

POLICY DOCUMENT ON E-GOVERNANCE

HBC shall apply the application of information and communication technology for its effective governance and the information will be communicated to its stakeholders in a transparent manner.

HBC shall introduce and incorporate technology into its academic and administrative activities.

In this context e-governance is understood as usage of Information and Communication Technology (ICT) to provide and facilitate educational services, exchange of information, communication transactions and integration of various standalone educational systems and services. Through e-governance, the institution shall make available to students and stakeholders its services in a convenient, efficient and transparent manner. The e-governance of the institution shall be in the form of:

1. HBC to other Educational Institutions & Entities;
2. HBC to its students & stakeholders
3. HBC to Government/general public

Objectives of E-governance

- To support and simplify governance for HBC and its stakeholders and implementation of e-governance in the functioning of the institution
- To make HBC administration more transparent, efficient and accountable in its functioning while addressing the needs and expectations of students and other stakeholders through efficient educational services and effective interaction between the stakeholders and thereby achieving paperless administration of the institution.
- To ensure speedy administration of educational services and easy access to information and facilitate online internal and external communication.
- To reduce difficulties for rendering educational services and to provide information and digital communication.
- To make the institution globally visible.

Policy:

1. In order to provide an efficient and transparent system of governance within the institution, it is decided to adopt and implement e-governance.
2. The institution has already implemented e-governance practices in the administration, finance and accounts, student admission and support and examination.

Implementation of e-governance in areas of operation

The policy of the e-governance is effectively implemented in the following areas of operation:

1. **Administration:** To provide hassle free and convenient process, the administration should be through ICT enabled system. Facilities should be provided for online leave submission of students and staff, generation of e-copy of Salary Certificates, internal communication between the employees, generation of students' transfer certificates, bonafide certificates, etc. The office automation services of the college are at present provided by M/s. MeshiLogic Software Consultants, Calicut and the students' online attendance system is maintained by M/s. Total Campus Solutions, Kinfra Techno-Industrial Park, Kochi, Kerala.
2. **Finance and Accounts:** The College has to use Tally or any other accounting software for the efficient maintenance of the accounts. Accordingly, the requirements should be assessed by the Staff Council through discussions with the stakeholders and necessary software may be purchased. Appropriate security measures should be taken for maintaining the confidentiality of the online transactions and adequate training should be given to staff in this regard. The software must be updated on a timely basis.
3. **Student Admission and Support:** It has been resolved to process all admissions in the online mode and all payments through online payment gateways. It is the responsibility of the College Staff Council to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.
4. **Examination:** Steps should be taken for conducting all internal/model examinations in online mode. Results of internal examinations shall be sent to parents online. The Internal Exam Coordinator should supervise the entire process of examination under the guidance of the Principal of the college.

5. **Website:** The website of the college should adapt the dynamic changes in the educational system around the world. It should act as a daily mirror of the institution updating all the relevant information. In order to achieve this objective, there should be regular/periodic interaction between the service provider/web designer and the staff and adequate training should be given to the staff for the regular and continuous updating of the website. The college website is maintained regularly by M/s enDezine Technologies, Muvattupuzha.
6. **Library:** The College has a well-equipped library, with a reading hall having internet facility with high bandwidth. To enhance the smooth functioning of the library an integrated library management system, KOHA should be implemented. An MOU has been entered into M/s. Focus Infotech (a unit of Focus Innovations Pvt. Ltd), Edappally, Kochi, which annually maintains the infrastructure of the library. We have to replace the barcode technology used at present with RFID (Radio Frequency Identification) technology in the ensuing years for checking items in and out of the library, collection of inventory and for systematic arrangement of books. It will further accelerate the process of returning CD, DVDs and books to library. INFLIBNET should be renewed periodically to access the research journals. We need to subscribe to more e-learning resources for the benefit of the students and teachers by taking into account the recommendations of the Library Advisory Committee.
7. **Alumni:** In order to strengthen alumni interaction, there should be a separate page for alumni in the website of the institution and it should have facilities for alumni registration, information about the activities of the college, details regarding alumni staff members and distinguished alumni, provision for feedback and other relevant aspects applicable to alumni. The Secretary of the HBC Old Students' Association and a separate Alumni Coordinator at the college level shall be appointed to monitor the alumni related activities.