GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College
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Policy Document on e-governance

1. Introduction

1.1 Purpose

It is a pre-requisite to make such a policy document to establish an exhaustive framework for the implementation, management and enhancement of e-governance initiatives. Maulana Azad College is committed to exploit emerging technology to enhance governance, transparency, and accountability. This e-governance policy outlines our approach to using digital tools and platforms for efficient management and decision-making.

1.2 Scope

This policy applies to all government departments involved in or influenced by e-governance initiatives. It includes digital services, online platforms and the use of ICT to facilitate government operations and interactions with citizens. This policy applies to all aspects of college governance, including Administration, Academics, Finance, Student services and Research and development

2. Objectives

1. Enhance Service Delivery: Enhances efficiency and accessibility of public services through secure and reliable digital infrastructure and thus promotes digital literacy among students, faculty, and staff.

2. Increase Transparency: Ensures government processes and decision-making are transparent, accountable and open to public inspection.

3. Foster Citizen Engagement: Provide citizens with easy access to information and opportunities for participation in governance.

4. Promote Efficiency: Streamline internal processes to reduce redundancy and operational costs.

3. Areas of policy implementation:

Student Admission: As per instruction from Higher Education Department, Government of West Bengal, the admission process of undergraduate and postgraduate courses is running online since 2018. The College hire specialized service from a software company to create and run the admission portal. The admission process has now become easy to access, faster, efficient, and transparent.

Website: The dynamic college website is kept always updated and contains all the important information about the College, including its Mission and Vision, Academic Information like the Courses and Programmes, faculty information, activities of the college, achievements of the college and of its different stakeholders, notification regarding upcoming events, college history and its distinctiveness. The website plays a pivotal role as an interface between the college and its various stakeholders, also acts as the mirror of the college for those people interested to know about the college.

Library: The college are always sincere to preserve the rare old books and manuscripts digitally as available in the Central library of this college. The daily library operation, e-cataloging are also done as a step forward to make the library fully-automated.

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Finance & Accounts: As a government college, all financial transactions are done through West Bengal Integrated Finance Management System (WBIFMS).

Examination: The College is affiliated under Calcutta University and the examination is conducted as per the instruction of the University. The uploading of marks of continuous evaluation and other examination related procedures, including online examinations are managed by the examination portal of the University.

To implement the e-governance policy successfully the adequate hardware and software infrastructure shall be procured by the college from time to time.

3. Key Principles

3.1 Accessibility

Ensure that e-governance services are accessible to all citizens of diverse varieties, including those with disabilities and those in remote areas. Training and capacity-building programs for students, faculty, and staff are also ensured.

3.2 Inclusivity

Provide hardware, software, and network infrastructure to support e-governance initiatives as well as to design digital services to cater to diverse populations, including varying levels of digital literacy and access.

3.3 Transparency

Maintain transparency in digital processes, allowing citizens to track the status of services and decisions.

3.4 Accountability

Establish mechanisms for accountability and options to address grievances and rectify issues.

3.5 Online services

Portal-based services for students, faculty, and staff, including admission, academics, and finance

3.6 Communication

Digital platforms for internal communication, collaboration, and knowledge sharing.

3.7 Security

Implement robust security measures to protect data and systems from unauthorized access and cyber threats.

4. Implementation Strategy

4.1 Governance Structure

A central e-governance body responsible for coordinating and overseeing e-governance initiatives is established to define roles and responsibilities for various stakeholders.

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4.2 Infrastructure Development

Invest is done in the necessary technology infrastructure, including hardware, software, and networking resources, to support e-governance services.

4.3 Service Development

Digital services based on user needs and feedback are developed and deployed- services with greatest impact on citizen engagement and service efficiency are identified and emphasized.

4.4 Monitoring and Evaluation

Metrics and procedures are established for monitoring the performance of e-governance initiatives through the following procedures:

1. Regular review of e-governance initiatives by IQAC.

2. Feedback mechanisms for students, faculty, and staff.

3. Annual assessment of digital literacy and online service utilization.

4. Continuous monitoring of security and privacy measures.

5. Roles and Responsibilities

1. **Principal:** Overall responsibility for e-governance initiatives.

2. **IQAC:** Monitoring and evaluation of e-governance initiatives.

3. **IT Department:** Technical support and infrastructure management.

4. **Faculty and Staff:** Digital literacy and online service utilization.

5. **Students:** Digital literacy and online service utilization.

6. Conclusion

The successful implementation of e-governance requires a collective integrity of technology, policy, and stakeholder engagement. By adhering to this policy, the college aims at creating a more efficient, transparent, and inclusive governance system that benefits all citizens.

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