



Balagarh Bijoy Krishna Mahavidyalaya

Hasimpur, Balagarh
Hooghly – 712501
West Bengal

Mobile: +918670272229
Email: bbkm.hooghly@gmail.com
Website: bbkm.ac.in

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

Policy Document on E-Governance

Introduction:

This policy document outlines the guidelines and protocols for implementing e-governance in Balagarh Bijoy Krishna Mahavidyalaya. The objective is to enhance the efficiency, transparency, and accountability of College's governance practices by adopting technological tools and digital platforms. This policy is applicable to all stakeholders, including the administration, faculty, staff, students, and parents.

Goals:

The goals of e-governance in Balagarh Bijoy Krishna Mahavidyalaya are as follows:

1. To enhance transparency and accountability in the governance practices.
2. To automate administrative processes and reduce paperwork.
3. To ensure the safety and security of sensitive information and data.

Guidelines:

The following guidelines must be followed while implementing e-governance in the Balagarh Bijoy Krishna Mahavidyalaya

2. The college must identify and procure appropriate software and hardware to support the e-governance system.
3. The College must ensure that all stakeholders have access to the e-governance system and are adequately trained to use it.
4. The College must ensure the privacy and security of all sensitive information and data by adopting appropriate security measures.
5. The College must regularly evaluate the e-governance system and make necessary improvements to enhance its effectiveness.

Implementation:

The following steps must be taken to implement e-governance in the Balagarh Bijoy Krishna Mahavidyalaya:

1. The College must appoint ICT committee consisting of representatives from the administration, faculty, and staff to oversee the implementation process. The Bursar, Convenor of Admission Committee, Convenor of Library committee may assist the ICT Committee in this regard.
2. The committee must conduct a thorough assessment of the Balagarh Bijoy Krishna Mahavidyalaya's current governance practices and identify areas where e-governance can be implemented.
3. The committee must identify and procure appropriate software and hardware to support the e-governance system. This may include enterprise resource planning (ERP) software

including student information systems and Learning management systems, Admission Software, Library Software, Accounting software etc.

4. The committee must ensure that all stakeholders have access to the e-governance system and are adequately trained to use it. This may involve conducting training sessions and workshops for faculty, staff and students.

5. The committee must ensure the privacy and security of all sensitive information and data by adopting appropriate security measures such as firewalls, encryption, and access controls. system and its benefits. This may involve creating user manuals, FAQs, and other resources to help stakeholders use the system effectively.

7. The committee must monitor the e-governance system's performance and regularly evaluate its effectiveness to identify areas for improvement.

Roles and Responsibilities:

The following are the roles and responsibilities of stakeholders in the e-governance system:

1. The administration is responsible for overseeing the implementation and maintenance of the e-governance system and ensuring its compliance with legal and regulatory requirements.
2. The faculty is responsible for using the e-governance system to manage academic processes such as attendance, assessments, and grading.
3. The staff is responsible for using the e-governance system to manage administrative processes such as inventory management, and procurement.
4. The students are responsible for using the e-governance system to access academic information such as course schedules, grades, and assignments.

Conclusion:

E-governance in Balagarh Bijoy Krishna Mahavidyalaya is crucial for enhancing efficiency, transparency, and accountability. This policy document outlines the guidelines and protocols for implementing e-governance in the College. The successful implementation of e-governance requires the collaboration and participation of all stakeholders.

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