PACHHUNGA UNIVERSITY COLLEGE
POLICY FOR E-GOVERNANCE

Scope:
The scope of this policy extends to the following areas:
- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:
- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

The College decides to make the following policies and procedure:

1. Website: The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A *Website Committee* exist for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications will go live on the website as and when they are released.

2. Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Mizoram University. The College brings out its *Prospectus* which is displayed on the website that has guidelines for the admission process. An Admission Portal is used to manage the admissions in the college. A special software designed by *Lailen* is used to manage the college's admission process. Online Admission system through college website and fee payment system with SB collect. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

3. Accounts: The office continues to maintain its account on **Accounts Management System** designed by *Spectra Consultancy*, Kolkata. All financial matters are generated through this

software only. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

4. Library: The college library is one of the best libraries within the state of Mizoram. The current building was opened on the 14th of August 2013 by the then Hon' Vice Chancellor of Mizoram University Prof. R. Lalthantluanga.

- The library currently has RFID Gate System, Kiosk Self Issue Machine, 3 OPAC for Users and a Library Management System. SOL 2.0 is the ILMS used for the automation of the college's library.
- Currently the library has 60,644 books, 1709 reference titles, 5,000+ e-books, 31 journal subscription, 13 magazines, 5 National Newspaper, 2 Local newspapers and 25 CD and Videos.
- All books are classified using the *Dewey Decimal Classification System*.
- The library provides e-resources through NLIST subscription which provides access to more than 6000+ journals and 31,35,000 e-books. A lot of other e-resources are within the library's database.
- The college's library is *differently abled* friendly through ramps provided for full access of the library. The college library also has a special corner for Northeast studies and a special reading area for IAS aspirants.

5. Administration:

- ERP is used to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into 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.

6. Examination: The *Exam Committee* of the college uses a software developed by *Lailen* towards seat arrangement for every exam. The College also utilizes its ERP to display various useful information for the students such as Attendance, Internal Marks, etc.

7. Alumni: A separate alumni page will be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

Hardware Infrastructure
- The College should ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers are made available in the administrative block.
- Projectors and other multimedia devices are provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure
- The College should maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus will be purchased and updated regularly.
- The college maintains several software like GIS software etc
- Online plagiarism check system is utilized using URKUND.

(Prof. H.LALTHANZARA)

Principal
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Aizawl : Mizoram