बाबू राम सिंह महाविद्यालय

खाड़पाथर, पो0—मुर्धवा (रनुकूट) सोनभद्र—उ0प्र0

(सम्बद्ध—महात्मा गाँधी काशी विद्यापीठ, वाराणसी)

B R SM

पंजीयन संख्या—1482/2002-03

पत्रांक...............

दिनांक...................

<mark>Criterion VI – Governance, Leadership and Management</mark>

6.2.2 Implementation of e-governance in areas of operation

Link of relevant document

- e-Governance Policy Document

- Bills for the expenditure on implementation of e-Governance in the

  areas of   operation Supporting documents

- SCREEN SHOTS OF USER INTERFACE

- IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

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खाड़पाथर मुर्धवा (रेनुकूट)
सोनभद्र (उ॰ प्र॰)

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खाड़पाथर, पो0–मुर्धवा (रेनुकूट) सोनभद्र–उ0प्र0

(सम्बद्ध–महात्मा गाँधी काशी विद्यापीठ, वाराणसी)

BRSM

BABOO RAM SINGH MAHAVIDYALAYA
KHADPATHAR, U.P.

पंजीयन संख्या–1482/2002-03

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पत्रांक.................

दिनांक.............................

E-GOVERNANCE

POLICY

2020

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खाड़पाथर मुर्धवा रेनुकूट)
सोनभद्र (उ0 प्र0)

E-GOVERNANCE POLICY

1	Title of Policy	E-Governance Policy
2	Administrative Policy Number	BRSM - EGOV - 1/4/20
3	Brief Description of the Policy	1. Implementation of E-governance in all aspects of functioning of the institution 2. Achieving efficiency in functioning through E-governance. 3. Promoting transparency and accountability 4. Achieving paperless administration of the institution 5. Facilitating online internal and external communication between various entities of the institution 6. Providing easy access to information 7. To maintain the Data on a secure environment. 8. Making the Institution globally visible
4	Drafting	Principal and IQAC
5	Policy Applies to	IQAC / Office Administration
6	Effective from:	2020
7	Approved by	Management and IQAC
8	Responsible Authority	Principal
9	Superseding Authority	Management
10	Last Reviewed/ Updated	NA
11	Reason for the Policy	To provide simpler and efficient system of governance within the institution. the college decided to adopt and implement e-governance in all aspects of functioning like library. accounts. admissions. administration. teaching. etc. To embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
11	Reference for the Policy	Accreditation and Management Guidelines

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वाडगाथर गुप्त ः (हिंद)
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Process

The policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance even in the areas not enlisted herewith

- Website & Social media
- Administration
- Student Admission
- Examination
- Finance and Accounts
- Library
- ICT infrastructure

Website & Social Media: The website of the college acts as the mirror which reflects 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 to be formed 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 will also create an official YouTube channel and Facebook page in which important information & achievements will be posted.

Administration: The College aims to carry out the works of office administration in digital form. All the data related with students like admission and result, transfer certificate etc. will be maintained digitally. Student database will be prepared using software *Eduware* by Turning point. To manage online admission, student enrolment, etc. the college will go for Suitable ERP Solution with four modules i.e. Faculty profile, student profile and student progression – QAQC module, online payment, transcript generation and admission and result module.

Examination: The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. The enrolment forms for new students are provided by the university in online mode. Filling the examination form, obtaining the admit card by students and finally uploading of the internal and external marks are done online. The college aims to strengthen the dissemination of information to students in digital form.

Finance and Accounts: Finance and accounts are to be maintained through suitable accounting and Finance Software package. The office continues to maintain its account on Tally for all previous report related to financial and accounts work. New and latest version of the Compu Office software to be purchased for tax calculation The College also uses software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, All vendors to be registered under PFMS (Public Financial Management System), Ministry of Finance, and Government of India. NEFT/RTGS is used for fund transfers. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: Entire Library System is to be automated with respect to Issue and reference. Teachers and students to access the library resource in and outside the campus. The College will add more and more e-learning resources for the benefit of the teachers and the students. Recommendations are taken from the teachers and students while subscribing to the e-resources. To encourage original writing among students and teachers, the college aims to purchase plagiarism software for plagiarism check.

ICT infrastructure: The College aims to increase the number of desktops and laptops for students and staff. Adequate number of computers and printers to be made available in the administrative block for hassle free office work. Projectors and interactive teaching aids like smart boards to be installed in the auditorium, classrooms, and laboratories. Departments to be supported with the purchase of new software required as per the need of the courses. The college aims to have high speed Wi-Fi to help students propel their learning.

ICT POLICY

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Declaration

Realising the critical role of Information and Communication Technology (ICT) in higher education, we are committed to the application of ICT for enhancing administrative efficiency and to optimise teaching-learning experiences.

The ICT Policy for the college states that:

• Access, economy, efficiency, effectiveness, relevance, transparency, privacy, accountability, sustainability, learner-centre approach in teaching, and quality assurance – shall be the guiding principles of the ICT Policy.

• The ICT applications cover the areas - system management; research; teaching-learning; student evaluation; support services; community engagement; student data management; human resources development; networking and quality assurance.

• As an ongoing process, ICT applications shall take note of the rapid pace of technology changes.

• ICT system management must ensure integrity, security, and legitimate applications of ICT.

• Use ICT effectively for building national and international networks to ensure innovative changes in providing quality education.

• The College shall take appropriate measures for the capacity building of academic, administrative, and professional staff to effectively use ICT in all areas/ dimensions of the college.

The college ICT infrastructure includes well-furnished ICT knowledge centre with sufficient computers and high speed internet connectivity, wi-fi connectivity in campus; research specific software and video-conferencing facilities. Besides these, college also has some department specific ICT Labs like education department ICT lab with computer and internet facility.

3. ICT Policy-Objectives and Scope

Objectives:

The key objectives of the ICT Policy are to

- Make the College more accessible to the present and prospective stakeholders and empowering them through enhanced access to information and quality services by improving education using ICT.
- Facilitate effective communication for the learning enrichment and student engagement.
- Develop international linkages with a view to facilitate participation in national, regional, and international academic activities and strengthening teaching, learning and research in the College.
- Create employment opportunities for the youth and improve their employability through ICT based educational initiate and industry focused curricula and to help them participate in the ICT revolution, derive economic benefits, and eventually become self-reliant.
- Promote and strengthen new Information Technology Enabled Services (ITES) in the college.
- Create effective ICT infrastructure for impeccably connecting and integrating all ICT Service Providers and End Users.
- Use appropriate technological systems to improve communication and interaction between college office and various departments.

Scope of the ICT Policy:

This policy applies to stakeholders of college including students enrolled in various academic programs, guardians, office staff, faculties and other institutions connected with the college directly or indirectly. ICT Resources will be used by the users including but not limited to:

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- Students enrolled in the various departments of the college
- Permanent staff employed in college
- Temporary, casual or daily base staff working in college
- Contractors, consultants and suppliers working for, or on behalf of, the College
- Visitors/ delegates/foreigners visited India for the study of J. Krishnamurti philosophy in the college
- Hostel staffs in the college
- Researchers who occasionally visits the college for their research purpose

ICT Resources Covered by the Policy:

The ICT policy applies to ICT resources and systems made available to the users, by or on behalf of, the College including but not limited to:

- IT resources in knowledge center
- Personal computers, laptops and terminals in college
- Peripherals e.g. printers, copiers, scanners and multimedia devices
- Mobile devices e.g. smart phones and tablets
- Networks with wired, wireless, dialup and/or internet connections
- Internet services e.g. world wide web, blogs and wikis
- Email and other messaging, social networking and collaboration services such as blogs, chats and forums
- Application software, services and databases
- Removable media including CDs, DVDs and memory Drive

4) Guiding Principles for ICT Application

An ICT Application is an ICT resource (hardware, software, or a digital resource) provided to a user by the College. The College and the ICT Center/Knowledge Center, while providing an ICT Application or taking decisions regarding the ICT related activities will be guided by the following principles.

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through ICT.

- **Economy:** Application ICT to improve economy in the practice of the College. The College will use ICT to reduce operation costs and improve teaching, learning and research quality and reduce expenditure of office by enhancing its quality using ICT.
- **Efficiency and Effectiveness:** Use ICT with a view to increase efficiency of the college in delivery of services and improve effectiveness in achieving the expected results of the college.
- **Relevance:** Improve relevance of the learning experiences of the students in the college, and continuously use and adopt relevant ICT resources for the college.
- **Transparency:** Use ICT to foster openness in the college system management and delivery of services to the stakeholders.
- **Privacy:** Use of ICT within the college to protect individual privacy as per the applicable law.
- **Accountability:** ICT application in the College shall improve accountability of the system for its operation.
- **Sustainability:** Reduce the costs of ICT related energy consumption as well as promote the sustainability of ICT solutions and sustainability through the application of ICT.
- **Learner Centered:** Provide learner-centered pedagogy based on ICT tools that empower the students of the college and enable them to be responsible for their own learning.

