

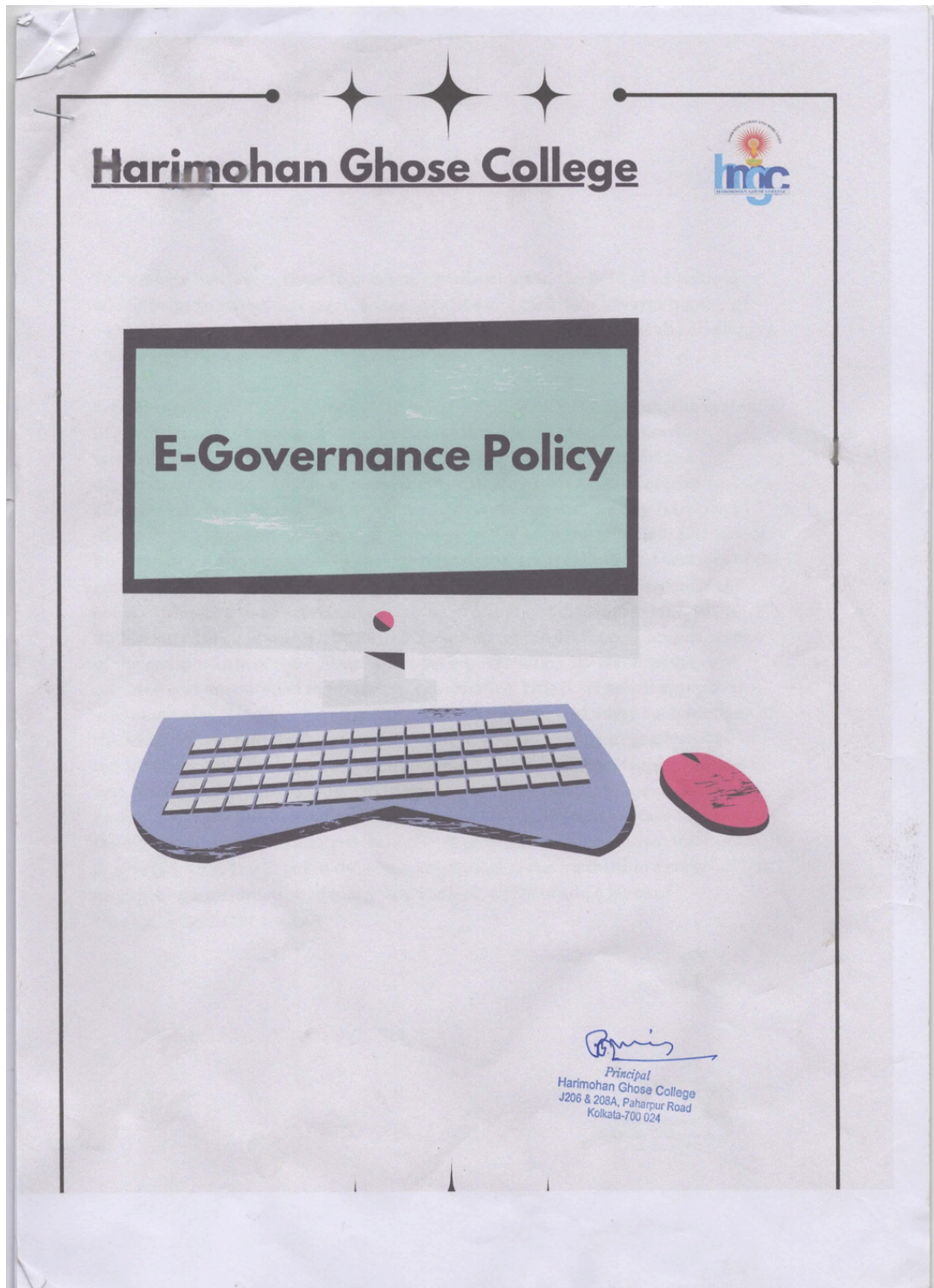
HARIMOHAN GHOSE COLLEGE

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Website: harimohanghosecollegekol24.ac.in e-mail : phmgcollege@gmail.com

