Ref. No.:

DVV CLARIFICATION

METRIC 6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

HEI Input : A. All of the above

1.HEI is requested to kindly provide Screen shots of user interfaces of each module reflecting the name of the HEI ONLY. 2. Kindly provide institutional expenditure statements for the heads of e- governance implementation reflected in the audited statement. 3. Kindly provide link to the ERP Document. 4. Kindly provide year wise annual e-governance report approved by Governing Council for the last five years. 5. Kindly provide policy document on e- governance.

RESPONSE OF HEI: ALL THE CRITERIA MENTIONED IN THE QUERY FOLLOWED.

SUPPORTING DOCUMENTS:

ALL THE CREDENTIALS ARE DULY ATTESTED BY THE PRINCIPAL AND ATTACHED HEREWITH.

PRINCIPAL
PRMS MAHAVIDYALAYA

Principal
P.R.M.S. Mahavidyalaya
P.O.-Jamboni, Dist.- Bankura

Ref. No.:

Institution implements e-governance in its operations
1. Administration
2. Finance and Accounts
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4. Examination

SUBJECT	RELEVANT LINK
GB Resolution and Supporting Expedition Statement on e-governance	https://prmsmahavidyalaya.ac.in/uploaded-files/4413e4ec50b8ba0a96f848e1ac2cc2e4.pdf
Institutional Expenses on e-governance as reflected in the audited statement	https://prmsmahavidyalaya.ac.in/uploaded-files/9ef8a5f12f6b9d86866285307cab15af.pdf
E-governance policy	https://prmsmahavidyalaya.ac.in/uploaded-files/d268299e1b9d0f020b115603164aa05e.pdf
ERP Documents and Relevant Screenshots	https://prmsmahavidyalaya.ac.in/uploaded-files/e1ac25af4ecfcc8db472a512561c8a24.pdf

PRINCIPAL
PRMS MAHAVIDYALAYA

Principal
P.R.M.S. Mahavidyalaya
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E-GOVERNANCE
POLICY
DOCUMENT

Pandit Raghunath Murmu Smriti Mahavidyalaya

[UG and PG College]
A Govt. Aided and NAAC accredited Institute

e-Governance Policy Document

■ **Policy Purpose and Objectives**

The purpose of this policy is to:

- Ensure the effective implementation of e-Governance across all functions within the college.
- Review and update existing physical governance infrastructure with e-Governance solutions to enhance efficiency in college operations.

■ **Scope of the Policy**

This policy applies to:

- General Administration
- Accounts and Finance Management
- Purchases
- ICT Infrastructure
- e-Waste Management
- Library Services
- Student Administration
- Admission Processes
- Online Classes
- Examination Procedures

It aims to support all stakeholders including administrative staff, teaching faculty, non-teaching staff, and students.

■ **Elements of Policy**

1. e-Governance in Administration:

- Equip administrative offices with ICT-enabled systems, licensed software, and necessary internet connectivity.

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- Implement a user-friendly ERP system for managing attendance, fee submission, and internal assessments.
- Furnish classrooms, conference rooms, and seminar rooms with ICT-enabled projectors and screens.
- Install and maintain CCTV cameras for surveillance at strategic locations.
- Develop and maintain a user-friendly interactive website for general information and updates.
- Ensure official communications and notices are sent via email and other online platforms.
- Provide ICT training programs for faculty and non-teaching staff.
- Equip students with skills to effectively use ICT-enabled systems.
- Subscribe to online platforms for online teaching, training, webinars, and other official interactions.

2. e-Governance in Finance and Accounts:

- Operate and manage accounting operations using ERP software, including pension and payroll processing.
- Perform financial transactions through the Public Financial Management System (PFMS) as per Government of India guidelines.
- Conduct TDS functions using "web e-TDS."
- Utilize the Government e-Marketing (GeM) portal for procurement to enhance transparency.
- Use digital signatures for financial transactions and tendering processes.
- Develop a portal for students to pay annual and examination fees online.

3. e-Governance in Student Admission and Support:

- Adopt online admission processes as mandated by the university.
- Automate and digitize library functions to support transactions and provide smooth access to e-resources.

4. e-Governance in Examination:

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- Perform examination-related processes online, including admit card generation and exam conduction, as per university mandates.

■ **Expected Outcomes**

- Enhanced productivity through the simplification and digitization of college processes.
- Increased transparency and accountability across college functions.
- Faster response to student queries and issues.

This policy document aims to streamline operations, improve efficiency, and foster a digitally equipped environment in the college.

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E-GOVERNANCE THROUGH BIOMETRIC ATTENDANCE

Reflection of e-governance in Administration through Biometric Attendance

Biometric Machine

Use of Biometric Attendance

Link to the Biometric attendance report (sample provided) –

https://prmsmahavidyalaya.ac.in/uploaded-files/afc743fac5296f25708b99176d2402ee.pdf

PRINCIPAL

PRMS MAHAVIDYALAYA