


**VICTORIA INSTITUTION (COLLEGE)**  
**78- B, ACHARYA PRAFULLA CHANDRA ROAD,**  
**KOLKATA – 700 009**



## **E- GOVERNANCE POLICY**

 19/03/24  
Principal  
VICTORIA INSTITUTION  
(College)

## E-GOVERNANCE POLICY

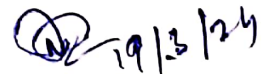
The E- governance policy has been designed with the primary objective of automating various functionalities of the Institution for seamless administration, to ensure an efficient system of operation.

The scope of the policy extends to the following areas:

- Administration
- Finance and Accounts
- Students Admission and Support

## OBJECTIVES

1. To implement E-governance in all core functional areas of the Institution for greater efficiency.
2. To promote transparency and accountability in all functions of the college.
3. To maintain all the data on a secure platform.
4. Provide easy access to information.
5. Enhance speed and efficiency of processes and achieve greater consistency.
6. Adapt eco-friendly approach.
7. Facilitate online internal and external communication between various entities of the Institution.
8. To unite various stakeholders and establish the institution globally.

 19/3/24

Principal  
VICTORIA INSTITUTION  
(College)



The college with the primary intent of enhancing the system of e-Governance for easy and perennial access of invaluable data has resolved to put into effect the enriched usage of digital facility in the diverse areas of activities of the college. The obviously discernible areas of accomplishment are as follows:

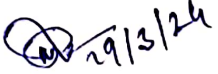
### **Administration**

Most of the administrative function of the Institute is handled through ERP system to make the process smooth and hassle-free. All functions related to the information storage of the Institute such as requisition handling, indentation, issuing of purchase order and service order to maintaining the Employee details, in a proper pre-defined format are done through the ERP portal. Further upgradation of its functions related to administration such as in ERP are being implemented.

The Administration communicates online with different bodies as well as the teaching and non-teaching staff. All important administrative information including notices is regularly published on the website & social media.

The Institution has 24×7 internet facility. To achieve the target of Paperless communication use of social media and e-mails are being implemented by all concerned.

The College has also implemented Biometric attendance with leave ledger for all staff members.

  
Principal  
VICTORIA INSTITUTION  
(College)

## **Finance and Accounts**

For simplicity of maintaining accounts, the Institute is already using ERP software.

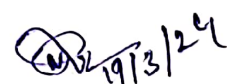
The automatic calculation of the salary, TDS, Provident Fund, ESI and other Allowances, generation of salary slips are done through the Accounts and Finance portal through ERP.

The reports related to trial balance, P&L, student ledger balance are generated through ERP. Also cash voucher payment, student collection and refunds, issue of cheque, money receipt print are generated from ERP.

The advanced features help the staff to maintain financial records effectively and efficiently. Appropriate security measures are taken for maintaining the confidentiality of the transactions. Training programs for existing staff and updating of the existing software are initiated regularly as required. Necessary software updating is done by the concerned vendor authorized by the Institution.

## **Student Admission and Support**

The admission process of the college is conducted online. The E-governance software provides a platform for the smooth functioning of the entire admission process - from Student Application, form fill up for admission, payment link activation to admission analysis and student registration. The college also encourages online payment of fees of the students. Examination related operations like Examination form fill up, Admit card generation, Marks submission and Result are also processed digitally.

 19/3/24

**Principal**  
**VICTORIA INSTITUTION**  
**(College)**




The communication between the teachers and the students in matters related to academic pursuits and parental attention is also conducted digitally. Moreover, all the regular updates related to payment of fees and scholarships are also conveyed in the digital format. Feedback forms and online feedbacks of Students, Parents are also in practice.

### **Website**

The college website mirrors the college activities and provides information about all events, important notices, etc. to the world outside. For this purpose, a separate service provider is appointed by the Institution to assist the existing staff and persons in charge of the responsibility of website administration and updation at the college level.

### **Library**

Staff and students of the college with prior permission from the Principal and the Librarian have free access to e-journals and resources provided in the college library. The students may avail the facility of INFLIBNET N LIST wherein they could easily navigate through the vast repository of e- resources that are helpful to them in carrying out academic activities at the UG level. The library has also embraced automation with the implementation of Koha, providing students with easy access. Furthermore, the inclusion of Web OPAC facility enhances user experience, facilitating efficient navigation and search.

  
Principal  
VICTORIA INSTITUTION  
(College)