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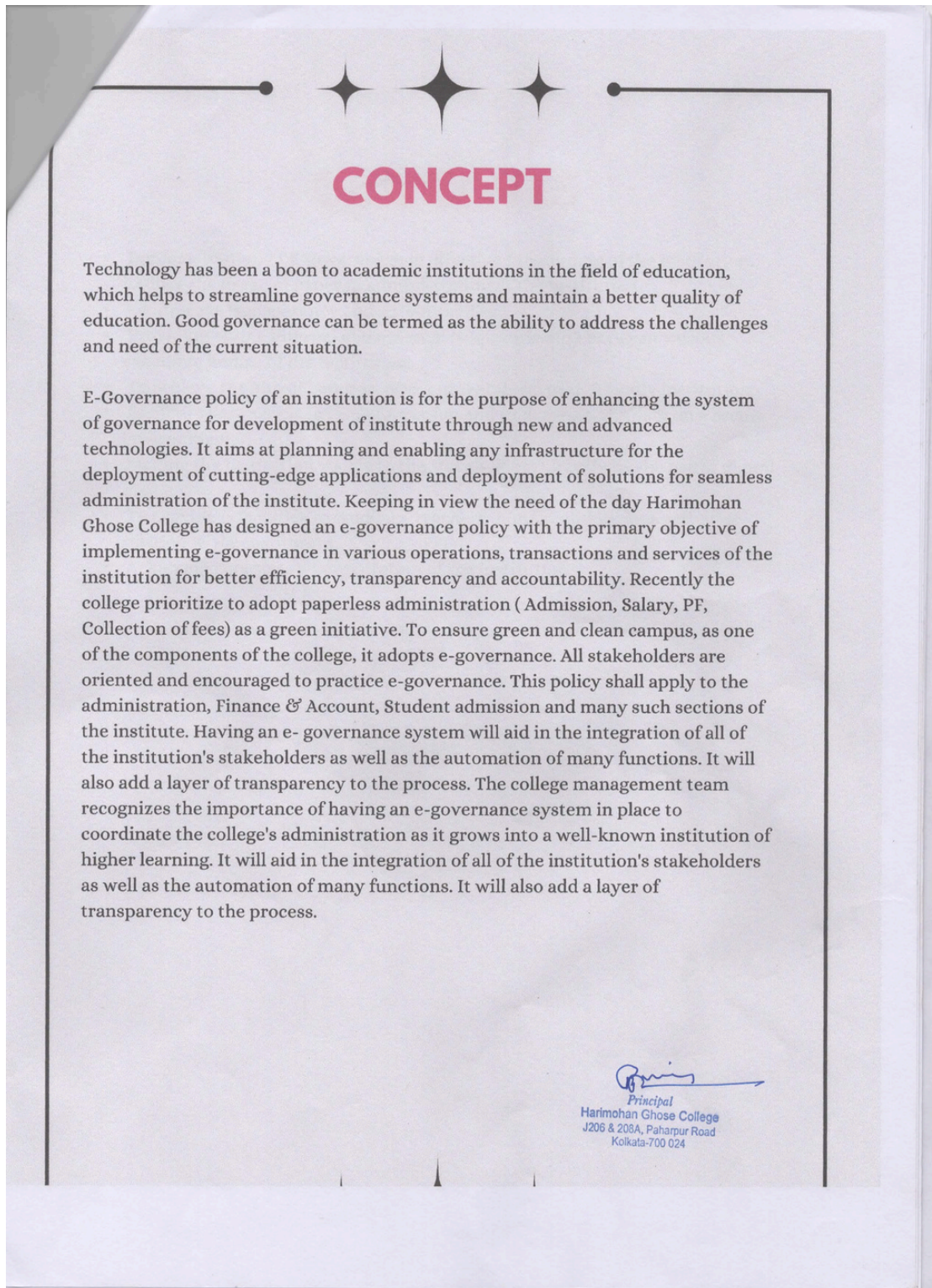
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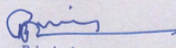
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CONCEPT

Technology has been a boon to academic institutions in the field of education, which helps to streamline governance systems and maintain a better quality of education. Good governance can be termed as the ability to address the challenges and need of the current situation.

