Annual E-Governance Report
2019-2020

Shahid Matangini Hazra Government College for Women implemented the e-Governance Policy of the college to enhance transparency, efficiency, and accountability in the administrative and academic processes, creating a paperless environment.

Due to outbreak of Covid-19 pandemic, lockdown started from March'2020 suspending physical classes. As per the guidelines issued by the Vidyasagar University, the affiliating university, to continue teaching learning process, online classes started. Students and faculty members adopted new norms of educational platform and started to use the available e-Governance framework.

This report summaries the unprecedented unique journey and progress of the college to integrate technology into its governance and academics, thereby creating a paperless environment.

Key Objectives Achieved:

- E-Governance Implementation: Integrated e-governance tools across various functions.
- Transparency and Accountability increased.
- Online Teaching and Learning using Paperless Environment using digital processes.
- Improved access to academic and administrative information.
- Data Security: Ensured secure data maintenance and compliance with regulations.
- Communication: Facilitated online communication between all stakeholders.

Following areas of implementation of e governance during the session 2019-2020:

1. Administrative and Academic Management
- The college website performed as the first line of communication for students, faculties and all stakeholders about all administrative and academic activities.
- The Vision & Mission of the college, courses offered, departmental/faculty profiles, admission related notice, scholarship related information, various academic programs etc. information was provided online through the website of the college. Students have connected to Higher Education Portals (https://banglaruchchashiksha.wb.gov.in/). Vidyasagar University website (https://www.vidyasagar.ac.in/) and UGC website (https://www.ugc.gov.in/) through the links on our college website.
- Anti-Ragging rules, syllabus, university notice, exam schedule, results, review, scholarships etc. also accessed online. Tender related information displayed online.

Government of West Bengal
Shahid Matangini Hazra Government College for Women
Chaksrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur :: Pin-721649

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2. Financial Management:

- For office, administration, finance & accounts, we used finance department's portal of Govt. of West Bengal (WBIFMS, HRMS etc.) for salary, wages, college development fund, contingency funds etc.

- For permanent staff, GPF & Income Tax related Form-16 and 26AS were managed through AG Bengal's website and Income Tax Dept. portal.

3. Student Admission and Support:

- Admission to B.A/B.Sc. classes was completed online. For anti-ragging declaration, students used UGC portal.
- Various policies of the college, such as Anti-Ragging Policy, Grievance Redressal Policy, Code of Conduct for students etc. displayed on college website. Links for different scholarships, welfare schemes are available on the college portal for application, verification and submission process through our nodal officer.
- ILMS (Institutional Learning Management System) introduced and students were encouraged to access ILMS for study materials, e-books, and other resources. Online classes conducted using Google platform.

4. Communication and Collaboration:

- Online communications regarding planning and development were conducted through emails and WhatsApp.
- Online classes conducted using Google Meet platform.

5. Human Resource Management:

- Employees service-related matters such as different leaves (CL, EL, CCL etc.), Service Book, Self-Appraisal Reports, GPF loans etc. have done through WBIFMS portal viz., WBIFMS, HRMS, and GPF.
- For employees and their dependents, family members' health insurance was managed through the West Bengal Health Scheme Portal.

6. Data Security and Privacy:
- Established protocols for secure access adopted.
- Ensured compliance with standard data protection regulations.

Following are the E-Governance link of different portals used by the institution:

Sl No.	Portal	Link
1.	Banglar Uchchashiksha Portal	https://banglaruchchashiksha.wb.gov.in/
2.	WBIFMS	https://www.wbifms.gov.in/
3.	HRMS	https://www.wbifms.gov.in/
4.	WBHS	https://wbhealthscheme.gov.in/
5.	GPF	https://agwb.cag.gov.in/
6.	College Notice/Other Details	https://matanginicollege.ac.in/
7.	SVMCM Portal	https://svmcm.wbhed.gov.in/
8.	Kanyashree Portal	https://wbkanyashree.gov.in/
9.	Aiykashree Portal	https://wbmdfcscholarship.in/
10.	National Scholarship Portal	https://scholarships.gov.in/
11.	OASIS Portal	https://oasis.gov.in/
12.	Google Meet	https://meet.google.com/
13.	ILMS	http://ilms.matanginicollege.ac.in/

The 2019-20 academic year ended with an unprecedented impact on the teaching and learning platform, compelling advancements in e-governance. These advancements contributed to the overall sustenance and development of the college, ensuring its continued functioning during this crucial juncture.

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