5) Areas of ICT Application

The following is a description of areas where ICT resources may be developed and made available to stakeholders for their efficient use.

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visualization and reporting in refereed journals and social media. The college will endeavor to make its ICT resources available for creating conducive research environment for research scholars in various departments in the college. The College may undertake a range of activities to support research using ICT, but not limited to the following:

- Provide data capture, analysis, and management tools for both qualitative and quantitative data.

- Ensure the credibility of research through use of appropriate tools to check plagiarism.

- Organise training and capacity building activities to help researchers to use latest tools for research.

- Strengthen the use of ICT by providing centralised and structured access to online databases, journals and resources over the Internet (e.g. MOOCs, INFLIBNET, NKN, NPTEL etc.)

- Provide improved administrative support systems to the researchers for efficient and effective management of research grants and other funding resources.

- Provide access to college research publications and other digital assets through a central repository

- Publish online editions of College journals for better reach and visibility

- Participate in regional, national and global discussions on collaborative research using ICT.

- Provide infrastructural and technological support in conducting research areas based national and international online seminars and workshops.

efficiency, and transparency of the admission process. The University may use colleges ICT resources and human resources during the admission process. ICT can be used in the following areas:

- Publication of admission related information over the Internet on College platform for better reach and visibility
- Provide online registration facility on college platform for prospective students
- Maintain a follow up and help prospective students through online support system and FAQs

c) Human Resources

The increasing competitive environment and growing student population is a major challenge to an academic institution. In this scenario, ICT can be used as a facilitator to increase effectiveness and efficiency of the services offered by the College. The College may undertake a range of activities to support human resources using ICT, but not limited to the following:

- Support the non-teaching staff by standardising routine administrative activities and automating their process flow.
- Provide advance learning and up-gradation opportunities to the teaching staff through online training programmes/ Seminar/workshops/ capacity building programmes.
- Build an online community of teaching and non-teaching staff to provide horizontal communication channel.
- Develop Knowledge Management Systems to capture and maintain the expertise for later use, particularly for curriculum development.
- Document and share innovative practices through Knowledge Management System.

d) Teaching and Learning

The use of ICT to provide support to the teaching and learning process has become an entrenched activity in educational institutions. A major benefit of ICT for the teachers is that they can make their classroom teaching more effective by making its judicious use. The students are

also benefited due to possibilities for interaction with faculties beyond the classroom through ICT. ICT enabled teaching-learning encompasses a variety of techniques, tools, contents, and resources aimed at improving the quality and efficiency of the teaching-learning process. Teachers in the college system today can use a variety of media and technologies inside and outside the classroom to make their teaching effective. ICT are used by teachers to catalyze the transformation of information into student learning. While using Internet related resources in the classroom, every care may be taken by the faculties to address the appropriateness of the content and avoid inappropriate contents therein. The College may undertake a range of activities to support teaching and learning through use of ICT, but not limited to the following:

- Facilitate teachers to engage in selection and critical evaluation of digital content and resources (from Massive Open Online Courses - MOOCs, NPTEL etc.) to embed teaching-learning process.
- Encourage teachers to contextualise open educational resources available on the Internet for the students of the College.
- Encourage teachers to develop digital learning resources of their own. Facilitate teachers to collaborate and undertake projects to develop high quality digital learning materials for the students. The digital resources may include documents, presentations, animations, audio recordings and video clips.
- Create appropriate online learning space through economic and freely available Learning Management System (LMS) to share the learning modules created by the teachers. Through LMS students will have authorised access to relevant modules.
- Provide recorded sessions across the campuses through podcasts (for audio sessions) and webcasts (for video sessions).
- Facilitate synchronous (e.g. chatting) and asynchronous (e.g. e-mail and forum) communication channels between teacher and student and among students for off-campus academic discussion.

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off-campus such as internships, fieldwork.

- Organize training on effective use of ICT for teaching and learning for every teacher. Such training may be organized within the college or faculty members may be deputed to attend external ICT based workshops.
- Organize and provide training on effective use of ICT and social media in the College for the students.

c) Student Performance Evaluation

Student performance evaluation is the most critical aspect of any college system. In semester system college teachers are responsible for the evaluation of their students in the college under university procedure and guidelines. Use of ICT in evaluation can improve administration of tests in both online and offline scenario. The objective of the student evaluation system using ICT should include: providing an efficient mechanism to conduct examinations, improve transparency and credibility of the system. It helps in declaring the results error-free and in timely manner, and evaluate the students in a valid and reliable manner. ICT can be used in various evaluation activities like-

- Provide facilities and helping students in online registration for examination and share results online.
- Students should be informed about examination schedules and changes to schedules, if any, online.
- Create online systems for internal assessment and integrate with final student examination.
- Encourage teachers to use online testing system for internal assessment.
- Provide feedback to students on their performance on regular basis, in on-line mode.
- Create question banks and share them through a repository.
- Use ICT for improving the credibility of the examination by putting practices in place to check impersonation and other malpractices.

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student performance, evaluator performance etc.

f) Student Support

A support mechanism helps the students to excel and achieve their full potential. The traditional student support systems need to be supplemented with ICT to increase its scalability and availability. The College may undertake a range of following activities to support students through use of ICT:

- Class-coordinators/ mentors play an important role in student support system. An online communication and information distribution channel between a class-coordinator/mentor and his/her students need to be provided.
- Online support is required to drive College centralized training and placement activity. It should integrate placement related services at college level, while providing college-level programme-specific services to students through the activities such as Placement training, Placement related activities and management of students' portfolios.
- Continuous strategic contacts can be maintained with alumni using ICT. An exhaustive alumni database needs to be prepared and made available to all the department for use.
- Use ICT to provide various supplementary skills to students including soft skills, personality development. A blended learning approach can be adopted to facilitate such skills.
- Facilitate the data mining on learning analytics for student support.
- Use ICT in campus hostel to provide required information regarding hostel accommodation and to handle related complaints and feedbacks.
- ICT can be used to encourage students to actively participate in extracurricular activities. Individual student participation in these events can be recorded and made a part of their individual portfolios. ,

g) Community Engagement

ICT facilities can be used by the College to enhance its engagement

the society through extension activities. It may undertake a range of activities to support its extension activities through use of ICT, but not limited to the following:

- NCC, NSS and sports activities can be supported with dedicated ICT systems to increase students' participation.

- Social media platforms can be used to create awareness about health and other societal issues.

- College can create educational modules on societal issues(e.g. environment science) for general public and host them as open learning resources.

h) Administration

Apart from research and teaching, a major application of ICT can be used in administration of the College. It will develop a strategic plan to provide access to its key resources to all the department and its students and teachers. The College may undertake a range of activities to support administration through use of ICT, but not limited to the following:

- Store the documents in digital form and provide authorised access Standardise and automate the activities involved in academic administration for class and course management

- Standardise and automate the administrative processes of the college through an integrated system.

- Provide need-based automation support to college staff to perform specific tasks

- Promote the use of office computing to support general office tasks

i) Quality Assurance

The transparency brought by ICT encourages quality assurance in an organization. The college will certainly and with definite focus work towards the quality assurance (encouraged using ICT) in administration, teaching- learning and evaluation. The college may undertake a range plans the

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following:

- ICT will help to improve the quality of administration and bring in transparency in the related processes through automated systems. They will also make the respective processes person independent. The increased speed of operations will provide timely information.

- ICT will be used to facilitate data mining on learning analytics of students for programme improvements; to encourage cooperation amongst teachers; to standardise study material across the campuses through learning modules and LMS.

- The college will enhance transparency in evaluation process and the quality of evaluation using ICT for collaboratively preparing question banks, developing automatic question paper generation systems, conducting online examinations wherever feasible, and for providing timely feedback to students etc.

- The quality assurance initiatives need to be supported by appropriate mechanisms for online feedback from various stakeholders and its analysis using ICT.

- Databases of teachers and domain-experts will be maintained and made available as per their teaching, evaluation, and research requirements.

6) ICT Infrastructure and System Maintenance

The valuable ICT assets must be managed to ensure their integrity, security and availability for valid educational and administrative purposes. Since the college follows J. Krishnamurti philosophy and promote academic freedom and free exchange of ideas, some guidelines for the use of ICT are required. The guidelines are as follows.

a) College Responsibilities

- ICT systems and infrastructure will be managed by the ICT/Knowledge Center.

- College will create adequate budgetary provision for maintenance of the ICT infrastructure and to implement this Policy.

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and password management systems.

- While the College will take all the necessary care to maintain its systems and servers, it accepts no responsibility for any loss or damage, consequential or otherwise, or loss of data from the use of its ICT Resources or due to the maintenance of its ICT Resources.

- Wherever possible, the College will use Open-Source applications for providing services and reduce the total cost of running the ICT infrastructure.

b) Unacceptable uses of ICT resources of the College by the Users

Unacceptable use of the college ICT resources may include but are not limited to the following.