E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. It aims at planning and enabling any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute. Keeping in view the need of the day Harimohan Ghose College has designed an e-governance policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. Recently the college prioritize to adopt paperless administration (Admission, Salary, PF, Collection of fees) as a green initiative. To ensure green and clean campus, as one of the components of the college, it adopts e-governance. All stakeholders are oriented and encouraged to practice e-governance. This policy shall apply to the administration, Finance & Account, Student admission and many such sections of the institute. Having an e-governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process. The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning. It will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process.


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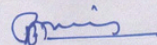
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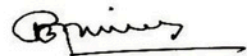
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OBJECTIVES

- Implementation of E-governance in effective functioning of the institution.
Reduce the usage of paper in administration of the institution.
- To improve transparency and accountability.
- Providing online internal and external communication between various executive bodies of the institution.
- To achieve the aim of being an environmental and user-friendly institution.
- Facilitate easy access to the information and to maintain the data on a secure environment.
- Making the institution visible to the stakeholders globally by the use of digital media.
- To provide e-facilities to students, teachers, Alumni and various activities relating to the institution.
- Achieving paperless administration of the institution.



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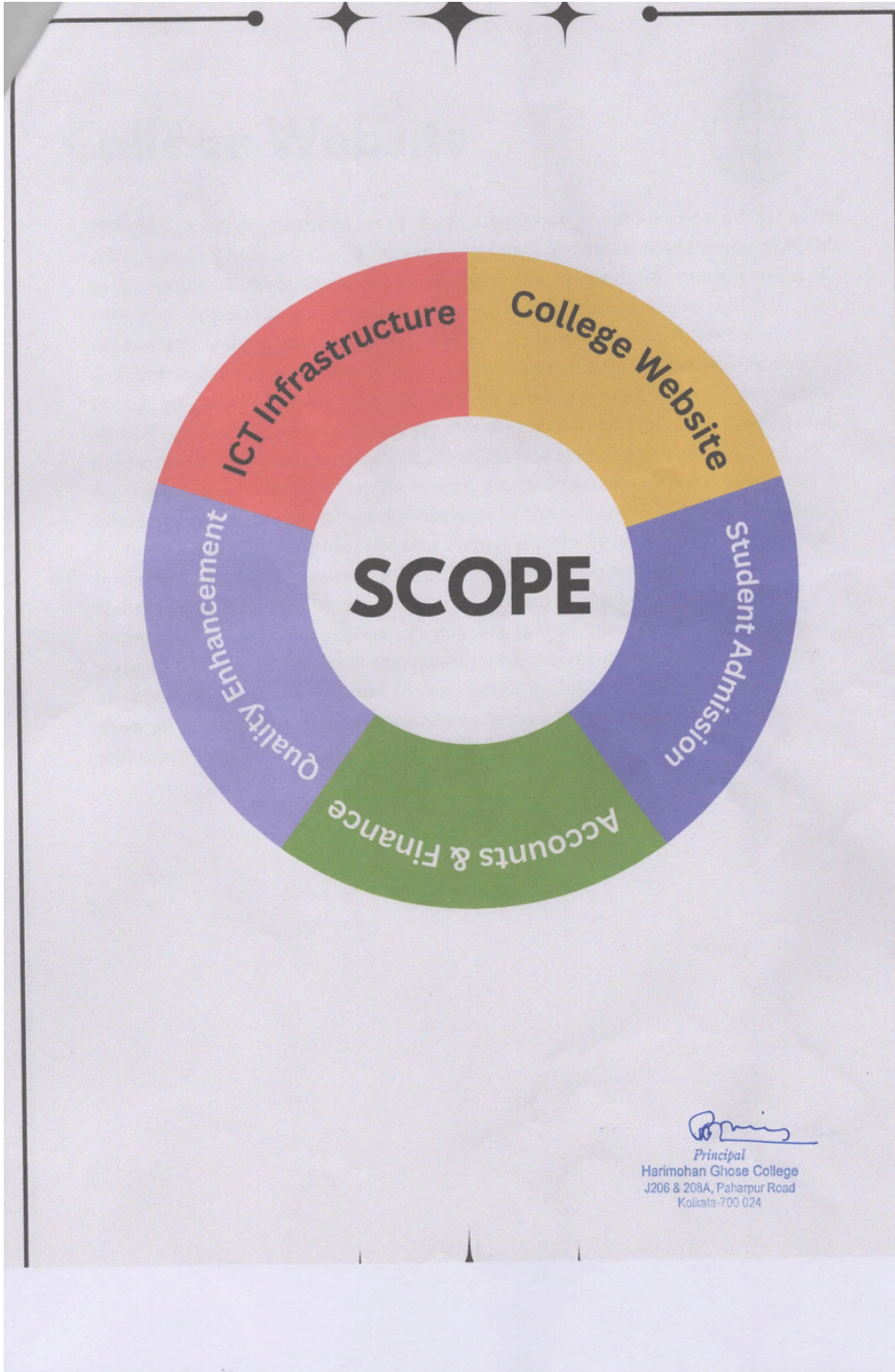
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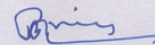
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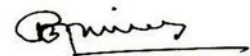
College Website



