

# PURBASTHALI COLLEGE

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## E-GOVERNANCE POLICY

### INTRODUCTION

The introduction of an e-governance policy at Purbasthali College marks a significant stride towards modernizing administrative processes and enhancing efficiency in academic operations. Recognizing the transformative potential of digital technologies, the college administration embarked on this initiative with the aim of streamlining various aspects of governance, communication, and service delivery within the institution. The e-governance policy encompasses a comprehensive framework that leverages information and communication technologies to facilitate seamless interaction between students, faculty, staff, and administrative departments. At its core, the policy seeks to digitize administrative tasks, automate workflows, and establish online platforms for communication, collaboration, and information dissemination.

### OBJECTIVES

- Streamline administrative processes through automation and digitization to reduce paperwork, minimize manual errors, and optimize resource allocation.
- Implement online financial management systems to enhance transparency and accountability.
- Foster a student-centric learning environment by providing accessible online platforms for academic support services, and grievance redressal mechanisms.
- Digitize examination procedures, including registration, admit card generation, and result publication, to ensure integrity, security, and timeliness in assessment practices.
- Utilize digital technologies to enhance the quality and accessibility of educational resources, facilitate online course delivery, and promote interactive and personalized learning experiences.
- Digitize library catalogs, academic records, and institutional data to improve accessibility, discoverability, and utilization of scholarly materials and administrative information.

  
Principal  
Purbasthali College  
Parulia, Purba Bardhaman.

## AREAS OF IMPLEMENTATION

### **Online Students' Admission System:**

The implementation of an online admission system simplifies the application process for prospective students, allowing them to submit their applications, upload documents, and track their admission status through a user-friendly web portal. This not only reduces paperwork but also expedites the admission process, ensuring a smoother experience for both applicants and administrators.

### **Administration:**

The e-governance policy streamlines administrative processes improving transparency and efficiency in decision-making processes. The college website serves as a central hub for information dissemination, event announcements, and institutional updates, catering to the needs of students, faculty, alumni, and the wider community, and it should be updated regularly. Staff requisition through WBCSC portal, medical benefit to staff through WBHS portal, pension and Provident Fund through State Government portal should be maintained. Free internet facilities be provided to the stakeholders.

### **Finance and Accounts:**

The e-governance system automates financial transactions. Salary for all the full-time teaching and non-teaching staff are made through the Government WBIFMS / HRMS portal. Online payment gateways enable students to pay tuition fees, and other expenses electronically, enhancing convenience and transparency in financial transactions.

### **Student Support:**

Students should be provided with various support systems, like scholarships through designated Government portals, and registration through University portal. Online grievance redressal mechanisms should allow students to submit complaints, feedback, and requests for assistance, ensuring timely resolution and proactive support from college authorities. This would enhance transparency, reduce administrative overheads, and provide greater convenience to students and their families.

*B. S. S. S.*  
Principal  
Purbasthali College  
Parulia, Purba Bardhaman.

**Examination:**

Online examination form fill-up, issuance of admit card, generation of provisional certificate and result through designated portals should facilitate the students.

**Teaching-Learning:**

The college should provide ICT enabled classrooms, facilitate use of multimedia, and promote personalized and adaptive learning experiences to the students as and when needed.


**Library:**

The initiative to digitize cataloging systems and borrowing processes of library books be taken to enable students and faculty a convenient way to access library resources.

**Digital Academic Records:**

The college should promote digitization of academic records, reduce usage of paper and foster a paperless academic environment.

In order to successfully implement the e-governance policy of the college, adequate hardware, software, and technological infrastructure shall be procured and updated time to time by the college authority.

  
(Dr. Bibhas Chandra Saha)

Principal

**Principal**  
**Purbasthali College**  
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