- Attempt to access computers for which the concerned individual is not authorized

- Unauthorized access to another user's files

- Attempting to circumvent Network Access Control, including by-passing proxies and firewalls

- Monitoring or interception of network traffic withoutpermission

- Probing for the security weaknesses of systems by methods such as port scanning, password cracking, without permission

- Unauthorized extension or retransmission of network traffic including the installation of unauthorized wireless access points, routers or switches

- Unauthorized modification of college data

- Unauthorized download, installation or running of programs or utilities that may flood the network, causing denial of service to other users

- Sharing of network access credentials with third parties for the purposes of defeating network authentication.

- Using the network to break into other networks

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- Creation, retention or transmission of material with the intentto cause annoyance, inconvenience or needless anxiety
- Infringement of Intellectual property rights including copyright, trademark, patent, design and moral rights
- Sending electronic mail that purports to come from an individual other than the person actually sending the message using for example, a forged address
- Using the resources for unsolicited advertising or transmission of electronic mail with intent to defraud, often referred to as"spamming"
- Deliberate unauthorized access to networked resources, local or remote
- Deliberate activities that may result in either wasting ofsupport staff time in support of systems or corrupting or destroying other users' data violating the privacy of other users
- Denying services to other users
- Actions or inactions which intentionally, or unintentionally, aid the distribution of computer viruses or other malicious software
- Download, installation and use of unlicensed software on the college network and computers
- Any activity which comes within the purview of cyber laws

c) Use of physical infrastructure

The following guidelineswill be adhered to by all concerned.

- All the students and staff shall be required to identify themselves (either physically or electronically) for access toany common College computing facilities
- Only authorized staff will be permitted to open computer or related systems

- No computer equipment and related accessories shall becarried out of the computer labs without explicit permission from an authority

- In charge of ICT center will maintain ICT asset registers in order to monitor and track the assets.

c) Data Security

The purpose of these guidelines is to identify and disseminatethe framework and principles that guide institutional actions and operations in generating and sharing data and information.

- The electronic data of the college either reside on college central servers or on desktops, laptops and othermobile devices belonging to individual users. In either case, users must be aware of policy issues governing their protection and access.

- All College data residing on the central network storage must be kept backed up on a regular basis. Frequency of backup needs to be determined by the frequency with which the data changes and the effort required to recreate the information if lost.

- Backup must be tested periodically to ensure that they support full system recovery. All restore procedures must be properlydocumented and tested on a regular basis, at least annually. Backup media must be stored in an off-site location and retrievable within 24 hours, 365 days a year.

Ensure content Validity:

- The college controlled sites must be registered according to the guidelines

- Office and website in charge are responsible for the content on all of their Web pages

- Content must be continuously updated. It will follow all sections of this policy, as well as national laws and codes

- Visible credits such as "Site powered by..." or "Site created by..." are prohibited

Copyright:

- All College Web pages should follow copyright laws

- Publishers of content on college website must obtain permission from copy right holder to use text, photos, graphics, sounds, or movies to which the College does not hold copyrights.

7) Capacity Building for ICT Use

The College will take the following measures for the development of human resource in ICT.

- For enhancing the efficiency of the ICT/ Knowledge Center , college will provide opportunity for continuously training to enhance skills so that the staff can meet the changing needs of the users. The ICT Centre shall put in place training and development plans to address the skill competencies of the staff.

- College will designate some staff as technical staff. These staffs will act as links between knowledge centre and various departments.

- Provide technical training, on efficient use of ICT services, to all teaching and non-teaching staff of the college.

- Provide training to the faculty on content development and to develop e-learning modules.

- Provide functional training to all teaching and non-teaching staff to improve their ICT competency.

- Train researchers in the college to enable them to use ICT in their research work.

- Train all the faculty members in the use of ICT for administration and for teaching and learning purposes.

- Train all the members of ICT cell in software, hardware, and general knowledge of networking.

8) Quality Assurance of ICT Resources and Services

To enhance and maintain the quality of ICT and ICT services, the ICT/Knowledge Center shall perform the following activities.

Quality norms for ICT services

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- Continuously monitor the quality of ICT infrastructure and ICT services by technical staff.

- Provision for online complain regarding technical problems acknowledged or reported by users.

- Try to resolve 80% of all the technical problems within eight working hours after a complaint is received.

- Conduct at least 3 training sessions/workshops in coordination with ICT Advisory committee/cell in a year to equip the end-users with relevant and practical ICT skills to facilitate effective and efficient use of ICT resources by them.

- Ensure that 80% of digital network services (LANs/WANs) operate 24x7 in all departments of the college.

- Formulate and operationalize ICT policies within a reasonable time after their approval.

- Organize workshops, in coordination with ICT Advisory committee/cell at least two in every six (6) months, onlatest trends and practices in ICT for students and faculties.

- Establish an on-line help desk.

Disaster recovery (DR) plan

The College will establish a disaster recovery planning capability which will develop and maintain coordinated plans, procedures and technical measures that would enable essential systems to be recovered following a disaster and provide assurance that these plans, procedures and measures are effective. A framework for disaster recovery may consider the following standards:

The college will develop Standards for DR Planning based on generally accepted good practices.

Continual improvement:

will establish a DR team to implement continual improvement in

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of the DR planning capacity, the DR Plans and Standards. The DR Plans shall be peer-reviewed every two years and to follow any significant change to the architecture. The DR Plans shall be regularly audited for its compliance with the Standards.

Disaster preparedness:

Recovery capabilities and plans shall be tested every two years in accordance with the Standards. The College will identify capability and capacity measures designed to mitigatethe consequences of a disaster. The College will acquire and maintain resources necessary to ensure viability of the DR procedures.

Reporting and review:

Compliance of the DR Plans with the Standards will be reported through the In-charge, ICT Center.

Information System Audit

The College will conduct Information System Audit, at least once in two years, to ensure that the hardware, software,networks, ICT management. services etc., are all according to standards.

9) Managing ICT Policy

The domain of ICT is an evolving one and is a major challenge for the college. Considering the frequency of technology upgradation and obsolescence, the College will review and update its ICT Policy every three years. For managing ICT policy the College will have a formal setup as follows.

