GOVERNMENT OF WEST BENGAL
BARASAT GOVERNMENT COLLEGE
OFFICE OF THE PRINCIPAL

NAAC ACCREDITED 'A' GRADE (2nd CYCLE), DST-FIST SPONSORED & ISO 9001:2015, 14001:2015, 50001:2018

10, K.N.C. Road, Barasat, Kolkata - 700124, West Bengal, India
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E-Governance Policy of Barasat Government College

1. Introduction

Barasat Government College recognizes the importance of embracing e-governance to enhance efficiency, transparency, and accessibility in various aspects of its operations. This comprehensive e-governance policy outlines the guidelines and procedures for implementing digital solutions across administration, admission, examination, finance and accounts, alumni matters, and library management.

2. Objectives

- To establish a robust framework for the effective implementation of e-governance practices.
- To automate administrative processes to reduce manual intervention and enhance efficiency.
- To ensure the security, integrity, and confidentiality of data through appropriate technological measures.
- To promote transparency and accountability in all operations of the college.
- To improve accessibility and convenience for students, faculty, staff, alumni, and other stakeholders.
- To facilitate data-driven decision-making through the collection, analysis, and utilization of relevant information.
- To introduce green, environment friendly paper free administrative procedures.

3. Scope

This policy applies to all stakeholders involved in the governance and management of Barasat Government College, including but not limited to administrators, faculty members, staff, students, alumni, and vendors.

4. Key Initiatives

4.1 Administration
- The college website must encompass comprehensive information regarding the institution and undergo regular updates.
- All official notices are to be posted on the college website.
- Management of scholarship schemes are to be conducted via the e-portal and ERP software.
- Student data are to be digitally stored for easy retrieval through ERP software.
- Staff member databases are to be administered using the WBIFMS portal.
- WBIFMS portal should facilitate employees in downloading pay slips, IT statements, and General Provident Fund (GPF) Account statements.
- Pay fixation for staff members should be handled through the HRMS module of the WBIFMS portal.
- Staff members are to apply for loans from the General Provident Fund (GPF) through the WBIFMS portal.
- Staff members are to apply for L.T.C and H.T.C through the WBIFMS portal.
- Leave management should be conducted online via the WBIFMS portal.
- Selected areas on campus are to be covered by CCTV surveillance.

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➤ Digital management of the Central Library is to be ensured through Library Management Software.

➤ The college should facilitate the G-suit email for each individual and the departments including Office, Library and administrative committees.

➤ Continuous internet connectivity throughout the college campus is to be maintained.

➤ Establishment of ICT equipped classrooms and language lab.

➤ Communication with relevant authorities including the Higher Education Department, Government of West Bengal, UGC, affiliating university, and other funding agencies will be primarily through email, complementing physical communication.

➤ Students should be informed about the Internal complaints committee, Anti-Ragging Cell, Grievance Redressal Cell, RTI cell, SC, ST, OBC, EWS & Minority Cell through the college portal.

➤ Application for Transfer certificate is to be accepted through online mode.

➤ Data Handling and Computer awareness programs are to be conducted for office staff.

➤ The process of digitalisation of service book is to be started.

4.2 Academics

➤ Regular maintenance and up gradation of the ICT infrastructure are imperative.

➤ Faculty members should be equipped with ICT facilities to take online class through "google classroom", "Google Meet" and shares video through YouTube or Google drive.

➤ Purchase of learning management software to be considered to assist faculty members in the creation of online data base for study materials, questions etc.

➤ A question bank is to be maintained in the college website

➤ Website should have a dedicated page for uploading study notes and reference materials.

➤ Knowledge and skills a student acquires after completion of graduation in any particular discipline are to be displayed as Programme Specific Outcome (PSO) on the College website.

➤ Knowledge and skills a student acquires after completion of any particular course in any particular discipline are to be displayed as Course Outcome (CO) on the College website.

4.3. Admission

➤ Admission rules/schedule are to be published on the website.

➤ Applicants should apply strictly through the Admission Portal of the college.

➤ Help desk management and publication of merit lists are to be managed online.

➤ Payment of fees & other admission formalities are to be done through online mode.

➤ Admission-related data management is to be done through ERP software.

➤ All lists and Notices concerning admission are to be displayed on the College website for transparency.

➤ Admission fees and other fees including tuition fees and examination fees from the students are to be collected online through ERP software.

➤ Registration is to be done in online mode through the portal of West Bengal State University.

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4.4. Examination

- All examination-related activities shall be transitioned to online platforms in compliance with the directives of the West Bengal State University.
- Infrastructure and technical support shall be provided to faculty members and the Students' Section to facilitate smooth conduct of online examinations.
- Robust security measures shall be implemented to prevent malpractice and ensure the integrity of examination processes.

4.5. Finance and Accounts

- All Government Transactions are to be conducted cashless.
- Salary Bill is to be processed through the HRMS module of the WBIFMS portal.
- Salaries of the employees are to be credited to their respective accounts through the e-Pradan module under the WBIFMS portal.
- Purchase bills are to be processed through the e-billing module of the WBIFMS portal.
- Financial transactions for the grant received under RUSA 2.0 project are to be conducted through the PFMS portal.
- Admission and other students' fees including examination fees are to be collected online through ERP.
- Management of various scholarship schemes is to be done through ERP software.

4.6. Alumni Matters

- A dedicated section on the College website is to be established to showcase the achievements and contributions of alumni.
- Alumni engagement activities, such as networking events and mentorship programs, shall be organized through digital platforms to foster a strong sense of community and support.

4.7 Library Management

- Efforts shall be made to digitize valuable and irreplaceable books, journals, manuscripts, and other materials in the College library to preserve them for future generations.
- E-cataloguing and the adoption of updated library management software shall be prioritized to enhance accessibility and organization of library resources.
- E-resources are to be made available in the central library through INFLIBNET portal.

5. Conclusion

Barasat Government College is committed to leveraging digital technologies to modernize its operations and enhance service delivery across all departments. By embracing e-governance principles, the College aims to foster a culture of transparency, efficiency, and innovation to better serve its stakeholders and fulfil its mission of providing quality education.

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