

# KULTALI Dr. B.R. AMBEDKAR COLLEGE

Vill- 11 No. Jalaberia P.O- Jamtala P.S- Kultali South 24 Parganas

Pin- 743338 West Bengal Ph- 8017954453

## E-governance Policy

Kultali Dr. B. R. Ambedkar College has adopted the policy to implement e governance in the areas of

### **1. Administration including complaint management**

In terms of administration, various aspects are dealt through online mode. The entire details about the college, like information about Substantive teaching and non-teaching staff are maintained in the government portal called AISHE and Banglar Uchchashiksha. These web portals have also different sections assigned for the institutional details which includes office location, total students' strength and various other aspects of the college. In Banglar Uchchashiksha web portal also a provides a dedicated section for maintaining extensive details of each student of a particular academic year. It is maintained thoroughly by the faculties of the college.

The College website provides all the information about the college which includes administrative as well as academic aspects. It has separate sections for each department, Library, IQAC, AQAR, NAAC, SSR etc. The College website also displays photographs of the important commemorative and observance days. A separate notice section is provided in the website which cater all the details of notices, upcoming events and important highlights. It also contains the Pdf copy of the college journal along with faculty profile of each staff of the college. The website has links to UGC, NAAC, MoE, RTI and Anti Ragging. The security of the college is ensured by the CCTVs installed at various places in the college premise. West Bengal Govt. Health Scheme is also adopted in the college.

### **2. Finance and Accounts**

The college has been keeping records of the financial transactions and reports in the form of excel sheets as well as cash book records. Online PDF versions of utilization certificates of the Grants received by the College are also maintained. In terms of the salary of the Substantive teaching and non-teaching staff of the college are maintained through online HRMS portal of Govt. of West Bengal and monthly alerts are also sent to individual from the treasury offices via online mode. The disbursement of the salaries form treasury is also conducted through online DSC (dongle) in which sign-in encryption designing is preloaded. The teaching and non-teaching staff of the college can also generate their payslip through the e-services section of WBIFMS Web Portal. Recently, the government of West Bengal has also translated the employer Provident fund through the Online Portal which the college has also adapted and took initiatives regarding it. For collection of admission fees and enrolment fees online portal with multiple payment gateways and student management system is also introduced in the college.

### **3. Student Admission and Support**


Since the 2015-16 session the college complying with the rules of West Bengal Higher Education Department and University of Calcutta has maintained and conducted a standalone online admission process, adhering to all the reservation policies. Other digital initiatives like Admission form fill up, Application Form verification and transaction through payment gateways are done in online mode. In order to provide a full detailed information about the college E-prospectus is also uploaded in the college website- a link of which is also embedded in the admission portal so that the students can have a full view about the college performances and the various aspects of the college. Recently, the College has adopted the online Student Management system to keep data records and other data related to the students through digital mode so as to adopt a complete e-governance outlook. The modalities regarding Various Scholarships and Government Schemes are also conducted through stipulated websites via online mode. The College has also adopted Learning Management System for the benefits of the students by providing online learning materials.


Moreover, University enrolment, registration and fees collection are done through university web portal. The college has created a dedicated YouTube channel for the dissemination of knowledge in the forms of webinars and lectures. The college has subscribed INFLIBNET NLIST in the college library for the dissemination of e-resources to the faculties and students. Along with it the college library is planning the adopt Library Management Software named Koha in the library from the current calendar year.

### **4. Examinations**

Kultali Dr. B. R. Ambedkar College is affiliated to University of Calcutta. The University from time to time provides all the relevant notices and circulars related to the examinations and these documents are circulated to the students through the college website. Due to the outbreak of COVID-19, following pandemic norms, the University strictly instructed all the affiliated colleges to conduct examinations in online mode. The College complying to the aforesaid rules, implemented the online mode of examination from the year 2020. Distribution of questions and instructions for examinations, which included uploading of Question papers were done on the College website, and answer scripts were collected via online mode. Along with it, filling and submission of examination forms, collecting checklists of eligible students, revaluation forms, uploading of marks, etc. For the examinations in post pandemic period are also done through the online web portal.

**The Policy has been approved in the meeting of Governing Body dated 19.08.2021**

  
President  
Governing Body  
Kultali Dr. B.R. Ambedkar College  
Dist.- South 24 Parga.-s

  
Principal  
Kultali Dr. B.R. Ambedkar College  
South 24 Parganas

