

## **E-GOVERNANCE POLICY**

### **Policy Statement**

NSB Academy has designed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency, accountability and safety. This policy shall apply to the faculty, staff and student administration, Finance and Accounts, Student Admission and Support, Examination, of the NSB Academy.

### **Objectives**

NSB Academy tries to achieve the following objectives through the E-Governance policy.

- To implement an integrated, user-friendly Enterprise Resource Planning (ERP) solutions to automate various aspects of intuitional functioning.
- To adopt E-governance practices in all possible areas of activity, through which NSB Academy can provide efficient system of governance.
- To achieve and create a paperless environment in the institution, ensuring data preservation for the future purposes
- To promote transparency and accountability in all the functions of the institution, eliminating human discretion.
- To provide easy and quick access to information.
- To make the NSB Academy, a total Wi Fi enabled campus.
- To make the NSB Academy classrooms ICT-enabled, ensuring technology-driven teaching and learning.

### **Scope**

The scope of this policy covers the following broad areas.

- Website Management
- Faculty, Staff and Student administration

- Teaching and learning process
- Student Admissions and support
- Accounts and Finance
- Examinations
- Library Management

### **Specific Areas of Implementation**

#### **1. Faculty, staff and Student Administration:**

- All faculty and staff attendance will be through Biometric attendance Management system, which should help monitoring and tracking.
- Student attendance will be managed through a separate ERP which will help in monitoring and student attendance for further administrative decisions.
- NSB Academy will establish an email communication system. This acts as the main medium of communication. All official interactions with faculty, and staff be through email system only. This becomes the backbone of the communication in the overall administration.
- All students will have their communication with faculty and staff through emails created by NSB Academy. All official communication will be through NSB Academy email network.
- A digital messaging services through normal short messages service (SMS) will be sent to the parents informing about their ward's attendance. Academic performance will be communicated through telephone.
- The administrative divisions will perform their day-to-day functions through Information and Communication Technology (ICT) using Microsoft Office products.
- Wherever necessary, faculty and staff will use different ICT applications viz. Google sheet, Google Docs, Google Forms etc for effective and paperless administration.
- CCTV cameras will be installed at various vantage points and in classrooms. This will help to protect the safety of and security of individuals and property of NSB Academy.

- NSB Academy will offer seamless connectivity with free Wi-Fi facility to faculty, students, and staff within the campus.

## **2. Website Maintenance**

- NSB Academy will maintain a website with all necessary information. With NSB Academy's website, students, parents and other interested parties should be able to know about the NSB Academy and be able to seek information and interact with authorities of NSB Academy.
- The website will act as a source of information providing information of the activities, important notices, course-related details, and also follow compliance matters.
- The website will provide an opportunity to students to air their grievance, if any.

## **3. Finance and Accounts:**

- The Accounts department will use Tally software package for recording daily transactions, preparing accounts and providing decision support documents in the form of Income and expenditure account and Balance sheet.
- Students will be informed through email about fee schedule and provided fee payment receipts thorough email.
- NSB Academy aims to run cash-less transactions. Using:
  - by scanning the QR code
  - through bank transfer using NEFT, RTGS technologies, or
  - through cheque students will be able to make payments.
- Payment of salaries to employees of NSB Academy and payments to external suppliers will be made through bank transfer.
- Provide regular updates in the technology domain for effective discharge of functions.

## **4. Teaching and Learning:**

- The faculty will use ICT in their academic administration.
- The faculty will use ICT in all areas viz. student-attendance, student-assessment, student-mentoring etc.

- The Academic support staff will also use these technologies at the other end to generate data for decision making.
- Students are encouraged to pursue online certificate courses offered by SWAYAM, NPTEL and other platforms through the computer laboratory provided by the NSB Academy.

## **5. Student Admission and Support:**

- NSB Academy will use ICT for student admissions. Admission department will have an exclusive software to monitor, track and control the admission data.
- Academics department will use the ICT in further effectively managing the student admissions process.
- UUCMS will be used for confirmation of admission with university. Same software programme will be used for notifying the internal as well as external assessment outcomes to the students.
- Students can use ICT provided by NSB Academy to air their grievances to the college authorities.

## **6. Library Management:**

- NSB Academy will use maintain a well-equipped library for its students and faculty.
- NSB Academy will provide database sources like INFLIBNET, DELNET services, Prowess IQ and EBSCO services for the benefit of faculty and staff for their academic enrichment.
- NSB Academy library will use appropriate software to maintain library activities viz. stock maintenance, book issue and book returns.