



Vidyasagar College for Women

(NAAC ACCREDITED)

39, Sankar Ghosh Lane

Calcutta - 700 006

Phone : 2241 8889

E-mail : office.vcfw@gmail.com

office@vcfw.org

No.

Date.....

E-governance Policy

Policy: The College has decided to implement e-governance in all the different areas of its activities in order to promote efficiency & achieve effectiveness in functionalities accounting to different stakeholders.

Scope: The scope of this policy extends to the following areas of operation or functioning of the college:

- Administration including complaint management
- Finance and Accounts
- Student Admission and Support
- Examination

Objectives:

- Our institution is committed to embrace the concept of “Digital India” and “Paperless Administration”; hence the need to digitise daily operations of the college including all information and communications.
- To promote transparency and accountability in all spheres of activity of college –general administration, accounting, financial matters, notifications, communication with government and funding agencies.
- Glimpse of entire institution with a one click view.
- To increase the bandwidth of Wi-fi available 24×7 in the college campus.
- ICT enabled Classrooms and Language lab facility.
- Precarious scenario due to Covid, necessitated a bigger platform that would encompass all paradigms of the college administration.
- Online fees collection and registration.
- Bulk SMS sending service.
- Online Payslip generating service.

Areas of policy implementation:

✓ Website:

1. The website of the institution mirrors every activity of the college and hence it is to be regularly updated.
2. It houses all information related to history of the college, the various courses and programmes as offered by different departments, committees, clubs and cells.
3. It is designed to provide all the information about the college with different sections like IQAC, NIRF, NAAC, AQAR, SSR.etc readily available to all.

Tapas Roy
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Co-Ordinator, I.Q.A.C.
VIDYASAGAR COLLEGE FOR WOMEN
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Putapa Ray
Principal
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4. All relevant notices, job opportunities and tenders are immediately updated.

✓ Administration:

1. The institution has e-surveillance by which the Head of the institution monitors the campus through closed-circuit cameras. It works towards management of the administrative and security issues in a remote manner.
2. Effective and seamless communication with stakeholders is facilitated through bulk SMS, the mechanism wherein all stakeholders receive important piece of information on the nick of time through SMS.
3. The feedback system is online from different stakeholders on existing curriculum, teaching quality, institutional facilities, and library.
4. Teachers provide an online self-appraisal of them and also give feedback on the institution.
5. ICT facilities do prevail and they are encouraged. More projectors are to be installed in the upcoming academic sessions and to enable teachers to simulate real-life situations/experiences on digital platform.
6. Biometric attendance is thorough and the arrival and departures of all faculties are recorded digitally.
7. The institution is committed to complaint management. Feedback is valued, regularly collected and resolved.
8. The different cells – Anti-Ragging Cell, Grievance Cell and Internal Complaint Cell are duly active. The dedicated phone number and google form link are displayed on the college website to report any unfavourable experience of the student, maintaining complete privacy. Immediate and timely action is in practice.
9. General instructions and policies related to complaint are to be displayed on the college website and updated following all guidelines.

✓ Finance and Accounts:

1. All Government Transactions are to be executed cashless.
2. Salary Bill is to be processed through **HRMS** module of **WBIFMS** portal and credited to their respective accounts.
3. Financial transactions for the grants received are done through PFMS portal
4. Admission and other students' fees including examination fees are collected online through ERP.
5. Management of various scholarship schemes is to done through ERP Software.
6. To keep the office staff well aware of accounting and financial management, relevant software through Tally ERP software.
7. To organize computer awareness programs for office-staff.

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✓ Admission:

1. Students' admission procedure operates through online mode as per the instructions of affiliating University, University of Calcutta.
2. The college provides all admission related information like subject combinations, intake capacity, instructions for filling up admission forms, essential documents required for admission etc on the online admission portal.
3. Students apply online, after which the system generates, merit scores of each student on the basis of subject wise weightage policy. Based on the merit score, a merit panel to be generated, and admissions to be taken in compliance with the intake capacity.
4. Admission related data management are done through ERP software.
5. The students avail scholarship through national/state scholarship portals. All students' transactions operate through online mode including students' payment gateway.
6. Hostel related admission procedure operates online.
7. Program Outcomes (PO) and Course Outcomes (CO) are integral to students' knowledge and skills attainments and evaluation.
8. The College Website hosts subject wise specific links in this regard. E-resources are available in the central library through INFLIBNET Portal.
9. Learning Management Software is in operation.
10. Conducting computer awareness/digital literacy programme for the students.

✓ Examination:

1. The College is affiliated to University of Calcutta. It follows the examination procedure as per the curriculum of the affiliating University.
2. Filling of examination forms, re-evaluation, marks uploading etc operates *via* online mode through the portal of University of Calcutta.
3. Admit cards are issued through the portal of University of Calcutta and College website.
4. Marks for the internal examinations and Practical examinations are uploaded *via* online mode through the portal of University of Calcutta.
5. Enrolment for semester-commencement examination and payment of examination fees are done through the portal of University of Calcutta.

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