

# **E-Governance Policy**

## **of**

### **Government College of Engineering and Ceramic Technology**

#### **Scope:**

The scope of this policy extends to the following areas:

1. General Administration
2. Student Admission
3. Examination
4. Library
5. Accounts and Finance
6. ICT Infrastructure


#### **Objectives:**

- Implementation of E-governance in all functioning of the Institute in order to provide simpler and efficient system of governance within the institute.
- To promote transparency and accountability in all the functions of the Institute.
- To achieve and create a paperless environment in the Institute.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make Classrooms ICT enabled.
- To establish a fully automated Library.

#### **Policy:**

The Institute will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

The Institute decides to make the following policies and procedure:

  
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- **Website:**

The website acts as an information center which displays the important notices, vision-mission of the institute, courses offered, academic regulation, syllabi, policies etc. For this purpose, a separate service provider/web designer is appointed by the Institute. A Website Committee is formed for the administration of the institute's website. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The committee also looks for other changes that are required on the website. The Institute strives to showcase all activities of the institute through its website. All important notifications go live on the website as and when they are released.

- **Student Admission:**

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations. The admission notice is displayed on the website that has guidelines for the admission process. An admission Portal is used to manage the admissions in the Institute. Students are required to submit a separate Online Application form for taking admission to the institute. For decentralised admission, notice inviting application, the merit list and instructions for admission are displayed on the website.

- **Accounts:**

The accounts of the institute are managed through Integrated Financial Management System (IFMS) of the Government of West Bengal. The Government of West Bengal in Finance Department restructured the existing systems of fund allocation to the Administrative Departments and Drawing & Disbursing Officers (DDOs) and financial transactions including entire Treasury Management System to ensure transparency, accuracy, and efficiency in fund and financial management. Accordingly, the government introduced the 'Integrated Financial Management System' [IFMS] for on-line real time management monitoring and control of all fund allocations and financial transactions in different Departments and their subordinate offices under the State Government.

The modules and the facilities available that comprise the IFMS are summarised below:

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**A. e-Bantan [e-Allocation of Fund]:**

**a) Allotment of Fund from Department to Administrative Departments and to DDOs:**

(i) Allotment /release of fund including budgetary allocation to the Administrative Departments are uploaded from time to time by the Finance Department in e-Bantan.

(ii) The Administrative Departments does allotment of the fund to the DDOs directly or through their Directorates/ Subordinate Offices using e-Bantan module..

(iii) Allotment of fund made to the DDOs is made available to the concerned Treasury and DDOs through e-Bantan module.

**B) Billing:**

(i) Submission of all bills electronically to the Pay Accounts Offices/ Treasury by the DDO are routed through this module only. DDO are required to log on to the web-based e-Bantan module for submission of bills.

**C) Human Resource Management System (HRMS):**

(i) The work of manpower planning and management, personal information, personal claims, loans, leave, transfer, posting and joining, promotion, retirement, etc. are mandatorily processed through this module.

• **The Library:**

The Library has ILMS software which has an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval. The Circulation module of the software covers all the operations of circulation, right from creating member records to printing of reminders for outstanding books. The Database Maintenance module covers all operations of database creation and maintenance. The library has RFID enabled gate and issue-return system. Radio Frequency Identification (RFID) refers to a wireless system comprised of two components: tags and readers. The reader is a device that has

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one or more antennas that emit radio waves and receive signals back from the RFID tag.

To encourage original writing among students and teachers, the institute provides access to fully automated software for plagiarism check.

- **Academics:**

- (i) Attendance Management Software is used by the faculties to monitor the attendance of students in the class. The attendance of the students is shared with the guardian of the student from time to time by SMS.
- (ii) The classes are ICT enabled.
- (iii) Online classes are conducted as and when necessary by licensed G-Suite.
- (iv) Recorded lectures are shared with the students for future reference.
- (v) The examination results are processed by Examination software.
- (vi) The attainment of course outcome is done by software.
- (vii) WhatsApp group are used for exchange of information.
- (viii) Google forms are used for collecting feedback and other informations.

- **Administrative Office:**

- (i) Uses Email, WhatApp for communication and information interchange.
- (ii) The Institute is to be made paperless.
- (iii) Students must be able to obtain maximum services in online mode.
- (iv) The Institute will look into opportunities to automate some of its functions related to administration.
- (v) Administrative Staff to be provided with adequate training to keep them abreast with the new technology.
- (vi) The e-governance policy of the Institute to be adopted for examination and publication of results.
- (vii) In order to strengthen alumni relationships, a separate website is created by the Alumni association of the institute to provide facilities like registration, profile and information of alumni of the institute, feedback and many other aspects.

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