



e-Governance Policy Document



**Shahid Matangini Hazra Government General
Degree College For Women
Government of West Bengal
(Affiliated to Vidyasagar University)**

e- Governance

Policy Document

Introduction

Shahid Matangini Hazra Government General Degree College for Women (SMHGGDCW), Purba Medinipur, is committed to implementing an effective e-Governance Policy to enhance the transparency, efficiency, and accountability of its administrative and academic processes. This policy outlines the college's approach to integrating technology into its governance structure to create a streamlined and paperless environment.

Objectives

- Implement e-governance across all functions to provide a simpler and more efficient system of governance.
- Promote transparency and accountability in all college operations.
- Achieve a paperless environment within the college.
- Provide easy and quick access to information.
- Strive to make the campus Wi-Fi enabled.
- Enable ICT in classrooms with desktops, smartboards, and projectors.
- Establish a fully automated library system.

Scope

This policy applies to all administrative, academic, and operational functions of Shahid Matangini Hazra Government General Degree College for Women, including interactions with students, faculty, staff, and other stakeholders.

E-Governance Framework:

- **Administrative Management**
- **Academic Management**
- **Financial Management**
- **Student Services and Support**
- **Communication and Collaboration - ICT Infrastructure**
- **Human Resource Management**
- **Data Security and Privacy**
- **E-Waste Management**

Administrative Management

- The administrative office will use advanced Excel and other file management tools to maintain an effective database.
- Access and use various academic and administrative portals using administrative credentials related to college administration and benefits of the students.
- Regular training for administrative staff to stay updated with new technologies.

- Automate processes such as admissions and fee management.

Academic Management

- Facilitate online study materials and feedback mechanisms.
- Ensure to follow the e-governance guidelines set by Vidyasagar University, Paschim Medinipur, the affiliated university.
- Examination form fill-up and marks submission on dedicated University portal.

Student Services and Support

- Transparent online admission process supported by the admission portal to manage all aspects of admissions, including applications, fee submissions, and withdrawals.
- All student transactions will be handled online.
- Online application of various scholarships.
- Implement online platforms for grievances, feedback, and suggestions

Library

- Leveraging digital technologies to enhance the accessibility, efficiency, and effectiveness of our library services.
- Enhance Access to Library Resources to ensure library materials are easily accessible to users.
- Streamline Library Operations and improve efficiency of library management using advanced software and automation tools.
- Expand Digital Resources to provide access to a wide range of digital materials, including e-books, e-materials and open access databases.
- Support Academic Success and facilitate the availability of educational materials through the in-house online academic resources.

Financial Management

- The office will use the IFMS (Integrated Financial Management System) portal of West Bengal Government and PFMS (Public Financial Management System) for financial record-keeping.
- Integrated Financial Management System (IFMS) will be used to manage government funds.
- IFMS will automate salary calculations, generate salary slips, and manage TDS, Provident Fund, and allowances.
- Online payment methods such as NEFT, RTGS, and bank transfers will be used for all transactions.

Communication and Collaboration - ICT Infrastructure

- Use official email and messaging platforms for internal and external communications.
- Create and maintain an updated college website with comprehensive information.
- Adequate desktops for students and staff, projectors in classrooms and seminar rooms, and other multimedia devices as part of the ICT Infrastructure.
- Regular updates and purchases of office automation software and antivirus programs.

- Provide access to high-speed Internet connectivity (Broadband Wi-Fi) within the campus for Students, Faculties and Staff.
- Use structured set-up and platforms for Webinar, Virtual Meetings, and Online Classes.

Human Resource Management

- Use HRMS platform of West Bengal Government for various HR related services.
- Submit Self-Appraisal of teaching faculty online accessing HRMS portal using individual user id and password.
- Avail health scheme facilities online accessing West Bengal Health Scheme Portal.
- Apply all kinds of leaves available to staff online accessing the HRMS portal.
- Online training and development programs.

Data Security and Privacy

- Establish protocols for secure access and regular backups.
- Implement user authentication systems for accessing sensitive information.
- Ensure compliance with data protection regulations.

E-Waste Management

- Proper disposal and recycling of e-waste.
- To minimize environmental impact.

Implementation Strategy

- **Training and Capacity Building**
 - Conduct regular training sessions for faculty, staff, and students on using e-governance tools.
 - Provide technical support and resources to facilitate smooth adoption.
- **Infrastructure Development**
 - Periodical update software and hardware.
 - Keep pace with technological advancements.
 - High-speed internet and backup systems.
- **Monitoring and Evaluation**
 - Dedicated committees to oversee the implementation of e-governance in each area. Such committees are Website sub-committee, Health Scheme sub-committee, Library sub-committee, Purchase and Finance subcommittee, and Scholarship subcommittee.
 - Training programs and other initiatives of West Bengal Higher Education Department in connection to ICT education promoted regularly for staff to update their skills and knowledge related to e-governance tools.

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- Dedicated help desk for assistance in all matters of online application of scholarship maintained in college premises.
- Periodic reviews will be conducted to assess the effectiveness of the e-governance implementation.
- Feedback from students, faculties and staff collected to make necessary improvements.

By adopting this e-Governance Policy, Shahid Matangini Hazra Government General Degree College for Women, Purba Medinipur, aims to create a more transparent, efficient, and technologically advanced educational environment.

