

SUNDARBAN HAZI DESARAT COLLEGE

Policy on E-Governance



1. Introduction

Sundarban Hazi Desarat College is committed to provide all affordability to students, and consequently it pledges through this policy to enhance its E-Governance services for the delivery of information, improve operational efficiency, and foster transparency and accountability in the institution's operations. The policy is intended to outline the framework for implementing e-governance across all academic and administrative functions within the institution.

2. Objectives

- **Enhance Service Delivery:** Improve the quality, speed, and accessibility of services like students' admission, academic progressions, examinations, online services like admission in Add-on Courses, all records of all information of employees and all stake holders.
- **Promote Transparency:** Ensure open and transparent processes and decision-making.
- **Increase Efficiency:** Streamline processes to reduce redundancy and improve operational efficiency.
- **Ensure Accountability:** Establish clear accountability and responsibility in the management of ICT resources.
- **Facilitate Participation:** Encourage stakeholders engagement and participation through digital platforms.

3. Scope

This policy applies to all departments, units, and stakeholders of the institution, including employees, students, partners, and the public.

4. Governance Structure

- **E-Governance Committee:** An ICT Assets Management and E-Governance Sub-Committee responsible for overseeing the implementation and monitoring of e-governance initiatives would be formed. This committee will include representatives from various departments and key stakeholders.

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Principal
Sundarban Hazi Desarat College
Pathankhali, South 24 Parganas

- **Chief Information Officer (CIO):** The Chairman of the Sub-Committee – Principal – would appoint a Chief Information Officer (CIO) vis-à-vis the institution's goals and objectives.

5. Key Components

- **Digital Infrastructure:** To develop and maintain robust ICT infrastructure, including hardware, software, and network resources.
- **MoUs with Service Providers:** To sign MoUs with service providers for uninterrupted services.
- **Data Management:** To implement data management policies to ensure data integrity, security, and accessibility. This includes data collection, storage, processing, and sharing.
- **Online Services:** To provide a range of online services such as e-admissions, e-payment, e-library, e-procurement, and other administrative functions.
- **Cyber security:** To establish cyber security measures to protect against data breaches, cyber attacks, and other security threats. This includes regular audits, monitoring, and incident response protocols.
- **Capacity Building:** To conduct training and development programs to enhance the ICT skills of employees and stakeholders.

6. Implementation Strategy

- **Assessment:** To conduct a comprehensive assessment of the current state of ICT infrastructure and identify gaps.
- **Planning:** To develop a detailed implementation plan with clear timelines, milestones, and resource allocation.
- **Execution:** To implement e-governance initiatives in a phased manner, starting with pilot projects and gradually scaling up.
- **Monitoring and Evaluation:** To establish monitoring and evaluation mechanisms to track progress, measure impact, and make necessary adjustments.

7. Policies and Guidelines

- **Access Control:** Only authorized personnel will have access to sensitive information and systems, and User Ids and Passwords should be kept by only the CIO and the Principal.
- **Privacy Policy:** The CIO and the Principal should ensure the non-disclosure of personal and sensitive data of all stakeholders, and any breach of the same will attract penal action against the person(s) responsible.
- **Interoperability:** The ICT Assets Management and E-Governance Sub-Committee under the stewardship of Chief Information Officer will ensure interoperability of systems and platforms to facilitate seamless integration and data exchange. For the same a single database will have to be maintained.

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8. Compliance and Legal Framework

- **Regulatory Compliance:** Sundarban Hazi Desarat College will always ensure compliance with relevant laws, regulations, Statutory Regulatory Authority (SRA), and standards related to e-governance and ICT.
- **Intellectual Property:** The college will also protect intellectual property rights related to digital content and software developed by the institution.

10. Conclusion

The policy of on e-governance of Sundarban Hazi Desarat College, adopted on the **5TH DAY OF MARCH, 2020**, aims to leverage ICT to enhance the institution's operations, service delivery, and stakeholders' engagement. By adhering to this policy, the institution commits to fostering a transparent, efficient, and accountable environment.

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