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                    ┌─────────────────────┐
                    │  Manager/Principal  │
                    └──────────┬──────────┘
            ┌──────────────────┴──────────────────┐
  ┌──────────────────┐              ┌───────────────────────┐
  │   ICT Advisory   │              │   Incharge/Director   │
  │  Committe/cell   │              │     ICT/Knowledge     │
  └─────────┬────────┘              │        Center         │
            │                       └───────────────────────┘
     ┌──────┴──────────────────┬──────────────────────┐
┌──────────────────┐  ┌──────────────────┐  ┌──────────────────┐
│ Teacher Incharge │  │ ICT Coordinators │  │ ICT Incharge for │
│   for Various    │  │                  │  │      Office      │
│   Department     │  │                  │  │                  │
└──────────────────┘  └──────────────────┘  └──────────────────┘
```
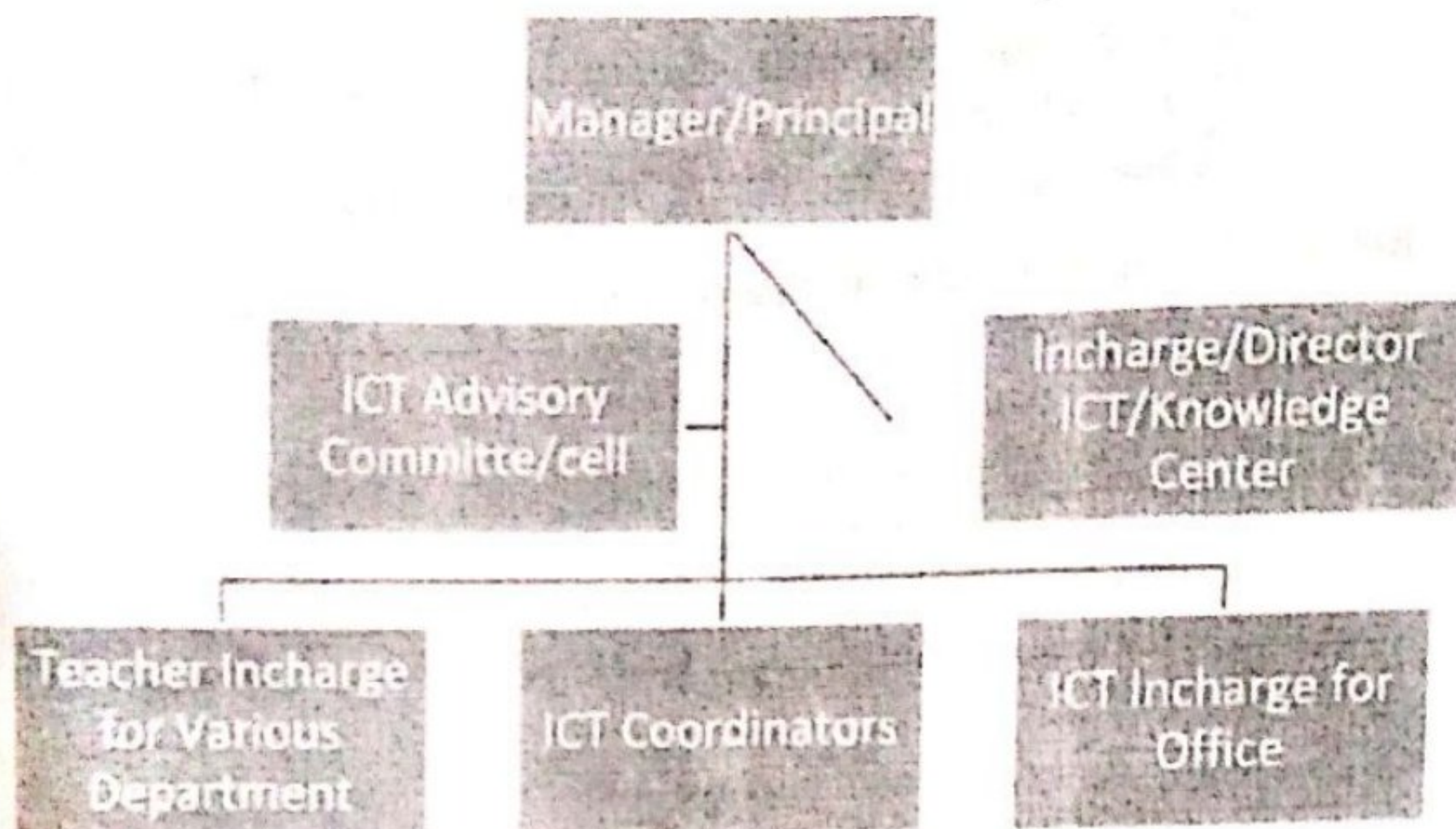
- The ICT Center will be headed by a senior technical professional. The support staff of the ICT Center will have expertise in ICT related fields such as network administration,data Center administration, web site design and LMS management etc.

- Each department will designate one ICT skilled faculty with designation of ICT coordinator to liaison with the ICT Center/Knowledge center and ICT Advisory Committee/Cell.

- The College principal will constitute an ICT Advisory Council/Cell with principal as chairman and convener and members from teaching faculty of different departments. Members of the council/cell will be skilled in using ICT.

- ICT advisory council/cell will organize programmes for enhancing the ICT skills and update ICT knowledge among faculties and students.

- A document, describing the available ICT services and their use, will be circulated periodically to all the departments.

- The In-charge, ICT Center in coordination with ICT Advisory Committee/Cell shall ensure that this Policy is regularly reviewed.

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बलूवासारिया महाविद्यालय
बालूवास, चुरु (राज)
सोनमंद (उ. प्र०)

WIRE&WIRELESS BROADBAND SERVICE

Mobile: +91 7007123274, 7408009499
Email: ashokrkt82@gmail.com
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Invoice #:	Invoice Date:
INV-453	08 Jun 2024
From Bill period:	To Bill period:
01-04-2024	31-05-2024

Customer Details:
BABOO RAM SINGH POST-GRADUATE COLLEGE
Billing Address:
KHADPATHAR
MURDHAWA ,RENUKOOT
SONEBHADRA, UTTAR PRADESH, 231217
Ph: 9838944567

#	Item	HSN/SAC	Rate / Item	Qty	Amount
1	BROADBAND SERVICE (1200)		1,200.00	2 MTH	2,400.00

Total Items / Qty : 1 / 2.000

Total **₹2,400.00**

Total amount (in words): INR Two Thousand Four Hundred Rupees Only.

Amount Payable: **₹2,400.00**

Bank Details:
Bank: **CENTRAL BANK OF INDIA**
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IFSC: CBIN0284455
Branch: RENUKOOT

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From Bill period: 01-04-2024	To Bill period: 31-05-2024

Customer Details:
MAA SONAVARSHA DEVI COLLEGE
Billing Address:
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RAWA RENUKOOT
SONEBHADRA, UTTAR PRADESH, 231217
Ph: 9838944667

#	Item	HSN/SAC	Rate / Item	Qty	Amount
1	BROADBAND SERVICE (1200)		1,200.00	2 MTH	2,400.00

Total Items / Qty : 1 / 2.000

Total	**₹2,400.00**
Amount Payable:	₹2,400.00

Total amount (in words): INR Two Thousand Four Hundred Rupees Only.

Bank Details:

Bank	CENTRAL BANK OF INDIA
Account #:	3743180644
IFSC:	CBIN0284455
Branch:	RENUKOOT

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GENDER EQUITY

POLICY

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सोनभद्र (उ० प्र०)

FOREWORD

BRSM , Sonebhadra is conscious of the importance of gender as a key component of the strategic objectives of the University.

Higher education campuses have a special role in promoting gender equity between women and men. Gender responsive activities under a university wide gender program includes gender sensitisation along with addressal of any imbalances among students and staff in terms of student enrolment, employment, and retention. This policy is an outcome of the belief of the stakeholders to recognise gender concerns as an important issue on the development agenda at national, regional and international levels. The success of the gender policy is the responsibility of all people at policy, decision making and implementation levels of BRSM , Sonebhadra.

Higher education institutions are also responsible for ensuring that what is taught and learned contributes in a positive way to the lives of both boys and girls. A college should ensure that students, female, and male, have equal access to the knowledge and skills that are imparted on the campuses. The stakeholders in the higher education system must ensure equal participation of all students in classrooms, thus achieving the vision of gender equity campus. This gender equity in campus (GEC) policy provides a framework of principles and practices that will improve the opportunities of all students regardless of their gender. The education system has the responsibility to provide high quality equitable education that meets the needs of all genders. The gender equity Policy has been developed to ensure that students are not discriminated based on their gender.

Gender equality and equity is at the centre of BRSM Sonebhadra ,objectives and functions. It aims at ensuring both woman and men (staff and students) are considered equal and treated equally in terms of dignity and rights.

BRSM Sonebhadra fraternity is striving towards non-discrimination of any kind based on gender differentiation or any other factor like caste, race, nationality etc. The gender policy provides guidelines and frameworks for creation of a gender just environment of learning.

आचार्य
बाबू राम सिंह महा विद्यालय
व्हाडयाथर पुर्व भ रे (सू॰)
सोनभद्र उ॰ प्र॰)

INTRODUCTION

The Constitution of India embodies the government's commitment to equality for both women and men within family, community and society. It supports the idea of human development, which encourages every person to be dynamically involved in the process of liberating himself or herself from every form of domination and oppression so that each man or woman will have the opportunity to develop as a whole person in relation to others. The Government of India also subscribes to and has endorsed a range of international Conventions such as the United Nations Declaration of Human Rights (1962), the United Nations Convention on the Rights of the Child (1989), and Education for All (United Nations Declaration 1990) and the Beijing Declaration (1995) which called for the mainstreaming of gender issues. Hence, it is imperative that the essence and spirit of these declarations become part of day-to-day life particularly in the educational system.

Gender equity refers to fairness and justice in the distribution of benefits and responsibilities between women and men. The concept recognizes that women and men have different needs and that these differences should be identified and addressed in a manner that rectifies the imbalance between the sexes.

Equity is not maintained where there is discrimination. Discrimination involves treating the genders differently in ways that suggest that one is inherently inferior to the other. Being treated differently in areas of learning and related activities can and does affect the distribution of political, economic and social benefits and influence. Equality is different from equity. Equality means every person receiving the same treatment regardless of who or where he or she may be. Equity is the means and the goal.

GENDER EQUITY AND GENDER: DEFINITIONS

'Gender' in this policy refers to those behaviours and attitudes which are culturally accepted as appropriate ways of being a woman (femininity) and ways of being man (masculinity). The sex of a person is biologically determined, whereas ways of being a man or women are learned, they are a social construct– they are constructed, reinforced, maintained, and reconstructed over time through social and cultural practices. Such social prescription of gender and gender behaviour vary across cultures, social class, and time.

'Equity' means fairness and without bias. In our daily lives, fairness exists when persons who have made the largest contributions receive relatively large rewards, those who have made small contributions receive small rewards, and so on. In the social context, equity also involves conscience or principles of natural justice. This can result in people being given different if it is considered fair or just. Therefore, some people may be recognized as more deserving than others. The bias on which preferential treatment is made is important in judging whether a case is just or unjust. It can vary according to basic beliefs or political persuasion.

