Bethune College

Government of West Bengal

181, Bidhan Sarani

Kolkata:700006

E-Governance Policy

Policy: 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 stake-holders.

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

- ✓ General Administration
- ✓ Student Admission and Support
- ✓ Library
- ✓ Accounts & Finances
- ✓ ICT Infrastructure
- ✓ Examination

Objectives:

- ✓ To keep up with the need to digitalize information, communication, day-to-day operations
- ✓ To promote transparency and accountability in all the spheres of activity of the College, like: admission, examination, finance & accounts, communication with Government and other funding agencies
- ✓ To establish, in due course of time, a fully-automated automated Library and achieve total digitalization of old and rare books available in the College Library
- ✓ To create a Wi-Fi enabled campus
- ✓ To create more Smart Classrooms

Areas of Policy Implementation:

- ✓ **Website:** The College website is constantly updated and contains important information related to the history of the College, the various courses and programmes offered by the different departments, faculty information; notification regarding upcoming events, activities of the numerous Committees, Clubs and Cells of the College. In fact, as the website plays a crucial role as an interface between the College

on the one hand and students, faculty members, guardians and anyone interested in knowing about the College, on the other hand, it is to be constantly updated to reflect latest and important information.

- ✓ **Students' Admission:** As a government college, following the directives of the Higher Education Department, Government of West Bengal, admission to all the undergraduate courses is to be done online. The College is to hire the services of a private vendor to create and run an admission portal that shall be easy to access and use and make the admission process of the College error-free, quick and transparent.
- ✓ **Library:** As one of the oldest colleges in Asia, the Library of this College is a repository of numerous valuable and irreplaceable books, journals, manuscripts etc. that should be preserved for their historical and literary value. The College shall make sincere efforts to preserve these books digitally. Also, in the daily running of the library, e-cataloguing and usage of updated software is to be achieved at the earliest.
- ✓ **Alumna:** This College has a long history and a long list of illustrious alumnae who have made the College proud in various walks of life. Their achievements and endeavours are reflected in the century old Alumna Association. The College Website shall have a section dedicated to them.
- ✓ **Finance & Accounts:** As a government college, all financial transactions, salary of teaching and non-teaching staff, are to be done through the West Bengal Integrated Finance Management System (WBIFMS).
- ✓ **Examination:** As per instruction of the University of Calcutta to which the college is affiliated, the marks of examinations are now to be uploaded on the exam portal of the university. The College is committed to providing the infrastructure necessary to faculty members and the Students' Section to conduct all exam-related activities online.

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.

IQAC Coordinator

Bethune College

Principal

Bethune College