

E-Governance Policy

Policy

The College has decided to implement e-governance in all its activities in order to ensure accessibility to information, transparency of operation and accountability to all its stake-holders.

Scope

The scope of this policy extends to the following areas of operation or functioning of the College: General Administration; Student Admission and Support; Library; Accounts & Finances; ICT Infrastructure; Examination.

Objectives

- i. To keep up with the need to digitalize information, communication and day-to-day operations
- ii. To promote transparency and accountability in all its activities like admission, examination, finance & accounts, communication with Government and other funding agencies
- iii. To establish, in due course of time, a fully-automated Library and achieve total Bar coded books available in the College Library
- iv. To create a Wi-Fi enabled campus
- v. To create more Smart Classrooms

Areas of Policy Implementation

- i. **Website:** The college website is constantly updated and contains important information related to the history of the college, the various courses and programmes offered by the different departments, faculty information; notification regarding upcoming events, activities of the numerous Committees, Clubs and Cells of the college. In fact, the website plays a crucial role as an interface between the college and students, faculty members, guardians and anyone interested in knowing about the college.
- ii. **Students Admission:** As a government college, following the directives of the Higher Education Department, Government of West Bengal admission to all the undergraduate courses is done online. The college hires the services of a private vendor to create and run an admission portal that shall be easy to access and make the admission process of the college error-free, quick and transparent.
- iii. **Library:** The college library has a good number of books for the use of students as well as its faculty. The college makes sincere efforts to preserve these books. Also, in the daily running of the library, e-cataloguing and usage of updated software is to be achieved at the earliest.
- iv. **Alumni:** The college has done regular meetings with the alumni. They are the supporting strength for the college related activities. Now, we are in the process of alumni registration as per society registration act.

Finance & Accounts

As a government college, all financial transactions, salary of teaching and non-teaching staff, are done through the West Bengal Integrated Finance Management System (WBIFMS).

Examination

As per the guideline of the university, the marks of the internal examinations are uploaded on the university portal

In order to implement successfully the afore-mentioned e-governance policy, adequate hardware and software infrastructure are procured by the college from time to time.