

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

P. O. - BALAGARH • DIST. - HOOGHLY • WEST BENGAL - 712 501

NAAC ACCREDITED

Ref. No.

From,

President / Principal / Teacher-in-charge



Date

E-Governance Report

Implementation of e-governance represents a significant leap towards modernizing its administrative and management processes. By embracing digital technology, the college aims to enhance efficiency, transparency, and stakeholder participation while effectively managing its human resources. This strategic move not only aligns with global trends but also reflects a commitment to excellence and accountability in education.

Student Admissions and Support:

The College has made a great leap in the implementation of E-Governance with the automation of student admission procedures and maintenance of an exhaustive student profile.

- The College has ensured uninterrupted internet connectivity. It has provided 250 Mbps connection of Broadband with Wi-Fi facility in the campus for students.
- The whole admission process starting from Registrations, payment of registration fee, counseling, certificate verification, payment of admission fees for all UG programmes was conducted online.
- The students' data is stored and maintained using the software for issue of ID cards, sending SMS.
- Software is used for issuing Bonafide certificates and Transfer Certificates.
- Software application is used to select GE and SEC course online.

Finance and Accounts:

- The College uses the Tally ERP 9 Solutions software for e-Governance of transparent functioning of the Finance and Accounts department of the college. The administrative office maintains the reports and books of accounts generated from the software which helps in auditing procedures.



- Salary grant received from Government and its disbursement is done through HRMS portal.

Library Automation

- The College uses Koha 19. This software empowers our library to efficiently manage the collections, and circulation processes. With Koha 19, we can easily catalog and organize books and other materials, allowing for quick and accurate retrieval. It supports seamless circulation tasks, including check-in, check-out, and holds management. Additionally, Koha 19 offers comprehensive reporting tools for insights into library usage. Its user-friendly interface and web-based accessibility enhance accessibility for both Students and teachers of the college.

Staff Attendance

- The staff attendance is continued to be taken with biometric mechanism when they come to the campus and leave the campus.

Administration:

The college uses ERP (Enterprise Resource Planning) software for streamlined and efficient administrative management. Area in which it has already been introduced:-

- Fee collection from students.
- Keeping records of result & related matters of the students.
- Maintaining Asset/stock register.
- Uploading all Notices.
- Incoming and outgoing communications.
- Generation of different reports as per requirement.

Examination:

All exam registration made online via affiliating University portal. Selection of subjects in CBCS program is done through online process. Marks are uploaded in affiliating University portal. Registration and admit card issuing are fully automated.

Others:



- CCTV camera surveillance systems play a pivotal role in ensuring safety and security throughout the campus.
- The college leverages ICT tools extensively for efficient planning of events, activities, and academic programs. Vital notices and announcements, along with essential communication, are disseminated through the college website to engage all stakeholders effectively. In pursuit of eco-friendly, paperless communication and streamlined processes, the institution has adopted Google's suite of tools, including Google Forms, Google Sheets, and Google Drive. These digital solutions enable seamless data collection, collaboration, and document management, aligning with the college's commitment to modern, efficient communication and administrative processes.

A. Ghosh
12.7.22

Co-ordinator, IOAC
Balagarh Bijoy Krishna
Mahavidyalaya
Balagarh, Hooghly

Shreshth
12.7.22

P. K. Mahapatra
12.7.22

Principal
Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B.



Extracted from the GB Proceedings from the Meeting No-12/2018-19 held on 16.7.2022

Items-8(iii)

In a question raised by a GB member about e-governance in this college, the Principal appraised the house that it is the role of good governance to enable college to manage relations among these stakeholders and to ensure that sustainability is achieved. The Principal informed the GB that this college was reasonably advanced to implement e-governance in all aspects of functioning like library, accounts, admissions etc. The policy is designed and framed to make each and every function transparent and accountable. The ICT Committee of this College decides to make the policies and procedure to make the institution to be made more skill based and easy to understanding. **At last, the Principal presented the e-governance report and approved by GB**

Sd/-Principal

Sd/- President


Attested by Principal

Principal
Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B.