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6.2.3. Implementation of e-governance in areas of operation:

Being able to handle the demands and challenges of the moment is linked with good governance. Since technology can help maintain a positive and healthy atmosphere for all stakeholders and streamline governance mechanisms, it is a valuable asset to management. An institution's e-governance policy serves to improve the governance framework for the institution's growth in the contemporary digital era of cutting-edge technologies.

PERSPECTIVE

The following domains are included by the policy's scope:

- Admission of students
- Examinations
- Library
- ICT infrastructure
- E-Waste Management
- General administration
- Accounts and Finance

Goals for the policy

- To expedite and simplify the admissions process, making it more accessible to applicants and efficient for the college.
- To streamline financial processes, reduce manual errors, and enhance financial transparency.
- To improve overall efficiency and streamline administrative processes through the effective use of technology.
- To use technology to conduct transparent and equitable exams in order to stop malpractices.

In order to support the college's e-governance objectives, the library system needs to be modernized, resources made more accessible, and digital literacy encouraged. Additionally, a

strong and secure ICT infrastructure needs to be maintained. Lastly, electronic waste produced by the college's IT systems needs to be managed appropriately.

Components

OVERALL MANAGEMENT

Digital records of all administrative papers, such as circulars, memos, and official correspondence, are being kept. All stakeholders are being regularly informed and involved by means of a dedicated e-platform where important decisions and policies will be discussed and communicated. The college administration will be able to make decisions more collaboratively thanks to this platform.

The ERP solution is now in use.

- To quickly distribute information, the college will use an integrated communication system. For efficient communication, official social media platforms, SMS, and emails will be used.
- Two helpful apps—the Asutosh College faculty app and the Asutosh College student app—allow for the economical and flexible management of all administrative and scholastic processes.
- The college website will be updated completely to give everyone access to recent information.

FINANCE AND ACCOUNTS

Establish a safe online payment platform for tuition, housing fees, and additional expenses. Parents and kids will be able to make payments easily and on time thanks to this.

- Make use of accounting software to keep precise financial records. Through a secure site, regular financial reports would be prepared and made available to pertinent parties.

Regular training of current staff members and software updates are necessary.

- Online payments are sent and received, including bank transfers, RTGS, and NEFT.

<https://asutoshcollege.in/new-web/accounts.html>

ENTRY FOR STUDENTS

Establish an online application system that enables potential students to electronically submit their applications. Application fees will be paid through safe payment channels integrated into this system. The quantity of students registering for every course, withdrawals, and payment submission will all be handled via a specific portal.

<https://asutoshcollege.in/new-web/admission-committee.html>

EXAMINATIONS

Establish an online examination system for internal assessments that are both subjective and objective. This system will have safeguards in place to guarantee the security and integrity of the testing procedure.

- The University controls the external examination procedure; therefore, the University's governance rules must be followed in this respect.

<https://asutoshcollege.in/new-web/#>

LIBRARY

- Set up an electronic library system to effectively manage materials. Features including e-books, an intuitive user interface, and online cataloguing will be part of this system.

Give teachers and students remote access to the library's resources so they can peruse and check out items electronically.

<https://asutoshcollege.in/new-web/about-library.html>

ICT INFRASTRUCTURE

Cybersecurity safeguards are put in place to safeguard private information and the college's network infrastructure. To keep the ICT infrastructure current and functional, the hardware and software systems are regularly maintained and upgraded. The college has enough desktop and laptop computers for both staff and students. Multimedia equipment such as projectors are available in the lecture hall, classrooms, seminar rooms, and laboratories. Office automation packages are regularly updated for desktops and laptops, such as Open Office, MS Office, and antivirus software. Our institution has functional blended learning, LMS-based assessment, webinars, online admission, dynamic websites, online grievance redress, functional Google classrooms and faculty webpages, online data management and maintenance, and more.

E-WASTE MANAGEMENT

- Rules are provided for the appropriate disposal of electronic waste while making sure that environmental laws are followed. This E-Government Policy Document are reviewed and updated on a regular basis to reflect changes in the college's operating requirements and technological improvements.

<https://asutoshcollege.in/new-web/laboratory-and-e-waste-management-and-recycling-committee.html>



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