



GOVERNMENT OF WEST BENGAL

Office of the Principal

**SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN**

Chaksrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



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## Annual E-Governance Report 2021-2022

Shahid Matangini Hazra Government General Degree 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. During the post Covid-19 scenarios, all students and faculty members are familiar and extensively used the e-Governance framework. This report summaries the approach and progress of the college in integrating technology into its governance, thereby creating a streamlined, paperless environment during the academic year.

### Key Objectives Achieved:

- **E-Governance Implementation: Integrated e-governance tools across various functions.**
- **Transparency and Accountability: Increased transparency and accountability.**
- **Paperless Environment: Reduced paper usage through digital processes.**
- **Information Access: Improved access to academic and administrative information.**
- **Automated Library: Implemented an automated library system with KOHA Software.**
- **Data Security: Ensured secure data maintenance and compliance with regulations.**
- **Communication: Facilitated online communication between stakeholders.**

Following areas of implementation of e governance during the session 2021-2022:

### 1. Administrative and Academic Management

During this session, in the post Covid-19 pandemic phase, the student friendly interface of our website <https://matanginicollege.ac.in/> acted as the first line of communication for existing as well as upcoming students regarding our Vision & Mission, Courses offered, Departmental/Faculty Profiles, Admission related notice, scholarship related information, various academic programs etc. Apart from this, admitted 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 links on our college website. Anti-Ragging rules, Syllabus, University notice, University Examination fees, Exam schedule, Uploading Internal Examination Marks in University Portal by faculties, Results, Review, Scholarships etc. performed online. Different tender related information have been displayed on the e-Tender Portal.

### 2. Financial Management

In this session (2021-2022), for office, administration, finance & accounts, we used finance department's portal of Govt. of West Bengal (such as WBIFMS, HRMS) for salary, wages, college development fund, contingency funds, book grants etc. For permanent staff, GPF & Income Tax related Form-16 and 26AS were managed through AG Bengal's website and Income Tax Dept. portal (<https://www.incometax.gov.in>).

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### 3. Student Admission and Support:

In this session, admission to B.A/B.Sc. classes was completed fully online process. The registration and examination form fill-up, admit card generation process was done through the Vidyasagar University portal, and 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. are displayed on college website. Links for different scholarships and welfare schemes are available on the college portal for application, verification and submission process through our nodal officer. Students were encouraged to use different study materials, e-books, and other resources through our online repository in the ILMS, supplementing usual classroom teaching.

### 4. Library:

New librarian has reported during this academic period and automation of the college central library initiated. Installation and configuration of automated ILMS has been completed and KOHA software is made available for better resource management. During the session, the physical use of the library was also fully available. OPAC (Online Public Access Catalogue) was functional.

### 5. Communication and Collaboration:

In the post Covid-19 pandemic phase, online communications regarding planning and development were widely conducted through emails. WhatsApp was also used as a popular communication mode, in addition to email. Online Webinar and Seminars were arranged by various departments for the students. Teaching faculties also attended several seminars, workshops, orientation programs, FDPs, and short-term courses through online modes.

### 6. Human Resource Management

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

### 7. Data Security and Privacy

Established protocols for secure access adopted and ensured compliance with standard data protection regulations.

### 8. E-Waste Management

E-waste management was implemented for disposal and recycling of e-waste, minimized environmental impact through sustainable practices.

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

Sl No.	Portal	Link
1.	Banglar Uchchashiksha Portal	<a href="https://banglaruchchashiksha.wb.gov.in/">https://banglaruchchashiksha.wb.gov.in/</a>
2.	WBIFMS	<a href="https://www.wbifms.gov.in/">https://www.wbifms.gov.in/</a>
3.	HRMS	<a href="https://www.wbifms.gov.in/">https://www.wbifms.gov.in/</a>
4.	PFMS	<a href="https://pfms.nic.in/">https://pfms.nic.in/</a>
5.	WBHS	<a href="https://wbhealthscheme.gov.in/">https://wbhealthscheme.gov.in/</a>
6.	GPF	<a href="https://agwb.cag.gov.in/">https://agwb.cag.gov.in/</a>
7.	Income Tax	<a href="https://www.incometax.gov.in">https://www.incometax.gov.in</a>
8.	College Notice/Other Details	<a href="https://matanginicollege.ac.in/">https://matanginicollege.ac.in/</a>
9.	SVMCM Portal	<a href="https://svmcm.wbhed.gov.in/">https://svmcm.wbhed.gov.in/</a>
10.	Kanyashree Portal	<a href="https://wbkanyashree.gov.in/kp_4.0/index.php">https://wbkanyashree.gov.in/kp_4.0/index.php</a>
11.	Aiykashree Portal	<a href="https://wbmdfcscholarship.in/">https://wbmdfcscholarship.in/</a>
12.	National Scholarship Portal	<a href="https://scholarships.gov.in/">https://scholarships.gov.in/</a>
13.	OASIS Portal	<a href="https://oasis.gov.in/">https://oasis.gov.in/</a>
14.	Students Credit Card	<a href="https://wbacc.wb.gov.in/">https://wbacc.wb.gov.in/</a>

Shahid Matangini Hazra Government General Degree College for Women, Purba Medinipur, has adopted the e-governance framework to create a transparent and efficient environment. The 2021-22 academic year has seen significant in advancements of e-governance, contributing to the overall development of the college.

*Piku Das Gupta.*

IQAC Coordinator  
Shahid Matangini Hazra Govt.  
General Degree College for Women

*B. M. J.*  
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