The College Gender Policy attempts to redress the historical gender imbalances that have placed 'women' in a disadvantaged position in accessing, benefiting and getting fair treatment as the users and producers of knowledge. Challenges to self-actualize based on gender differentiation have to be continually addressed consistent with national and international policies on development.

RATIONALE

The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity. The 17 SDGs are integrated, and SDG 5 specifically focusses on gender equality.

Equality between men and women is an integral part of human rights and a fundamental criterion for democracy. Equality is a necessary foundation for a peaceful, prosperous, and sustainable world.

Baboo Ram Singh Mahavidyalaya as a higher education institution has a key role in contributing to a socially just society. This can be achieved by ensuring equal and fair access to, participation in and outcomes from the education provided for its faculty and staff members as well as for female and male students.

In order that all citizens have an equal opportunity to participate in and benefit from the development of the country, men's and women's aspirations, achievements and life choices must not be constrained by gender. Understanding gender equity in education enables students and educators to recognize and remedy the constraints and inequalities that may result from not understanding constructions of gender. The Gender Equity in campus Policy aims to develop every individual to her or his full potential.

The policy document is a result of BRSMs intent to establish an environment which addresses gender equity and defines the College vision on woman's development along with a framework of broad policy commitments and guidelines. The national imperative for women's empowerment, gender neutral workspaces and government's commitment to equal employment opportunity coupled with University's mission, is guiding this policy.

Gender discrimination has for long created a culture of exclusion of women and absence of women in higher leadership as well as accessing higher education. The women who make it to the College therefore should not be confronted with gender unfriendly learning and working environment. Measure to address gender inequality cannot take place in vacuum and need participation from all stakeholders in higher education institutions. The various forms of gender- based violence, which can hinder effective participation in learning and working of any member based on gender also needs to identify and corrected with due protocol.

Therefore, the scope of the policy has been designed to encourage all members of society across gender to contribute equally to the College's organisational culture as per cadre, qualifications, and status.

SCOPE OF THE POLICY (For Employees)

The Workplace Gender Equality and Diversity Policy applies to BRSM job applicants and to all employees whether full time or part time, temporary or permanent and wherever they are located within Colleges offices.
It covers:
a. Recruitment, selection, and promotion
b. Terms and conditions of employment
c. Professional development
d. Flexible working options

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e. Safe working environment

f. Leadership, management, and accountability

g. Grievances, disciplinary action, and termination of employment.

SCOPE OF THE POLICY (For Students)

The Gender Equality and Diversity Policy applies to BRSM students and research scholars whether fulltime or part time, and wherever they are located within offices.

a. Safe working environment
b. Equal opportunities for students
c. Grievances, disciplinary action,

GOALS AND OBJECTIVES

Baboo Ram Singh Mahavidyalaya promotes an organisational culture which highly values equity and inclusiveness and believes strongly in social responsibility and transformation. The College strives to provide a vibrant and inclusive intellectual community, including a safe and supportive working and learning environment for people of all genders. To realise these objectives, the College implements a range of measures to prevent gender-based discrimination and adopts flexibleprovisions for employees.

The College is dedicated to improving and promoting gender equality and diversity in the workplace through improving recruitment and retention practices to encourage a high-quality workforce thoughtful of the gender diversity and promoting gender inclusive and sharing decision-making.

EDUCATIONAL PRINCIPLES AND VALUES

The higher education system in India encourages, supports and promotes the following values and principles as being essential to the development and implementation of quality curriculum and educational experiences for male and female students.

PRINCIPLES

- All students can achieve their full potential; being either male or females does not determine the capacity to learn.
- Equality of opportunity and outcomes in higher education for female and male students may require that girls and boys get some preferential treatment at least for a period.
- Strategies to improve the quality of education for female students should be based on an understanding that neither men nor women are the same individually or as a group, having different needs and coming from different socio-economic and cultural backgrounds.

VALUES

- Both female and male students should value each other and be valued equally in all aspects of Campus life.
- High quality education for female students as well as for male students is a professional responsibility for all the faculty members, support staff and others involved with academics

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- Campus life for girls and boys should reflect the entitlements of all women to personal respect and personal safety, economic security, and participation in and influence over decisions making which affect their lives.

GENERAL POLICY STATEMENTS

Policy Statements

The management arrangement for implementing the Gender Policy includes:
  i. Defining the role and position of major stakeholders within the community in relation to the Gender Policy.
  ii. Establishing a framework for coordinating, monitoring, and evaluating the implementation of the policy.
  iii. Reviewing and setting up of an enabling legislative and institutional arrangement.

BRSM will:

- Promote a working environment where all employees are treated with respect and dignity.
- Ensure that no-one is disadvantaged by conditions or requirements which cannot be
- shown to be relevant to performance.
- Challenge discriminatory behaviours or attitudes wherever they occur.
- Respond swiftly and sensitively to any incidences of discrimination.
- Provide any reasonable adjustments for people with disabilities to ensure they have access.
- to our services and employment.
- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible where the expression of those beliefs does not impinge on the legitimate rights of others.
- Ensure that we take account of the needs of our employees' pregnancy or maternity.
- Celebrate a diverse workforce to ensure fair treatment.

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बाइंसार
सोनभद्र

CURRICULLAM DEVELOPMENT AND LEARNING ENVIRONMENT

The Gender Equity Policy in campus is expected to result in:

- Provision of a curriculum which, in content, language and methodology meets the educational needs of students of both genders
- Acknowledges and respects positive cultural values and individual differences of genders.
- Provision of a curriculum which challenges unfair cultural practices and recognizes the contribution of women to society
- Encouragement in the development of the correct attitude, conduct and behaviour in all students which focuses on social responsibility, empathy, and sensitiveness, equal and non-abusive relationships.
- Provision of a challenging learning environment which is socially and culturally supportive and physically comfortable for students of both sexes
- Preparing all students to understand their rights to personal respect and safety and provision of an environment that is safe and free from all forms of harassment and violence.
- Provision of learning skills and support facilities in the campus to ensure that the capabilities of all students are fully and equally realized.
- Making effective changes and lasting improvements on the campus whereby there is a high degree of awareness, understanding and acceptance of the educational needs of girl students by involving all the stakeholders i.e., students, parents, faculty, support staff and the management

