

Balurghat College

(Govt. Sponsored)

(A constituent College under the University of Gour Banga offering both UG & PG Courses)



Dr. Pankaj Kundu
Principal

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Strategic Plan Deployment Document

The Strategy Plan: The College Authority decided to execute the plan of digitizing of administration at many levels which mainly includes Admission, Maintenance of Fee records and Accounts, Examination, College Website and Wifi zone. Each component of administrative process was digitized with micro planning and thorough testing procedures.

The Action Plan: The Digitization of Administration would bring about transparency in the whole system.

- ❖ **Admission:** The Online Admission System through web tendering process has been introduced by the College by the Government of West Bengal and guided by the rules and regulations of the University of Gour Banga. The College has a separate Online Admission Committee, in addition with Academic Sub Committee to co-ordinate the admission process. This enables to identify the requirements for every academic session. The Database is further used in Issuing Identity Cards, Library Cards, Application for Scholarships and Eligibility. The online system ensures ready availability of data regarding the admission procedure, vacancy seats, College regulations etc to the prospective candidates. The implementation of this system enables to optimize its efficiency through real-time monitoring.
- ❖ **Fee Records:** The data collected during the online admission process is used as the database in maintaining the fee records and disbursement of Scholarships from various agencies.
- ❖ **Maintenance of Accounts:** The Office of the College mostly uses Tally software for maintenance of books of Accounts.
- ❖ **Examination:** The filling up of examination is online and college provides necessary facility for the same as introduced by the Government of West Bengal and guided by the rules and regulations of the UGB. The database is used for generation of Hall Tickets in the college.
- ❖ **Website:** The College has a dynamic website with a unique feature of providing administrative access to all the departments. The updates and announcements are made on regular basis. The website provides with all the necessary information regarding the current notice, seminars, examinations, recruitments etc.
- ❖ **Wi-Fi:** The college campus has secure Wi-Fi enabled with speed of 54 mbps. Students and staff are given an option of getting a secure Wi-Fi connection on their laptops, tablets or smart phones. This can be accessed from various classrooms, laboratories and departments. Inter and Intra-Departmental communications is extensively possible through emails and Whatsapp Groups.



P. K. J. 02.9.15
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