



DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

NAAC Accredited B + College

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,
India, PIN – 713 331

Date: 10.5.2023

Policy Document

E-Governance Policy





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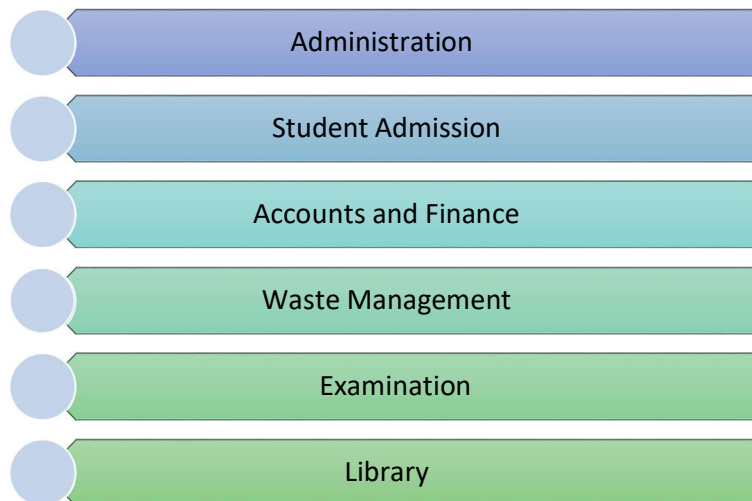
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Policy Statement

Deshabandhu Mahavidyalaya, also known as Chittaranjan College, is committed to fostering decentralized and participative management across administrative, financial, and examination-related domains. The institution aims to enhance its existing governance infrastructure and promote seamless information sharing among all stakeholders.

Scope and Applicability

E-Governance seeks to improve the college's governance system by utilizing innovative and scientifically sound technologies. It encompasses the following areas:



Key objectives of the policy

- The primary objective is to implement E-governance in all the functioning of the institute to provide an efficient system of governance.
- To encourage transparency and accountability in all the functions of the college.
- To provide quick and ready access to information.
- To ensure a Wi-Fi-enabled campus.

To improve the infrastructure and resources of the Library integrating with other libraries.



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Policy:

Deshabandhu Mahavidyalaya implements e-governance in various aspects of functioning including library, accounts, admissions, administration, teaching, etc. for which the following policies and procedures have been framed:

(i) Website:

The college's website showcases its mission, history, aims, and objectives, providing information on faculty, infrastructure, courses offered, activities, noble initiatives, and important notices. To ensure the website operates smoothly, the college has appointed a dedicated service provider/web designer.

As part of its e-governance policy, Deshabandhu Mahavidyalaya has established a website committee responsible for maintaining the website and ensuring timely updates of the latest notices and activities. The college aims to reflect its vibrancy and dynamism through its online presence.

(ii) Student Admission:

The college follows a transparent strategy for the admission process which is reinforced by the code of ethics and conduct. All the admission-related affairs are managed through the admission portal including updates on the number of students applying for each course, fee submissions, withdrawals etc. The brochure having detailed information pertaining to the student related admission is displayed on the website.

(iii) Accounts and Finance:

The accounts office employs Tally software, which provides advanced features for maintaining financial records effectively and efficiently. To ensure transaction confidentiality, appropriate security measures are in place. The college regularly trains its staff and ensures that the software is kept up to date. Additionally, Deshabandhu



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Mahavidyalaya utilizes the Public Financial Management System (PFMS) to manage government funds, facilitate payroll management, simplify salary calculations, generate salary slips, and disperse salaries to various bank accounts. The PFMS also handles TDS, Provident Fund, and Allowances.

(iv) Library:

The library came into existence along with the foundation of the college in 1973. The College Library is fully computerized/digitalized. The college uses Koha software in its library, offering advanced features for efficient library management. This software helps streamline cataloguing, circulation, and resource management, enhancing the overall library experience for students and staff. A separate online record of books is maintained to ensure transparency and smoothness in the process. The library is open to bonafide students of all the classes. All important textbooks are kept in the Reserve Section to enable the students to write their tutorials. There is a well-equipped Reading Room, which subscribes to a large number of dailies, weeklies, periodicals and journals on a variety of subjects. The college continues to add e-learning resources for the benefit of the teachers and the students and recommendations are taken from the teachers and students while subscribing to the e-resources.

(v) Administration:

The administrative Office uses advanced Excel and File Management System tools for maintaining an effective database. The Administrative staff is provided regular and adequate training to help them keep abreast with the new technology. For Management Information System (MIS) the college uses ERP (Enterprise Resource Planning) software to integrate and streamline various administrative and academic processes.

(vi) Examination:

The college follows an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.



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The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

(vii) Waste Management:

The College ensures that its usage of technology and generation of e-waste does not impact the environment. The College has “Eco Club” which works alongside other societies such as the NSS and teachers also try to make the campus as eco-friendly as possible. The NSS wing of the College is the mainstay of most environmental related efforts in the campus. Many college teachers have, over the years worked on environmental questions, some keeping in view the issue of ecology.




(Tridib Santapa Kundu)
Principal
Principal
Deshabandhu Mahavidyalaya
Chittaranjan