

Policy Document Strengthening the implementation of e-governance Policy

Statement of Aim

The aim of the policy is to promote decentralized and participative management in all realms of administration, accounts and examinations. It also seeks to reinforce pre-existing physical governance infrastructure and bolster seamless information sharing among stakeholders of the institution.

Scope and Applicability

The scope of the development and upgradation of e-governance structures is primarily to create greater synergy between the administration, non-teaching, teaching faculty and students.

Components/Elements of the Policy

- KKS Women's college embrace Information technology (ICT) and computer-based management systems.
- The myriad wings of the college administration which include administrative and accounts section, laboratory, hostel office, library office, security, server and CCTV control rooms have excellent ICT access to dedicated equipment.
- In order to promote unhindered access to information regarding classes and college events, detailed timetables and bulletins are put up on the college website.
- Online surveys for management of student options under CBCS, online registration for events, online attendance and assessment, online feedback and use of social media for professional purposes was also instituted to augment the fully automated office administration and advanced e-governance processes for management of various facets of student life.
- Establishment of a Virtual Class Room to provide seamless access to online learning opportunities.

- The institution is also exploring possibility of 5G connectivity on the campus. 7. The college has acquired Internet Bandwidth for facility of radio frequency link of 90 mbps from BSNL.
- Some of the e-governance tools that the administration has wholeheartedly embraced are SAMS Student Admission portal by the Government of Odisha. The Finance wing of the college very efficiently uses Tally ERP9, Payroll Management System, Public Financial Management System (PFMS) and Easy Pay Portal.
- A digital repository of financial accounts is maintained along with provision of payments through National Electronics Fund Transfer (NEFT) for payment of fees.
- The Library automation process is going on and learning materials from NDL , E GYANAKOSH, SWAYAM, E PG PATHSALA and SODHSINDHU are being shared with the students.
- Through digitizing certificates and official approvals, the college intends to substantially reduce its use of paper.
- In important transit and access points, digital display boards have also been placed to provide critical information.
- Teaching faculty is also able to provide access and update regular attendance, study material and evaluation for students through WhatsApp.

Expected Outcomes

The expected outcome of this policy is simplifying and streamlining the structure of administration. It also seeks to make the process of administration more transparent and efficient. By embracing e-governance tools, the institution intends to provide quick delivery of student-based services