BREACHES OF THIS POLICY

Staff should use the grievance procedure to make a formal complaint in writing regarding any instance of harassment or discrimination. More information regarding options, and support for employees who feel they are being harassed, can be found in the POSH Policy.
Serious breaches of the Workplace Gender Equality and Diversity Policy will constitute gross misconduct and give rise to serious action and dismissal of employee.

Anyone found guilty will be dealt with according to the disciplinary procedures. BU is committed to protecting from retaliation those staff members who report what they reasonably and in good faith believe to be any instance of harassment or discrimination under the terms of this policy.

"Retaliation" or "victimisation" means any direct or indirect action that might be recommended, threatened, or taken to the detriment of an employee who engaged in reporting misconduct or who is suspected of doing so. Retaliation against a person reporting breaches of this policy will lead to disciplinary proceedings up to and including dismissal.

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CONCLUSION

The principles, strategies and institutional arrangements outlined in this Gender policy represent the pursuit of the recognition of the equality of all persons by the Constitution of India and the respect of the human rights provided for in the Universal Declaration of Human Rights that all institutions provide equal opportunity for both men and women citizens. The successful implementation of these policy objectives will depend on the concerted and determined collective effort, willingness, and accountability by all stakeholders within the University.

To note the progress and monitor impact of the gender policy, Bennet University will periodically assess the percentage of female employment and female student community to move toward reaching an optimum level of participation from diverse members of the community and create a gender balance higher education environment.

बाबू राम सिंह महाविद्यालय

खाड़पाथर, पो0–मुर्धवा (रेनुकूट) सोनभद्र–उ0प्र0

(सम्बद्ध–महात्मा गाँधी काशी विद्यापीठ, वाराणसी)

B R SM

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पंजीयन संख्या–1482/2002-03

पत्रांक.................

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ALUMNAE

ASSOCIATION POLICY

2016

ALUMNAE ASSOCIATION POLICY

S.No.	Title of Policy	Alumnae Association Policy
1.	Administrative Policy Number (APN):	BRSM – ALUMA – 1/10/16
2.	Functional Area:	Alumnae Association
3.	Brief Description of the Policy:	This Policy is intended to provide a platform for members of the alumnae association to bond with the institution and align its activities towards attainment of the Vision and Mission of the Institution.
4.	Policy Applies to:	Alumnae Association
5.	Effective from:	2016
6.	Approved by:	Alumnae Association, and IQAC
7.	Responsible Authority	President of the Alumnae Association
8.	Superseding Authority	Principal
9.	Reason for the Policy	Creation and maintenance of strong alumnae network and to provide a framework for active participation of the alumnae in the activities of the Institution.

Objectives of the Policy :

1. To provide a link between the alumnae and the Institute
2. To provide financial and moral support to the College for various developmental programmes
3. To explore different avenues of alumnae contribution in college activities
4. To seek cooperation of alumnae in attainment of the Vision and Mission of the Institution ,

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घोनमद (छ. ग.)

5. To help the alumnae to support student education through need cum merit scholarships
6. To showcase, felicitate and celebrate achievements of the members
7. To organize programs/activities to support the alumnae
8. To enhance alumnae membership
9. To enhance interaction with College and its Alumnae as a valuable resource

Policy Statement: This policy aims at leveraging the goodwill, knowledge, experience, networks, expertise and talents of the alumnae to help the college in becoming a center of excellence and to offer them support systems for their personal and professional growth.

Definitions:

1. **Alumnae Association:** - A duly constituted and registered body comes together for a common objective.

2. **Alumna:** - Admitted to a Degree, Advanced Diploma, Diploma or Certificate programme and on successful completion or partial completion of the programme will be considered as an Alumna.

3. **Membership:** - Membership to the Alumnae Association is granted by filling up the registration form and depositing membership fees (annual/life membership fees).

4. **Life Membership:** - A member of the association on paying the life membership fees which is one-time payment as prescribed by the association will be entitled to life membership.

5. **Activities:** - Alumnae Association participating in the teaching learning process by contributing as professional experts, mentors, guest speakers, coach for sports and yoga, placement drives and internships, governing body members, motivational speakers, fund raising and donations.

Process :

Inputs	Memorandum of Association, By-Laws, List of students, requirements of the Alumni Association, activities to be conducted, areas where the Alumni Association can contribute- events, fairs, sports activities, credit courses, mentorship, industry connect, placement and internships, fund raising, donations and scholarship.
Resources/Enablers	Principal, IQAC, President, Alumni Association, access to college auditorium, sports ground.

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सोनभद्र (उ० प्र०)

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Output	Maintaining and up-dating alumnae records, participation in the teaching learning process, placements, internships, fund raising, donations, scholarships, meetings held and connect with alma mater and fellow students and help in building brand equity.

Procedures :

Planning: Before the end of the academic year the secretary along with the working committee may plan and recommend/ suggest to the Alumnae Association about the activities to be organized/conducted for the ensuing year.

Affairs of the association: The affairs of the alumnae association shall be as per its constitution/ Bye laws.

Registration of Members to the Alumnae Association

Action plan shall be drafted and implemented for enrolment of new members to the association. The Alumnae Association, its activities and achievements of outstanding alumnae to be presented during farewell/annual day/ student induction programme and registration counters to be set up.

Updating and Maintenance of Alumnae data base:

- Alumnae data base of the current students to be duly maintained by each department in coordination with Alumnae Association and collated at the end of the academic year.
- Registered members list to be maintained and updated every year.

Alumni Engagements: Alumni Association shall conduct/ organize activities relating to academic enrichment/ sports/ cultural events/ mental wellbeing sessions/ mentoring for the students.

- Organize Alumnae meet every year
- Alumnae Association members shall act as members of various committees of the college.
- Conduct at least three activities in a semester
- The Alumnae Association will ensure its publicity through word of mouth/college events/ social media/ college website
- Organize programmes/ activities to support the alumnae
- Offer free ships and scholarships on the basis of need cum merit base

Reviews: Activities of the association to be reviewed by the IQAC annually.

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बाड़ेगाथर फुमना (रौ.पी.)
सोनभद्र (उ॰ प्र॰)

Records:

1. Application/registration for membership to the Alumnae Association
2. Attendance Record form
3. Data up-dation form of the registered members

Key words: Alumna, Alumnae Association, alumnae engagements

Documents:

1. Annual Alumnae Association Report
2. List of registered members
3. Registration/application forms
4. Database of the alumnae
5. Minutes of meetings
6. Activity Register
7. Bank statements
8. Audit statement
9. Stock register

Key Performance Indicators:

1. 10% (ten percent) of all passed out students to be enrolled as registered members of the association.
2. 30% enrolment of the current batch as registered members of the association every year
3. Six activities organized every year
4. Five alumnae be benefited by the support received from the association/ institution
5. Corpus collected by the association
6. At least rupees one lakh expenditure per year be incurred in achieving the objectives of the institution

