

## **E-GOVERNANCE POLICY**

### **INTRODUCTION:**

BMS School of Architecture since its inception in 2010 has promoted in utilizing the information, Communication & Technology concepts in functioning of its processes/systems such as Teaching & Learning; Administration & Outreach of the institution. However to bring in the usage of ICT at a vast scale a strategy plan is been derived for execution in a phased manner.

The required infrastructure, development tools and resources were identified constantly by the Administration in enforcing E-Governance at all levels in the institution. To improvise the service delivery, encourage the stake holders to participate in decision-making process and making the system more accountable, transparent and effective, BMSSA has set its goals as mentioned below.

### **GOALS of E-Governance:**

- ✓ Data digitization where necessary & desirable.
- ✓ To develop centralized database system for easy accessibility information & to provide essential reports as per the need basis.
- ✓ To automate the internal processes by deploying effective and efficient online tools for the timely delivery of work.
- ✓ Maintain transparency & accountability of work.
- ✓ To implement the best monitoring tools to assess the performance of the staff/employees/students for identifying the lacunas in the processes for future enhancements/betterment.
- ✓ Nurturing the learners (Students) by providing access to globally available learning resources which are reliable and helpful.
- ✓ Identify & Implement the latest and effective methods for teaching.
- ✓ To promote paperless administration of the institution.

- ✓ Facilitating online Information sharing among various stake holders (Staff/Employees/Student/Alumni/Parents) of the institution.
- ✓ To improvise the outreach of the institution globally.
- ✓ To promote the involvement of all the stake holders in decision making through e-surveys, online grievance system etc.
- ✓ To maintain data security with latest standards available in the market.
- ✓ To promote Digital India concept by providing Wi-Fi enabled campus to all the Teaching & Non-Teaching Staff and the Students.

### **POLICY:**

To meet the challenges and improvise the system of governance in various sectors of the institution such as Teaching, Learning, Administration & Outreach, it is decided to adopt and implement E-Governance in most of the existing functions/activities to be performed.

The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. since its inception. With the aim to improvise the functionality & efficiency of other systems/processes this policy draft is framed.

E-Governance to implement in various areas of operation is identified at initial phase. These areas of operations are identified based on the use cases experienced by various stake holders based on their tenure and understanding the priority of implementation to immediately automate the process.

### **BUDGET ALLOCATION for ICT:**

To call for proposals form Software Developer/Website Designing Organizations to initiate the re-designing of Website. For Software Purchase/Maintenance a fund is allocated in the budget.

RESOURCE PERSONS to identify: To provide trainings for the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the college level.

## **EXISTING SYSTEMS [PHASE- I]**

### **I. ACCOUNTS**

Tally software is used by the Accounts to manage the Institute Accounts.

Tally Software is purchased and renewed since 2011.

E-copy of salary certificates are issued

Confidentiality and easy access of accounting data is well maintained and found satisfactory.

No further enhancements identified.

### **II. LIBRARY**

A separate Digital library unit has been established and exclusively used for the online access of E-journals and other E-Resources provided by VTU E-consortium.

Electronic resources such as e-journals, e-databases, e-books made available BMSSA LIBRARY AND INFORMATION CENTRE. These resources can be searched, browsed and material may be downloaded and printed as single copies of articles as is done in the case of printed library material.

The Library strictly adheres to the suggestions/enhancements as directed by the affiliating University, Recommendations of the teachers and students

Training to the library users by the Librarians for using the e-learning resources is also facilitated.

### **III. WEBSITE**

The website of the college needs to re-vamp taking into account the new changes.

The website should act as a mirror of the college activities and information about all activities/ Management

Important notices/notifications etc. should be made easily available to the stakeholders.

## **OTHER SYSTEMS/PROCESSES IDENTIFIED TO BE IT-ENABLED**

### **[PHASE-II]**

#### **IV. STUDENT MANAGEMENT SYSTEM**

- Web based application.
- To process student admissions in online mode.
- Accessible AnyTime, AnyWhere and AnyPc
- Individual Student logins
- Can update profiles, Can access any student information
- Easy Search option - student by Semester/Batch/Class/Section
- Generate essential reports.

#### **V. STAFF MANAGEMENT SYSTEM**

- Web based application
- Accessible Any Time, Any Where and Any Pc
- Individual logins
- Profile Management

#### **VI. FEEDBACK MANAGEMENT SYSTEM**

- Platform to conduct feedback process online
- Customizable Feedback Questionnaire
- Schedule Feedback Cycle
- Generate Feedback reports by faculty/subject

#### **VII. ATTENDANCE MANAGEMENT**

- To save time and administration costs by minimizing staff intervention and workloads
- Electronically monitors student attendance patterns and provides enhanced reporting
- Improves Data Accuracy and Integrity
- Reduces Unexplained Absences
- Expedites the movement of students through class and student services
- Improves communication with parents and other key stake holders
- Compliant with existing administrative record keeping requirements
- Better accounting of students whereabouts during College hours
- More parental involvement in ascertain student presence in colleges
- Automatic Attendance Percentage Reporting for all level administration

## **VIII. PROCTOR MANAGEMENT**

- Manage Assigned Students
- Access student complete marks and attendance details
- Digitally documented counseling information
- Access to communicate students or parents directly

## **IX. COMMUNICATION PLATFORM**

- Communicate Student or Parents through SMS
- Student's daily attendance
- Results of tests and exams
- Fees reminders
- Parents-teachers meeting reminders
- Holidays alerts due to natural calamities

## **X. MARKS MANAGEMENT SYSTEM**

- Manage Internal Marks
- Easy and Simple way of marks capturing system
- Auto Result Calculations Marks and Grades
- Results Analysis Reports

## **XI. ONLINE PAYMENT GATEWAY**

- Anytime easy access to students for fee payment.
- Secured gateway which can be incorporated with student specific details for authentication
- Detailed reports of the payments done with analysis of semester wise fee collected

## **XII. BIOMETRIC INTEGRATION**

- Installation of Biometric system
- Identification of late comers
- Detailed reports with the login and logout details of the employees

## **OTHER SYSTEMS/PROCESSES IDENTIFIED TO BE IT-ENABLED**

### **[PHASE-III]**

Facilities identified are as follows:

- a. **ALUMNI**: In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.
- b. **GRIEVANCES CELL MANAGEMENT SYSTEM**: To provide this welfare facility for all the stake holders to address their concerns with respect to Academics, Facilities & Administration of the Institution. Addressing & Monitoring of the concerns raised via online system.
- c. **ONLINE LEAVE MANAGEMENT** of employees: To maintain transparency and speeding up the leave application and approval process. To maintain the leave records of employees in the institution.
- d. **OTHER STUDENT SERVICES** like transfer certificates, bonafide certificates, etc. in online mode
- e. **TIME-TABLE MANAGEMENT** for faculty and students. Allocation of faculty members to respective subjects and monitoring of total hours assigned, actual hours taken etc. with report generation.

The above-mentioned areas of operation are based on the illustrations experienced and the need to automate was identified. The E-Governance Policy can be appended further with new enhancements as on need basis further extending the scope for the development of the institution.

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