DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

540, Dum Dum Road, Surermath, Kolkata- 700074, West Bengal

Policy for
E-Governance
(W.E.F 2020-21)

Revised and Aproved by BOG
Dated on ___04/07/2020___
Unde Agenda No. 3

Ref. No- DSCSITSC/POLI/ 2020-21/25	Compiled by- *Amrita Chadha.*	Checked By-	Approved By-
Issue No- 3	Admin Executive	IQAC Convener	Principal

E-Governance Policy

Scope: The following areas are included in the scope of this policy:

- **Administration**
- **Finance and Accounts**
- **Student admission and Support**
- **Examination**

Objectives: The policy's main goals are as follows:

- Implementation of the E-governance platform in all core's functional areas of the Institution to establish a simpler and efficient method of operation inside the Institution.
- To encourage transparency and accountability in all the functions of the college.
- To establish and maintain online internal and external communication amongst the many elements of the college's institution.
- To enable easy and quick access to information.
- To make schools ICT Enabled by having Desktops, Laptops, and Smart boards Projectors, etc
- The goal is to create a fully automated library.
- Getting the institution's administration to be paperless.

The Institution has already implemented e-governance in some areas such as accounts, administration, and library, but we plan to implement it in all areas.

Administration

Most of the institute's administrative functions should be handled by ERP system for ease and convenience. Administrative and teaching staff utilize Attendance Management Software to track attendance. The college is looking exploring ways to automate administrative duties including maintaining employee details in an ERP system.

It can handle requisition handling, indentation, purchase order and service order issuance, preserving UGRN/GRN for items received, stock management and material inspection details.

Finance and Accounts

The institute already uses ERP software for accounting purposes.

The Accounts and Finance portal in ERP can automatically calculate salary, IDS, Provident Fund, ESI, and other allowances.

ERP can provide trial balance, P&L, and student ledger balance reports. ERP can also pay cash vouchers, collect students, issue cheques, and create money receipts.

The advanced capabilities will assist staff keep financial records efficiently. The transactions should be kept confidential by taking appropriate security measures. Regular employee training and software updates are required. The institution's authorized vendor will update the required software.

Student Admission and Support

The college has decided to conduct all admissions procedures online. This platform accepts applications for graduate, postgraduate, and diploma programmes. Students can also get most services, such as transfer certificates, bona fide certificates, college leaving certificates, and so on, through an online authorization process.

Student Application form fill up for admission, document verification during admission, payment link activation, and admission analysis, student registration can be done through ERP.

The college's academic success is maintained through keeping a well-stocked library. The library will acquire intended e-learning materials and infrastructure for the benefit of students and faculty members to maintain Academic Excellence. The library should be automated by using the Integrated Library Management System. From ordering to final processing of library resources, entitled modules will assist. Every task relating to document circulation will be assisted by the circulation module. The OPAC module will give a user-friendly interface for quickly searching document status. All transactional details-journal, E-books-should be able to be exported as reports. As needed, databases will be updated on a regular basis.

Students will be able to get the necessary knowledge and update their skills in their field of study by using online courseware via an e-learning platform.

Examination System

The university has implemented an online system that allows students to fill out examination forms, reassessment forms, and distribution of admit cards.

Examination related activity is directly controlled by University MAKAUT, WB.

The Institute, teachers and students have access to the online system of MAKAUT by using user credentials, which is provided by the University MAKAUT.

Answer scripts are evaluated online through MAKAUT portal by using the personal Credentials of the faculty members.
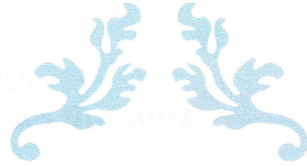
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Policy for E-Governance (W.E.F 2016-17)

Ref. No- DSDEC/POLI/ 2016-17/25 Issue No- 3	Compiled by- Admin Executive	Checked By- IQAC Convener	Approved By- Principal

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It has been agreed that from the Academic Year 2016-17. To help students achieve more productive outcomes, a blended form of teaching should be adopted.

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