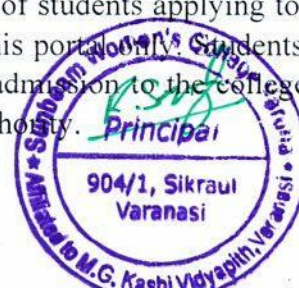
The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

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. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A respective IT Head will be appointed by the administration of the college. IT head will look after the process of updating, maintaining, working of the website on a regular basis and 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-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 to be followed which is further strengthened by the ethical practices and regulations as opined by the Mahatma Gandhi Kashi Vidyapeeth and UGC. 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. Number of students applying to each course, withdrawal fee, admission, all to be managed through this portal. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the respective authority.







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**Accounts:** The accounts office continues to maintain its account on Tally. 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. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like:

Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

**Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College has subscribed and is an active member of N-List as a source of e-learning resource for the benefit of the teachers and the students. A fully automated library software is to be procured and installed for smooth running of library operations. 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 institution will encourage creative and innovative writing skills among students and teachers by organising different competitions/events.

**Administration:** Institutional ERPs 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. Administrative Office should use Advanced 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. Students must be able to access 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.

**Examination:** The college has adopted an online portal (Examination module of ERP) 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 MGKVP and thus e-governance policy of the University is 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 college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.







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## ICT TOOLS

### Hardware Infrastructure

- The College will make sure that there are enough desktop and laptop computers for all of the staff and students.
- Availability of Electronic devices like computers and printers in the administrative block is to be ensured.
- Multimedia equipment, including projectors, will be made available in the labs, lecture rooms, and auditorium.

### Software Infrastructure

- The College must keep up enough configuration servers to enable quick data transfer to the different computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- All common packages for econometrics, statistics, computation, and scientific typesetting will be made available by the college.

