



KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India

Ref:

Date-

E-Governance Policy

Katwa College

Katwa College, Katwa, believes in applications of the technology not only in the teaching - learning process but effectively in the arena of administration and governance of the institution. The E - Governance policy facilitates the IT policy of the institution as has been already adopted.

Scope

The scope of the policy extends to the following area:

- ❖ General Administration
- ❖ Student Admission
- ❖ Examination
- ❖ Library Services
- ❖ Accounts and Finance
- ❖ ICT Infrastructure
- ❖ E- Waste Management

Objectives

- ❖ To implement e-Governance in all functionings of the institution in order to provide simpler, quicker and efficient system of governance to all stakeholders.
- ❖ To provide transparency and accountability in all functions of the College.
- ❖ To achieve and create a paperless work in the institution.
- ❖ To provide easy and quick access to the information
- ❖ To provide ICT facilities to students, faculty and other stakeholders
- ❖ To make campus Wi-Fi enabled


Principal
Katwa College

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Principal
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IQAC, Coordinator
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- ❖ To establish fully automatic process of Administration, Finance and Accounts, Students' admission and support as admission to library facilities and examinations.

Policy

The college will implement E - governance in all areas of operation such as academic and administration including academic departments, student admission, library, finance and accounts, teaching- learning and evaluation, support service centres etc. The policy is framed to make each and every function transparent and accountable.

Website as a source of information

The website will be the key point for information to the stakeholders which will reflect the functioning of the institution. The website will provide all information about activities, important notices, courses offered, admissions, upcoming events, circulars, IQAC, NAAC, departments, support services and upcoming events. For smooth functioning of these the college has Website Vigilance / Design / Updated Committee which monitors maintenance and updation of the website on regular basis. The committee will also look for the changes according to the needs on the website. The college always seeks to showcase it's remarkable achievement and activities through website.

Student Admission


Admission portal is made available on College website for transparency in admission process. It is strengthened by ethical practices and regulations of the University of the Burdwan. The guidelines for admission process are to be displayed on the website including schedule of admission, counselling sessions, procedure for cancellation of admission etc, admission forms are uploaded on the University Web portal for securing online eligibility. The transfer certificate are sent through online made for higher studies and College change etc. The admission fees, library, laboratory dues and other fees need to be collected through website payment portal easy space.


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Finance and Accounts

The office continues to maintain its account through Tally software. The latest version of the software have to be purchase and used by the college.


- ❖ Attendance management system for administrative and teaching staff is done through partially e-time track light software which traces the attendance record.
- ❖ Administrative staff should use advanced excel and file management system tools to maintain effective database.
- ❖ To provide hassle free convenient, smooth and paperless administration in the college.
- ❖ Students must be able to get most of the services in online mode such as notices, time tables, examination circulars, scholarships etc.
- ❖ The college will look into automation of work related to administration.
- ❖ Administrative staff should be provided with adequate and proper training to cope up of with the new technologies.

Examination


The college has adopted online system of examination with the aid of CAMS software through which student can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Semester examination process is regulated by the University and thus e – governance policy of the affiliating university is accepted in this regard. The university examination forms and notices as well as the College website are uploaded timely. The students can seek their venue of examination as well as result from the online portal.

Alumni

In order to strengthen our alumni relationships, we have Alumni Association with separate page on website. Alumni is registered online and it supports college development in different ways.


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Waste management and Green Campus Initiatives

The college ensures for all kind of waste management such as biodegradable and non – biodegradable, E – waste generated should be disposed in such manner that it should not exert detrimental impact on the environment. The college insists on keeping the environment sustainability, eco-friendly, green campus with major initiatives like Rainwater Harvesting, Solar Energy, Plastic Free Zones, Plantation drives etc.

Hardware and Software Infrastructure

- ❖ The college persists for adequate number of computers and internet facility for staff and students,
- ❖ Computers and printers are to be made available for staff.
- ❖ Multimedia devices and projectors are to be provided in classrooms, auditorium, laboratories, seminar halls, conference hall etc.
- ❖ Infrastructure should be completed by scanner, printers, photocopier, interactive boards etc.
- ❖ There should be adequate configuration which serves to allow fast transmission of data.
- ❖ The college should provide accounting, statistical, scientific software for smooth management.
- ❖ Office automation with MS office, Anti-virus should be purchase and updated regularly.

AS Chakraborty
Principal

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