

Telephone: (03213) 225128, 225133

Fax : (03213) 225128

web site: polbamahavidyalaya.ac.in

e-mail: officepolbamahavidyalaya@gmail.com



POLBA MAHAVIDYALAYA

Post Office - Polba, District – Hooghly, West Bengal, Pin -
712148

AFFILIATED TO THE UNIVERSITY OF BURDWAN
Recognized under Sections 2(f) & 12(B) of the UGC Act. 1956
NAAC Accredited

Ref. No. _____

Date:

E-Governance Policy of 2022-23

The concerned authorities of the college has decided to implement e-governance in all the different areas of its activities in order to ensure accessibility to information, transparency of operation and accountability to all stakeholders.

Objectives

- To keep up with the need to digitalize information, communication, day to day operations.
- To promote transparency and accountability in all spheres of activity of the college, like admission, examination, finance and accounts, and communication with Government and other funding agencies.
- To establish, in due course of time, an automated library and achieve digitization of study material and upload them in institutional website.
- To develop Wifi zones in campus.
- Develop and Maintain ICT based teaching infrastructure.

The following areas are covered under E-Governance Initiatives:

- Administration
- Accounting and Finance
- Student Admission and Student Support
- Examinations
- Library
- ICT Infrastructure in Teaching

1. Administration

- **Website**-The college website serves as an information hub, conveying information about the college, its operations, relevant notices, admission, courses offered, departments, scholarships, committees and cells and so on. A Website Committee has been constituted to manage the college website. The Committee oversees the frequent update, maintenance, and operation of the website. The ICT Committee also examines for any other changes that need to be made to the website. All critical announcements are made live on the website as soon as they are made available. The college is currently endeavoring to develop a system to maintain leave records and sanctioning mechanism through the website.



- **CAMS/College Administration Software:** We have purchased the CAMS software from MSS, Burdwan (including annual maintenance). It is integrated software for management, financial record keeping and student record keeping. In terms of administrative purpose, the software is used for maintaining inventory, voucher generation, maintenance of miscellaneous administrative report.

2. Accounting and Finance

- We have purchased the CAMS software from MSS, Burdwan (including annual maintenance). It is integrated software for management, financial record keeping and student record keeping. In terms of accounting purpose the software allows ledger book and double column cash book maintenance, record keeping of income and expenses, received payment, balance sheet generation, fees collection, voucher/receipt generation.
- SBI online is used for receiving admission fees payment.
- WB-IFMS is used for all treasury transactions and for salary bill and payment of all teaching and non-teaching staff.
- PFMS is used for receiving and maintaining financial records of endowments from government and other agencies like RUSA, DST-SERB, NSS etc.

3. Student Admission & Student Support

- **Online Admission Portal:** The admission process is conducted in an open and transparent manner, which is guided by the affiliating University of Burdwan and Government of West Bengal's guidelines. MSS, Burdwan has been hired in due process as directed by the Government of West Bengal for this purpose. The College publishes its admissions guidelines and intake capacity on the college website. A separate admission Portal is used to manage college admissions the link to which is provided in the college website. The process of application, merit list generation and fee submissions are controlled solely through this Portal.
- **CAMS/College Administration Software:** We have purchased the CAMS software from MSS, Burdwan (including annual maintenance). It is integrated software for management, financial record keeping and student record keeping. In terms of student admission, the software is used to generate roll number and issue admission fees voucher. Detailed records of the students, like their category, contact, personal details, courses etc. are maintained class and programme wise by the software.
- **Registration:** The process of registration and generation of registration certificate of the students are done vide TCS webtop login software as directed by the University of Burdwan.
- **Scholarship:** Scholarships like Aiykasree, Kanysree or OASIS are applied for and supervised through their respective portals.



- **Online Study Material & Tutorial:** Departments host study material and online tutorial videos on the space provided in the college website.
- **Grievance:** The college website is intended to host a portal for grievance submission. The work is in progress.

4. Examination

- In accordance with the instructions of the University of Burdwan, the form fill up for examination, generation of admit card is done via TCS webtop login of the University of Burdwan.
- The marks of internal assessment and that of home centre examinations of the University of Burdwan are uploaded in the stipulated section of the TCS webtop login of the University of Burdwan.
- The mark sheet of the University examinations are generated and downloaded from the TCS webtop login of the University of Burdwan.

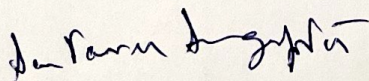
5. Library

The College maintains its academic excellence by maintaining a well-stocked library. The College will continue to add e-learning resources for the benefit of teachers and students. The College provides access to various journals, e-books and reference books through DGLI, moreover it keeps subscribing to new journals and books on a regular basis. Further, the college has implemented KOHA-3.2 for ease of operation and smooth functioning of the library. We intend to connect the database to web-opac.

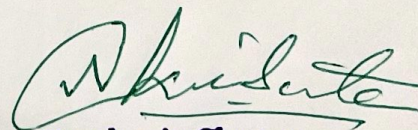
6. ICT Infrastructure in Teaching

The college has made significant efforts to provide an e-learning environment in the classroom and uses ICT tools such laptops & desktops, projectors, wifi, video lectures, audio clips to support, enhance, and optimise educational delivery. We have 25 computers and laptops with 4 projectors and screens. 3 of these screens and projectors are placed in 3 ICT rooms, one of which is a virtual classroom. Students use wifi zones, computer lab and library room computers in particular for academic purpose.

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



Coordinator
I. Q. A. C.
Polba Mahavidyalaya
Polba, Hooghly
West Bengal



Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal