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बाबू राम सिंह महाविद्यालय
बाड़ागाँव मुधना (लखनऊ)
ठानमंद (उ॰ प्र॰)

IQAC POLICY

2016

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खाड़पाथर मुर्धवा (रेनुकूट)
सोनभद्र (उ० प्र०)

IQAC POLICY

S.No.	Title of Policy	IQAC POLICY
1	Administrative Policy Number (APN):	BRSM - IQAC - 7/10/16
2	Functional Area:	Quality in functioning and governance.
3	Brief Description of the Policy:	Purpose: Promoting quality in Academics and administration Audience: All stakeholders of the organization
4	Policy Applies to:	All academic and administrative processes in the college
5	Effective from :	2016
6	Responsible Authority	IQAC Coordinator
7	Superseding Authority	Principal
8	Reason for the Policy	Quality as the sole criterion for updating
9	References for the policy	UGC/NAAC/ Banaras Hindu University

Policy Statement: The college is committed to disseminate quality in almost all the aspects of Academics, Administration and Governance for welfare, continuous growth of the system. It Promotes the vision, mission, goals and objectives of the college. The quality policy is framed, finalized communicated and understood by all stakeholders within the college and it will be reviewed periodically for its suitability and effectiveness.

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बाइसपुर दुर्ग (छ. ग.)
शोमनद (ज. ग.)

Objectives:

i. To work in accordance with College Management, Banaras Hindu University, NAAC and UGC.

ii. To upgrade

    a. Infrastructure with safety for optimum and effective use.

    b. Create value-based knowledge systems and its effective disseminating mechanisms.

    c. To improve learning resources (books, journals, reading materials, e-resources etc) to make library a learning hub.

    d. To promote a continuous updation of teaching staff through workshops, seminars, faculty development programmes.

    e. To establish the best teaching-learning environment in cordial, corrective and promotional learning for their all-round development with the help of technology.

    f. To strengthen the institutional values through effective multiple and continuous feedback from stakeholders to keep mechanisms and thereby quality in place.

Definitions

Quality- Quality is defined as a set of inherent properties of an object or service that allows satisfying stated or implied needs It allows to be compared that good or service with another of its kind (Geneva Business News).

Stakeholder- A stakeholder is the party that has an interest in an institution and can either affect or be affected by the working (Investopedia).

Infrastructure- Infrastructure is the general term for the basic physical layout of the institution, region or nation.

Internal Quality Assurance Cell (IQAC)- An institutionalized body formed under the guidelines of NAAC to promote quality in educational institution.

Processes

1. Institutionalization of Quality: - It involves

    a. Creation of an active and functional. IQAC as per the guidelines of NAAC.

    b. Conduct of regular meetings of IQAC.

    c. Institutionalizing the IQAC by associating it with the Head of the Institution and Management.

    d. Understanding the College culture and creating mechanism to improve it.

2. **Creating Policies for institutional processes**: - It involves following areas-
   a. Academics (Teaching learning)
   b. Administration (work effectiveness. allocation. financial accounting. work responsibilities)
   c. Safety - Environment & Safety of the stakeholders on the campus

3. **Audits**- It involves:
   a. Planning audits
   b. Preparing for audits
   c. Creating audit formats
   d. Conducting the audit
   e. Compliance

4. **Periodic assessment**- It involves:
   a. NAAC accreditation
   b. ISO
   c. NIRF/AAA
   d. CAS promotion assessment
   e. Performance appraisal

5. **Feedback:** It involves-
   a. Areas of feedback to be taken
   b. Time of feedback
   c. Analysis and Action Taken Report
   d. Presentation to the Principal and its acceptance

6. **Documentation:** It is one of the primary functions of IQAC. This includes preparation. circulation and explanation of formats. It includes the collection presentation. classification. filing and analysis of the collected data.

7. **Collaboration**- The IQAC works to promote collaboration activities and linkage with other institutions or communities for specific purposes such as research. placement. industry-academia. interaction. social work (ISR) etc. The areas to be considered while collaborating are-
   a. Objective of collaboration
   b. Duration
   c. Complementary skills needed/used and earned
   d. Mutual benefit from the collaboration

e. Specific outcomes

   f. Clear mention of role and responsibilities of each party

   g. Investment- financial and non-financial

8. **Promoting nature framework:**

   a. Promoting human and national values (promoted by NAAC)

   b. Creating mechanisms to establish nature systems

9. **Use of Technology-** Development, upgradation, maintenance and utilization of technology to promote its use in teaching, learning, assessment and all administration.

10. **Use of Technology in teaching and learning-**

   a. Mapping learners' experiences and analyzing teaching methods

   b. To help teaching fraternity understand the requirement of ICT enabled teaching methodology for students

   c. To promote the outcome-based education (OBE) and assessments (OBA) and associate it with teaching methodologies.

बाबू राम सिंह महाविद्यालय

खाड़पाथर, पो0—मुर्धवा (रेनुकूट) सोनभद्र—उ0प्र0

(सम्बद्ध—महात्मा गाँधी काशी विद्यापीठ, वाराणसी)

B R SM

पंजीयन संख्या—1482/2002-03

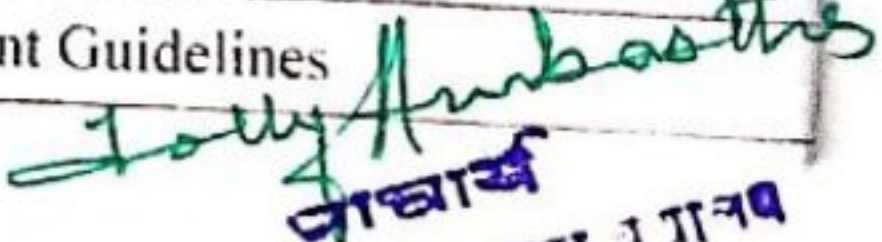दूरभाष — (05446) 256569
फैक्स नं0—(05446) 255777

पत्रांक................

दिनांक...........................

E-GOVERNANCE

POLICY

2020

प्राचार्य
बाबू राम सिंह महा विद्यालय
खाड़पाथर मुध्वा रे (हट)
सोनभद्र (उ प्र0)

E-GOVERNANCE POLICY

1	Title of Policy	E-Governance Policy
2	Administrative Policy Number	BRSM – EGOV – 174/20
3	Brief Description of the Policy	1. Implementation of E-governance in all aspects of functioning of the institution 2. Achieving efficiency in functioning through E-governance. 3. Promoting transparency and accountability 4. Achieving paperless administration of the institution 5. Facilitating online internal and external communication between various entities of the institution 6. Providing easy access to information 7. To maintain the Data on a secure environment. 8. Making the Institution globally visible
4	Drafting	Principal and IQAC
5	Policy Applies to	IQAC / Office Administration
6	Effective from:	2020
7	Approved by	Management and IQAC
8	Responsible Authority	Principal
9	Superseding Authority	Management
10	Last Reviewed/ Updated	NA
11	Reason for the Policy	To provide simpler and efficient system of governance within the institution, the college decided to adopt and implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. To embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
11	Reference for the Policy	Accreditation and Management Guidelines

प्राचार्य
बाबू राम सिंह महा विद्यालय
वाड्रफनगर सूरज (छ.ग.)
सोनमद (छ. ग.)

E-GOVERNANCE POLICY

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प्राचार्य
बाबू राम सिंह महा विद्यालय
बाइपाथर मुध ा: ए(कुंड)
शोनभद्र (उ० प्र०)

Process

The policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance even in the areas not enlisted herewith

- Website & Social media
- Administration
- Student Admission
- Examination
- Finance and Accounts
- Library
- ICT infrastructure

Website & Social Media: The website of the college acts as the mirror which reflects 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 to be formed 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 will also create an official YouTube channel and Facebook page in which important information & achievements will be posted.

Administration: The College aims to carry out the works of office administration in digital form. All the data related with students like admission and result, transfer certificate etc. will be maintained digitally. Student database will be prepared using software *Eduware* by Turning point. To manage online admission, student enrolment, etc. the college will go for Suitable ERP Solution with four modules i.e. Faculty profile, student profile and student progression – QAQC module, online payment, transcript generation and admission and result module.

Examination: The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. The enrolment forms for new students are provided by the university in online mode. Filling the examination form, obtaining the admit card by students and finally uploading of the internal and external marks are done online. The college aims to strengthen the dissemination of information to students in digital form.

