6.2.3.1

e- Governance Annual Report

2022 - 2023

e-Governance Report for the year 2022-2023

In order to improve communication, promote transparency accountability and cost time effectiveness higher education institution prefers to use information and communication technologies through Electronic Governance. The College has implemented e-Governance with the help of M/s MSS ERP Solutions private limited, Burdwan.

IMPLEMENTATION OF E-GOVERNANCE IN THE AREAS OF: .

Student Admissions and Support:

The college has made a great leap in the implementation of e-Governance with the automation of student admission procedures and maintenance of an exhaustive student profile.

The College has ensured uninterrupted internet connectivity. It has provided 100 MBPS - 2 connections, (Broadband with Wi-Fi facility in the campus)

Software is connected with Cloud for access of data 24 x 7 .

The whole admission process starting from Registrations, payment of registration fee, merit point calculation, certificate verification, payment of admission fees for all UG programmes was conducted online.

Some of the UG theory classes were conducted online using MSS ERP Portal

The students' data is stored and maintained using the software for attendance, issue of ID cards, sending SMS.

. Software is used for issuing Bonafide Certificates and Transfer Certificates. .

Software application is used to select Core-1, DSC, GE and SEC course online.

Finance and Accounts:

The College uses the MSS ERP Solutions software for e-Governance for transparent functioning of the Finance and Accounts department of the college. Some of the functions include collection of fees, generation of receipt, generation of financial reports. The administrative office maintains the reports and books of accounts generated from the software which helps in auditing procedures.

Administration:

The Administration of the College functions with an e-Governance system at college level. The College uses the modules like, library, MSS ERP Solutions software for administrative purposes. Some of the functions include issue and return of Library book transactions, Acquisition, Stock position, Stock verification and Online Public Access Catalog (OPAC) using software. The College has also subscribed for access to KOHA for all such Library related activites

Examinations:

The Examination Branch of the college is equipped with ICT tools necessary for conduction of examination related activities The examination related activities include: .

- Generation of Examination attendance sheet, DR sheets etc .
- Declaration of results and download facility of Marks sheets are available in college website through a link of affiliating University portal.
- Enrollment and Registration of examination through online for both regular and SNC candidates
- Payment of examination fees through online
- Storing and maintaining Exam related data of the college

Others: .

Meetings of all statutory bodies like Governing Body, Finance, Academic Council, Teachers Council and non-statutory bodies were held online using either google meet link or Zoom platforms due to pandemic. .

CCTV camera surveillance systems are used to maintain safety and security in and around the campus. .

The college uses ICT tools in the process of planning college events, activities and academics. Important notices and announcements and communication are also circulated via website, facebook page and whats app to all the stakeholders. To achieve the target of paperless communication and processes, it has started using Google facilities like Google Form, Google Sheet and Google Drive.

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e-Governance Report for the year 2021-2022

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Finance and Accounts department of the college. Some of the functions include collection of fees, generation of receipt, generation of financial reports. The administrative office maintains the reports and books of accounts generated from the software which helps in auditing procedures.

Administration:
The Administration of the College functions with an e-Governance system at college level. The College uses the modules like, library, MSS ERP Solutions software for administrative purposes.

Examinations:

The Examination Branch of the college is equipped with ICT tools necessary for conduction of examination related activitiesThe examination related activities include: .

- Total examination process was conducted online with the help of Gmail, Whatsapp etc.
- Declaration of results and download facility of Marks sheets are available in college website through a link of affiliating University portal.
- Enrollment and Registration of examination through online for both regular and SNC candidates
- Payment of examination fees through online
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IMPLEMENTATION OF E-GOVERNANCE IN THE AREAS OF: .

Student Admissions and Support:

- The college has made a great leap in the implementation of e-Governance with the automation of student admission procedures and maintenance of an exhaustive student profile.
- The College has ensured uninterrupted internet connectivity with the help of BSNL and Jio fi
- Software is connected with Cloud for access of data 24 x 7 .
- The whole admission process starting from Registrations, payment of registration fee, merit point calculation, and payment of admission fees for all UG programmes was conducted online.
- The students' data is stored and maintained using the CAMS software is used for issuing Bonafide Certificates and Transfer Certificates.
- Software application is used to select Core-1, DSC, GE and SEC course online.

Finance and Accounts:
The College uses the MSS CAMS software for e-Governance for transparent functioning of the Finance and Accounts department of the college. Some of the functions include collection of fees, generation of receipt, generation of financial reports. The administrative office maintains the reports and books of accounts generated from the software which helps in auditing procedures.

Administration:
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Examinations:

The Examination Branch of the college is equipped with ICT tools necessary for conduction of examination related activitiesThe examination related activities include: .

- After introduction of CBCS curriculum UG Enrollment and Registration of examination through University portal for both regular and SNC candidates
- Payment of examination fees through online
- Storing and maintaining Exam related data of the college

Others:.

- The college uses ICT tools in the process of planning college events, activities and academics. Important notices and announcements and communication are also circulated via website, facebook page and whats app to all the stakeholders.

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