



TEHATTA SADANANDA MAHAVIDYALAYA

A West Bengal State Govt. Aided Degree College

AFFILIATED TO UNIVERSITY OF BURDWAN

— Estd.- 2013 —

P.O.- TEHATTA ★ DIST.- PURBA BURDWAN ★ PIN- 713122

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E-GOVERNANCE POLICY

The scope of an e-governance policy in a college setting focuses on leveraging digital technologies to streamline administrative processes, enhance communication, and improve overall efficiency. Implementing an e-governance policy in a college can have far-reaching benefits, enhancing efficiency, transparency, and accessibility across various academic and administrative processes.

Scope:

The scope of this policy extends the following areas of operation and functions in the college.

1. General Administration
2. Accounts and Finance
3. Student Admission
4. Course Registration
5. Examination Management
6. Governance and Decision Making
7. Library Management
8. ICT Infrastructure

Objectives

1. Increase efficiency in streamlining the administrative processes such as student online admissions, enrollment, course registration and fee payment etc. to reduce paperwork, time, and effort for both staff and students.
2. To assure the secure storage and maintenance of data.
3. Enable students to register for examinations online through a web-based portal and uploading marks in the same way to the portal for future correspondence.
4. Making the decision-making processes more efficient and quick.
5. Ensuring accountability in accounts and finance.
6. Promote transparency and equity in all aspect to enable student friendly grievance redressal process.
7. Offering flexible learning opportunities in providing e-facility in library.
8. Soliciting feedback and suggestions through online surveys, forums, and groups of alumni in digital platform.



Principal
Tehatta Sadananda Mahavidyalaya
Tehatta, Purba Bardhaman

Areas of Policy Implementation

1. **College website:** The college website (<https://www.collegetsm.in/>) involves creating an online platform not only to provide information but also facilitates various administrative processes and promotes stakeholder engagement. It provides the information related to academics, administration, admission, library, examination process, accounts and e-tender details along with faculty information of various departments. The website contains student corner to make it more transparent to the student fraternity.
2. **WhatsApp groups:** Implementing e-governance in college administration during the COVID-19 pandemic had required more efficient and strategic approach to ensure continuity in curriculum, teaching-learning and administration process while adhering to public health guidelines and social distancing measures. The college has opened various WhatsApp groups to make the communication more flexible, fast and effective. The groups are still operating. All the notices are getting displayed online on the college website and the WhatsApp groups.
3. **Administration:** The College is availing 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. Some present portal of administration are- College Website (<https://www.collegetsm.in/>), AISHE (<https://aishe.gov.in/aishe/home>), IRINS Faculty Profile (<https://collegetsm.irins.org/>), NNIRF Institute Data Capturing System(<https://login.nirfindia.org/DCS/Home/>).
4. **Accounts and Finance:** The College has adopted a cashless system of all transactions. It has created its own SB collect portal through which students deposit different fees. The accounts are also perpetuating the salary disbursement process through the HRMS, WB iFMS. The faculties are availing the benefits of West Bengal Health Scheme through www.wbhealthscheme.gov.in portal. Now it's easy to maintain the GPF through NGIPF, WB iFMS. The E Pension (https://wbepension.gov.in/e_Pension/ApplicantLogin) is operating as media of e-governance.
5. **Student Admission, Examination and Scholarship:** The student admission, examination and scholarship process are deploying through online portal of the higher education department and college as well.
6. **Teacher-student Interaction and Feedback:** Different types of assessments have been done including MCQ, Quizzes, Assignments, Online feedback through discussion and clarifications on subjects.
7. **ICT Implementation:** The National Mission on Education through Information and Communication Technology (NMEICT) has been envisaged as a Centrally Sponsored Scheme to leverage the potential of ICT, in teaching and learning process for the benefit of all the learners in Higher Education Institutions in any time any where mode.

The college is now in the network institute of IIRS/ISRO Outreach program. The institute is listed as one of the nodal center to conduct online courses offered by IIRS-ISRO Dehradun. The program is conducted through EDUSAT, a satellite specially desgined for facilitating distance education in India.

The College is utilizing the benefits of NPTEL local chapters an online Learning Initiatives by IITs and IISc.



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8 **Library:** The library of the college is the repository of numerous valuable hardcopies of books but also have e-learning facilities through the use of National Digital Library (NDL). The college is getting the benefits of e-Shodh Sindhu, Swayam Prabha, Swayam, UGC-Moocs, Shodhganga, E-PG-PATHSHALA, Vidwan, CEC, Inter University Centre of UGC, CEC- UGC Youtube Channel, NPTEL facilities which plays a vital role in the collection development and dissemination of scientific and technical information to meet the present and future needs of the Centre. The library is using a system's web-based interface, called Koha, which a range of features including Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching and renewing for easier.



A handwritten signature in blue ink, appearing to read 'M. Jayadev'.

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