Finance and Accounts: Finance and accounts are to be maintained through suitable accounting and Finance Software package. The office continues to maintain its account on Tally for all previous report related to financial and accounts work. New and latest version of the Compu Office software to be purchased for tax calculation The College also uses software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government. All vendors to be registered under PFMS (Public Financial Management System), Ministry of Finance, and Government of India. NEFT/RTGS is used for fund transfers. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: Entire Library System is to be automated with respect to Issue and reference. Teachers and students to access the library resource in and outside the campus. The College will add more and more e-learning resources for the benefit of the teachers and the students. Recommendations are taken from the teachers and students while subscribing to the e-resources. To encourage original writing among students and teachers, the college aims to purchase plagiarism software for plagiarism check.

ICT infrastructure: The College aims to increase the number of desktops and laptops for students and staff. Adequate number of computers and printers to be made available in the administrative block for hassle free office work. Projectors and interactive teaching aids like smart boards to be installed in the auditorium, classrooms, and laboratories. Departments to be supported with the purchase of new software required as per the need of the courses. The college aims to have high speed Wi-Fi to help students propel their learning.

प्राचार्य
बाबू राम सिंह मत्य। महाविद्यालय
बाइपास, धुम (त्रि)
घोनमह (उ० प्र०)

बाबू राम सिंह महाविद्यालय

खाड़पाथर, पो0—मुर्धवा (रेनुकूट) सोनभद्र—उ0प्र0

(सम्बद्ध—महात्मा गाँधी काशी विद्यापीठ, वाराणसी)

B R SM

पंजीयन संख्या—1482/2002-03

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दिनांक........................

EXAMINATION

GRIEVANCE REDRESSAL

POLICY

2020

EXAMINAITON GRIEVANCE REDRESSAL POLICY

Sl. No.	Policy Title:	Policy for Examination Grievance Redressal
1.	Administrative Policy Number (APN):	BRSM - EXAMGRIER - 10/8/20
2.	Functional area:	All Students and Teachers
3.	Brief Description of the Policy	Purpose: To Conduct internal assessment, preparation of duty lists & redressal of the internal /external exam related grievances.
4.	Policy Applies to	Students and Teachers
5.	Effective from the Date	2020
6.	Approved by	Principal
7.	Responsible Authority	Examination Redressal Committee
8	Superseding Authority	Principal
9.	Reason for the Policy	To address the problems regarding Internal external assessment.
10.	References for the policy	UGC Guidelines, NAAC.

INTRODUCTION :

The examination committee of the college looks into the matters related to the examinations at internal and external level by preparing the internal schedules, duty list of the teachers and redressal of the grievances of students. The functions of the Committee are to look into the complaints lodged by any student and judge its merit. The committee has two wings, the first wing organizes and prepares internal assessment schedules and prepares duty list for internal as well as external examination and communicates about the schedules by displaying them through notices & announcements to the students. The second wing addresses to the grievances of the students arising from the internal and external examination and documents them.

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OBJECTIVES :

The objectives of the policy are to:

- ensure that students get prompt solution to their problems.
- ensure harmonious student – faculty relationship
- provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases
- receive grievances and appeals. to evaluate the genuineness and suggest remedial measures
- ensure a fair. impartial and consistent way for redressal of various complaints lodged by them

NATURE OF INTERNAL ASSESSMENT RELATED GRIEVANCES :

The Internal Assessment related grievances include:

- Incorrect uploading of Internal Assessment marks
- Marks not visible to the students on the college portal
- Late submission of assignment

PROCEDURE :

For the purpose of handling grievances related to the internal/external assessment the college adopts the following procedure.

- Anyone with a genuine grievance may approach the concerned subject teacher /Department Incharge /Examination Redressal Committee members in person/ the Principal.
- In case the person is unwilling to appear in self. grievances may be sent in writing. Grievances may also be sent through e-mail to the Teacher.
- The student will download the form from the college website and fill the grievance redressal form and submit to the concerned teachers.

INTERNAL ASESSMENT GRIEVANCES POLICY :

- All the faculty members must adhere to the guidelines laid down by the MGKVP University for the Internal Assessment.
- In order to maintain transparent Internal Assessment mechanism. every department may deliberate upon any internal assessment related issues. by discussing it among the faculty members.
- The College ensures that every student signs the hard copy of the Internal Assessment.

EXAMINATION GRIEVANCE REDRESSAL :

The college's examination committee is responsible and accountable for handling all examination related issues. The committee comprises of the convener. and members of the examination committee which acts as a connecting link between students. departments and the university. The committee deals with examination related grievances of the following nature

Pre examination issues

- Papers opted by the students are not reflected in the date sheet;
- Late submission of examination fee:
- Missing admit card:
- Matters related to students found using unfair means
- Appearing late for the exam.
- Clash of the examination dates with other competitive examinations

Post examination issues

- Marks are not uploaded
- Delay in declaration of results
- Non transparent or unfair evaluation practices
- Student is wrongly marked absent in the result
- Clash of dates in internal/external examination
- Any other.

REDRESSAL OF THE GRIEVANCE :

- The aggrieved student submits the problem/complaint in the form of an application to the committee
- Depending on the nature of the issue. the committee resolves the problem according to the university guidelines.
- If the problem is related to the University. then the committee forwards the same to the University and approaches the concerned person for redressal.
- If the student is not satisfied with the college level efforts on the matters related to the University. then she/they is/are free to directly write an application to the University.
- The student can apply for Rechecking/ Revaluation by filling up the Rechecking/ Revaluation forms
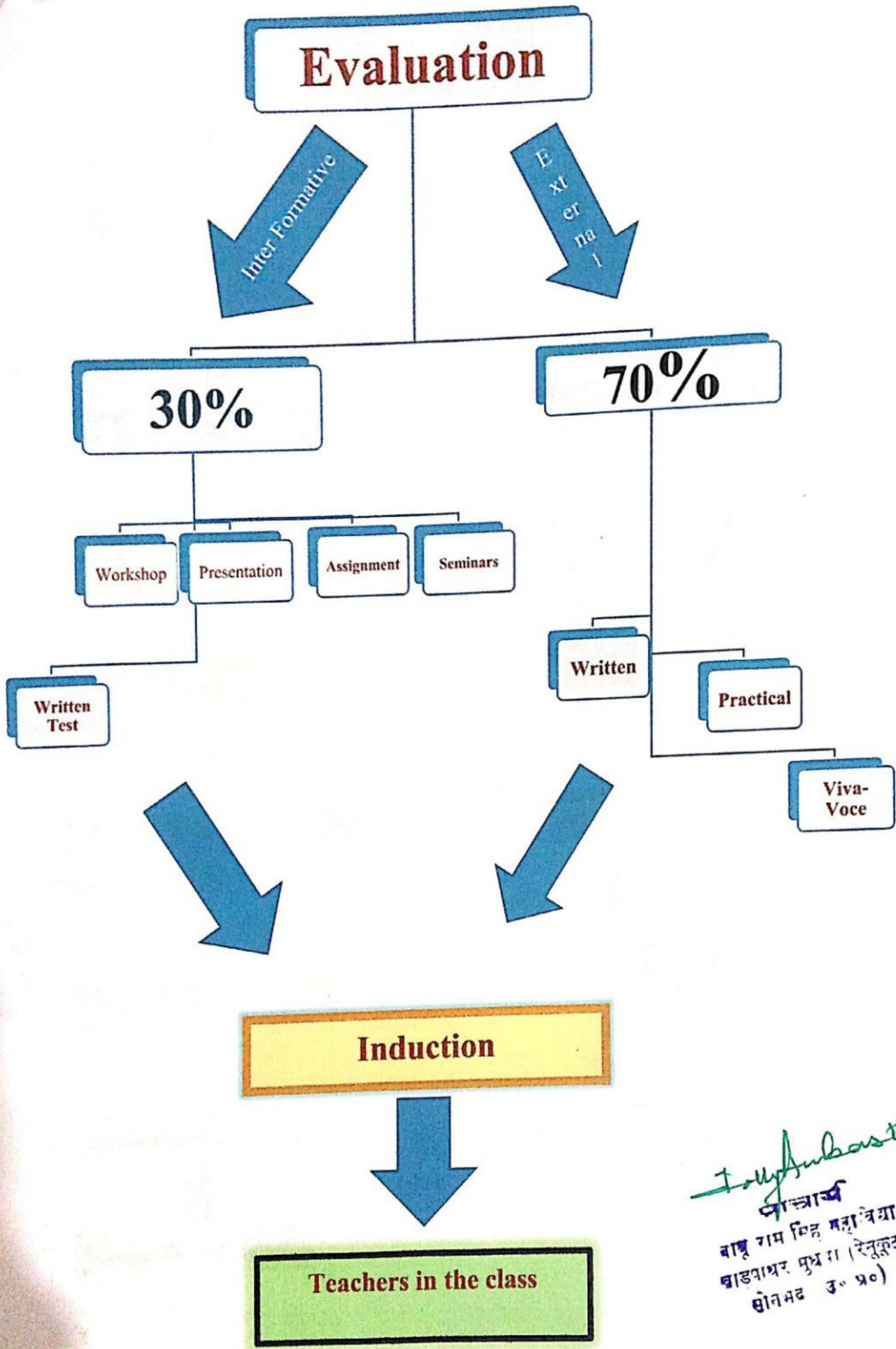
Internal Assessment and External assessment are transparent and robust

Evaluation

Inter Formative

External

30%

70%

Workshop | Presentation | Assignment | Seminars

Written
Test

Written

Practical

Viva-
Voce

Induction

Teachers in the class

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                              ┌─────────────┐
                              │  Grievance  │
                              └──────┬──────┘
                    ┌────────────────┴────────────────┐
              ┌──────────┐                       ┌──────────┐
              │ Internal │                       │ External │
              └────┬─────┘                       └────┬─────┘
         ┌─────────┴─────────┐           ┌────────────┴────────────┐
   ┌───────────┐     ┌────────────┐  ┌──────────────┐   ┌──────────────┐
   │ Change of │     │ Discrepancy│  │ Uploading of │   │ Discrepancey │
   │ Exam Dates│     │ of Marks   │  │ marks on the │   │ in Evaluation│
   └───────────┘     └────────────┘  │   portal     │   └──────────────┘
                                     └──────────────┘
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Internal	Form

- Internal
- Committee (Principal, Senior faculty member)
- Department Incharge
- Concerned Teacher
- Action Taken Report

- Form
- College Office
- Controller
- Action Taken Report

7 to 0 days

15 days to 1 month

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बाबू राम सिंह महा विद्यालय
घाडयाथर मुध रा (रॉबर्ड)
सोनभद्र (उ॰ प्र॰)
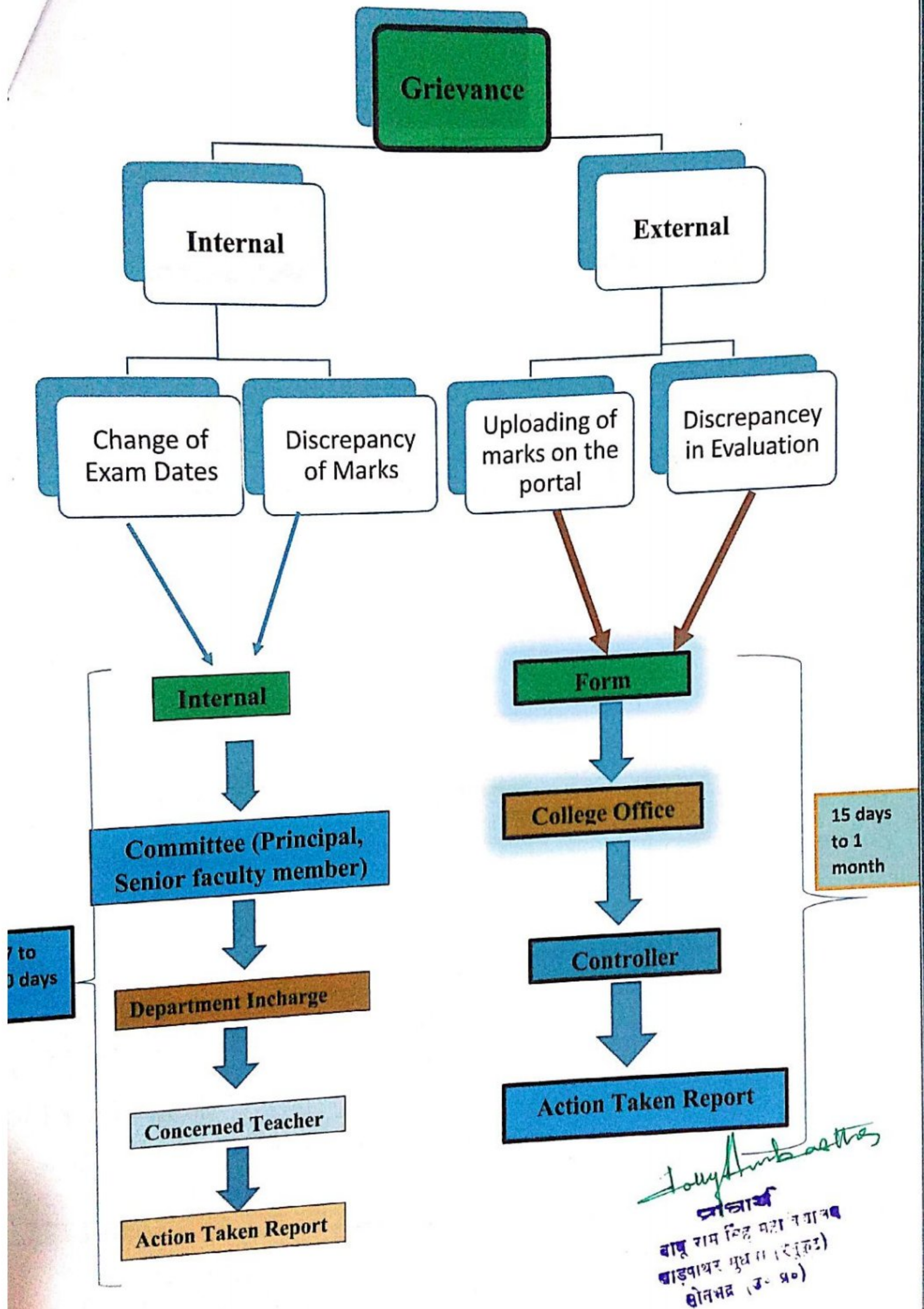
EXAMINATION GRIEVANCE REDRESSAL FORM

Student Name:	
Contact Number:	
Session	
Class/Semester	
Department:	
Paper Name:	
Paper Code:	
Nature of Grievance:	INTERNAL EXTERNAL
Compliant/Grievances:	
Date:	
Signature	
Examination Roll No:	
Email:	