



E-GOVERNANCE POLICY

CONCEPT:

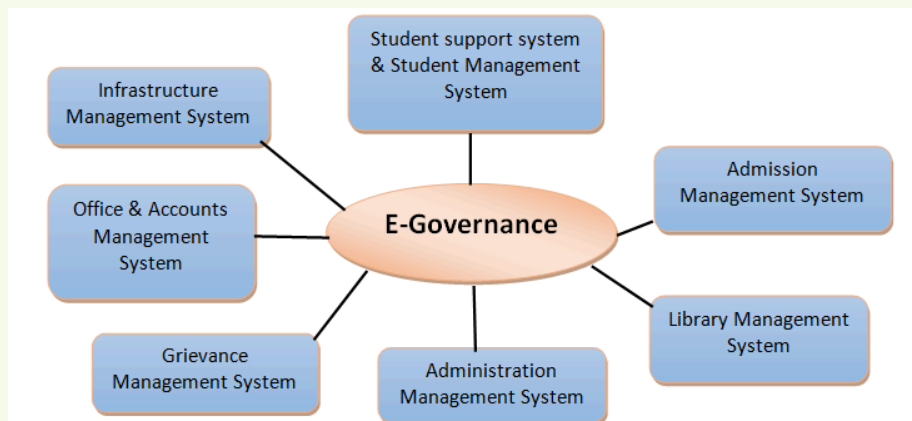
E-governance policy of any organization is to automate various operations in an integrated manner so as to enable clarity, transparency and speedy execution in different functional areas.

KKDC embarked on a road to automation since the academic year 2008-09, with the setting up of a well-developed computer laboratory for the students to help them with their curriculum and beyond.

Next, in the year 2015-16, for the first time online admission process was initiated as per the order of the affiliated University. Simultaneously, the Accounting & Finance management also resorted to computerized systems. The E-governance policy has been drafted taking into consideration the four important factors namely, people, process, technology and resources.

OBJECTIVE:

1. To review, replace, complement or supplement the physical governance infrastructure with E-governance facilities.
2. The college prioritized to adopt paperless administration as a green initiative.
3. To provide e-facilities to students, teachers and staff of the college in carrying out day to day work.
4. To implement full automation in library.
5. The various functional areas of the college to be brought under the E-governance system.




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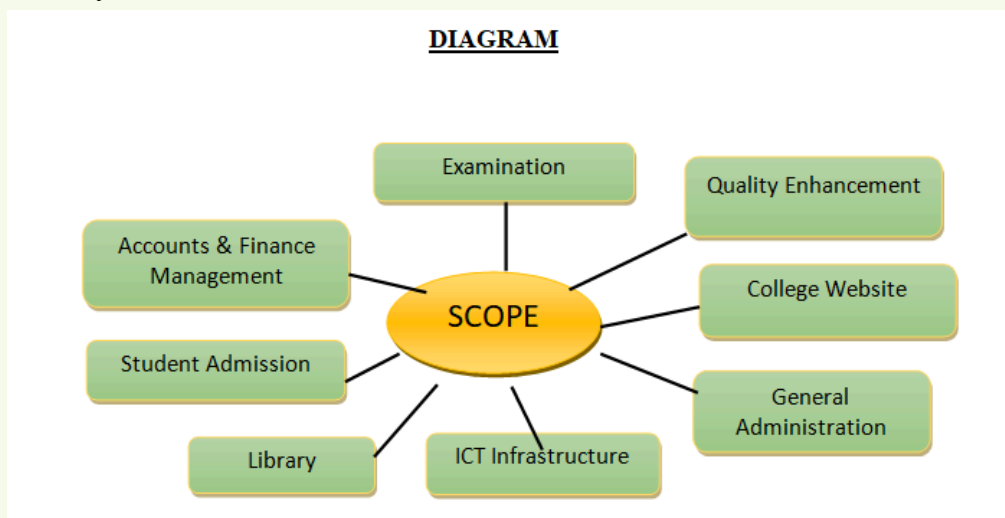


FUNCTIONAL AREAS

Diagrammatic Representation

SCOPE:

The scope of the policy is to cover day to day operations of various functions and processes within the college, in general Management and Administration, Accounts & Finance Management system, Student Management System, Admission Management System, Infrastructure Management System, Library Management System and Student Support System. The college tackles E-Governance areas in a gradual manner as per requirement and resource permissibility.



ELEMENTS:

E-governance in Administration:

- All functionaries in administration (office) are equipped with ICT-enabled systems and internet facilities.
- Enterprise Resource Planning (ERP) solution to manage student related functions e.g annual fees submission, is provided.
- All classrooms are furnished with ICT-enabled projectors and screens.
- CCTV cameras are installed as per requirements.
- The college developed website is user friendly, and reviewed from time to time. It disseminates general information and updates important to all the stakeholders.


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- Special ICT training programmes are arranged for teaching & non-teaching staff so as to make them sufficiently skilled.
- Online leave management system is in place.

E-governance in Finance & Accounts

- The accounts section operates and manages their entire accounting operations on ERP software.
- The college has developed a portal to enable students to pay their fees online.
- The college performs all disbursement functions in tune with the Government Management System.
- E-tendering process has been adopted in case of purchase when needed.

E-governance in Student Admission & Support

- The college has adopted and continued with online admission process as mandated by Calcutta University.
- The college automated its library functions to support the students.
- The college provides adequate computers to the students to meet their requirements for their practice as well as for their curriculum presence.
- The college has adopted easy & student friendly software programme.

E-governance in Examination

- The college shall adopt online mode of performing examination related processing mandated by the University from time to time.

Outcome of the Policy

The outcomes expected from this policy include:

- The overall improvement in efficiency of the college through digitization of various processes.
- Ensuring simplicity in Governance.
- Accountability & transparency has been ensured in all the functional bodies of the college.
- Ensuring speedy response and solution to student queries & problems.

APPROVED IN THE GB MEETING HELD ON 14.05.2022 , Item No 13


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