VASANTA COLLEGE FOR WOMEN
वसंत महिला महाविद्यालय

Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India, Rajghat Fort, Varanasi - 221 001

अप्प दीपो भव

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E-GOVERNANCE POLICY

1	Title of Policy	E-Governance Policy
2	Administrative Policy Number	**VCW/E-GOV/2020/01/12**
3	Brief Description of the Policy	1. Implementation of E-governance in all aspects of functioning of the institution 2. Achieving efficiency in functioning through E-governance. 3. Promoting transparency and accountability 4. Achieving paperless administration of the institution 5. Facilitating online internal and external communication between various entities of the institution 6. Providing easy access to information 7. To maintain the Data on a secure environment. 8. Making the Institution globally visible
4	Drafting	Principal and IQAC
5	Policy Applies to	IQAC / Office Administration
6	Effective from:	2020
7	Approved by	Management and IQAC
8	Responsible Authority	Principal
9	Superseding Authority	Management
10	Last Reviewed/ Updated	NA
11	Reason for the Policy	To provide simpler and efficient system of governance within the institution, the college decided to adopt and implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. To embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
11	Reference for the Policy	Accreditation and Management Guidelines

Process

The policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance even in the areas not enlisted herewith

- Website & Social media
- Administration
- Student Admission
- Examination
- Finance and Accounts
- Library
- ICT infrastructure

Website & Social Media: The website of the college acts as the mirror which reflects 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 Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The college will also create an official YouTube channel and Facebook page in which important information & achievements will be posted.

Administration: The College aims to carry out the works of office administration in digital form. All the data related with students like admission and result, transfer certificate etc. will be maintained digitally. Student database will be prepared using software *Eduware* by Turning point. To manage online admission, student enrolment, etc. the college will go for Suitable ERP Solution with four modules i.e. Faculty profile, student profile and student progression – QAQC module, online payment, transcript generation and admission and result module.

Student Admission: All the information related to application and admission is completely online and is available on BHU website (**www.bhuonline.in**). The process of application and admission is completely online. The college aims to bring its prospectus which is to be displayed on the website. The college aims to digitally manage admission, number of students applying for each course, withdrawals, fee submission, etc.

Examination: The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. The enrolment forms for new students are provided by the university in online mode. Filling the examination form, obtaining the admit card by students and finally uploading of the internal and external marks are done online. The college aims to strengthen the dissemination of information to students in digital form.

Finance and Accounts: Finance and accounts are to be maintained through suitable accounting and Finance Software package. The office continues to maintain its account on Tally for all previous report related to financial and accounts work. New and latest version of the Compu Office software to be purchased for tax calculation The College also uses software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, All vendors to be registered under PFMS (Public Financial Management System), Ministry of Finance, and Government of India. NEFT/RTGS is used for fund transfers. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: Entire Library System is to be automated with respect to Issue and reference. Teachers and students to access the library resource in and outside the campus. The College will add more and more e-learning resources for the benefit of the teachers and the students. Recommendations are taken from the teachers and students while subscribing to the e-resources. To encourage original writing among students and teachers, the college aims to purchase plagiarism software for plagiarism check.

ICT infrastructure: The College aims to increase the number of desktops and laptops for students and staff. Adequate number of computers and printers to be made available in the administrative block for hassle free office work. Projectors and interactive teaching aids like smart boards to be installed in the auditorium, classrooms, and laboratories. Departments to be supported with the purchase of new software required as per the need of the courses. The college aims to have high speed Wi-Fi to help students propel their learning.