- The college website is the heart of the institution. It should act as a mirror of the college and all its activities. All the relevant data should be made easily available to the outsiders. Website shows the college activities and information about all activities, important notices etc. A service provider/web designer will be appointed for the purpose. Administrative and teaching staff will receive training on how to make crucial website upgrades. Along with it, training should be given to the existing staff and designated person/persons should be identified who will undertake the responsibility of website administration and upgradation at the college level. The website will serve as an information hub for the college, including all of its events, major announcements, and course offerings, among other things. The website of the college to be continuously updated taking into account the new changes. Website is hosted and deployed by a third party on a secure platform. For the administration of the college website, a website committee has been constituted. On a regular basis, the Committee oversee the process of updating, maintaining, and operating the website. The Committee will also examine for any other website updates that are needed. The College strives to showcase its vibrant self and activeness through its website. All the important notifications upload on the website as and when they are released.



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Student Admission



- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University of Calcutta. The College brings out its norms which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Sub- Committee. The admission process is conducted in an open and transparent manner, which is bolstered by the Harimohan Ghose College ethical principles and rules. After each allotment, the students confirm their college selection and take admission in the allotted college onsite.

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Accounts & Finance



- The office continues to maintain its accounts on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed through the portal of West Bengal Govt.

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Principal
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A handwritten signature in black ink, likely belonging to the Principal.

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Quality Enhancement



- All the activities of IQAC and the cells and committees under it will under the e-governance provisions. Feedbacks from the students, parents, teachers, alumni and employer shall be collected online and compiled and analysed using ICT tools. Online provisions will be used to accomplish teachers and students exchange programme. Online provisions will be used increase the competitive zeal of the students, to orient students with different issues of the society, increasing capability of the student sand increasing their out orientation. Increasing students' participation through organizing online seminar and workshop.

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ICT Infrastructure



- The College to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected. Some of the existing software modules for e-governance are developed in-house, and some are out- sourced. The college authority and the external vendors of software shall provide necessary maintenance and enhancement, as appropriate. As e-governance is based on computerisation of the functions of different users and authorities, different categories of users must interact differently with the e-governance system. For instance, the nature of interactions by teaching staff and that of office assistants are different. The institute shall organize trainings for different categories of users for using the e-governance system.

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FUTURE PERSPECTIVE

- In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
- The institution has already started with e-governance in some aspects of functioning like accounts. But now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

President
Governing Body
Harimohan Ghose College
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Bineau Bandyopadhyay

(Prin. Biswas (Principal))

Sanskrita Sen (TR to G.B)

Rina Chakrabarty (T.R to G.B)

Hameed (C.U. Nominee to G.B)

Swapan Ghosh. (Donor member)

St. Ananta (T.R. to G.B)

Soraj Prasad Karmali (NTS. G.B)


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