

# Government General Degree College, Gopiballavpur-II P. O. Beliaberah, Dist. Jhargram, Pin – 721517 Email: principal@ggdcgopi2.ac.in; Contact No. 03221-261263

Metric ID	Deviations Details	Findings of DVV
6.2.2	Institution implements e-governance in its operations  1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination	Policy document on e-governance , Annual e- governance report

## **Response of HEI:**

All relevant documents attached.



# Government General Degree College Gopiballavpur-II

Estd. 2015

P.O.-Beliaberah, Dist.-Jhargram, West Bengal, Pin-721517

Email: principal@ggdcgopi2.ac.in

Criterion 6 – Governance, Leadership and Management
Key Indicator- 6.2 Strategy Development and Deployment

Additional information/ Supporting documents

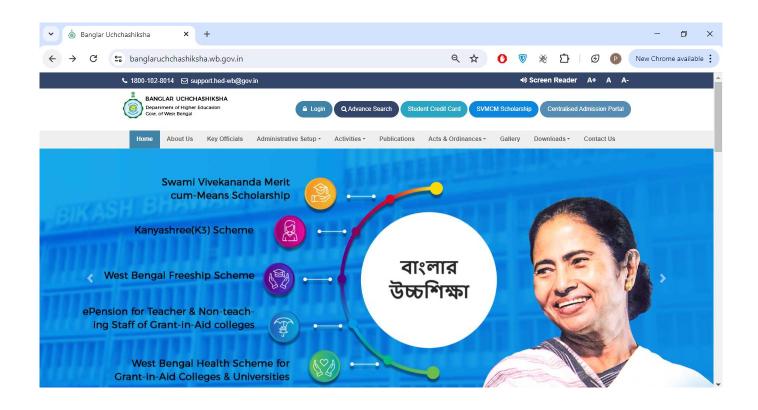
**Metric No.: 6.2.2** 

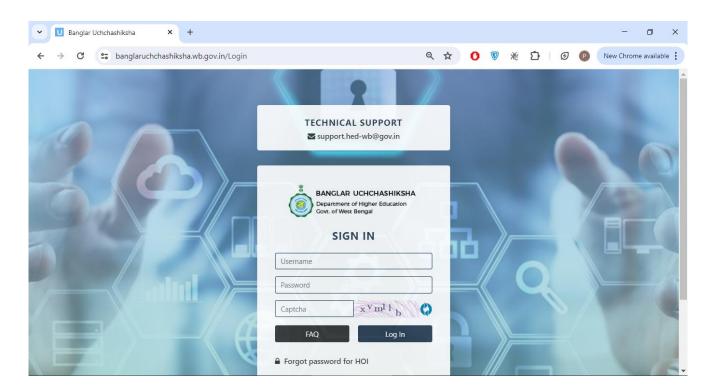
Institution implements e-governance in its operations

# **E-Governance Website Link**

SI No.	Portal	Link		
1	Banglar Uchchashiksha Portal	https://banglaruchchashiksha.wb.gov.in/		
2	IFMS	https://www.wbifms.gov.in/		
3	HRMS	https://www.wbifms.gov.in/		
4	PFMS	https://pfms.nic.in/		
5	WBHS	https://wbhealthscheme.gov.in/		
6	GPF	https://agwb.cag.gov.in/		
7	Admission Portal	https://ggdcgopi2.collegeadmission.org.in/ug.aspx		
8	ERP Portal	https://ggdcgopi2.ac.in/admin		
9	SVMCM Portal	https://svmcm.wbhed.gov.in/		
10	Kanyashree Portal	https://www.wbkanyashree.gov.in/kp_4.0/		
11	Aiykashree Portal	https://wbmdfcscholarship.in/		
12	National Scholarship Portal	https://scholarships.gov.in/		
13	OASIS Portal	https://oasis.gov.in/		
14	Students Credit Card	https://wbscc.wb.gov.in/		
15	Examination Form fill-up	https://pcdpcal.com/vu-sem4-2023/colleges/		
16	Examination  Management Portal	https://vidyasagar.pcdpkol.com/login		
17	Marks Submission Portal for Examiner	https://pcdpcal.com/vu-marks-2023/sem2/examiner/		
18	Marks Submission Portal for Principal	https://pcdpcal.com/vu-marks-2023/sem2/principal/		
19	College Notice	https://ggdcgopi2.ac.in/		

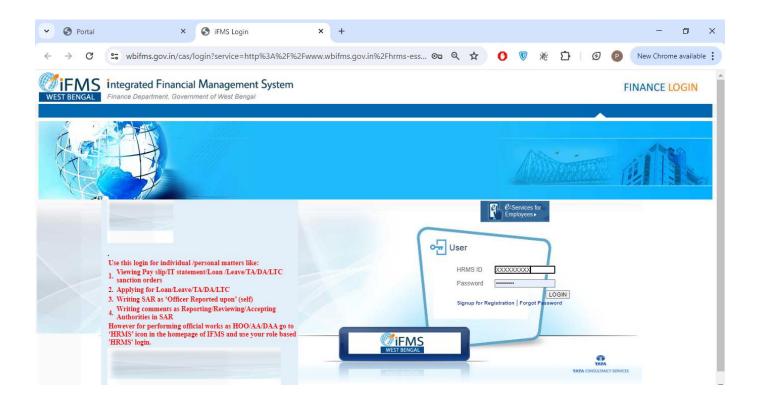
#### Banglar Uchchashiksha Portal



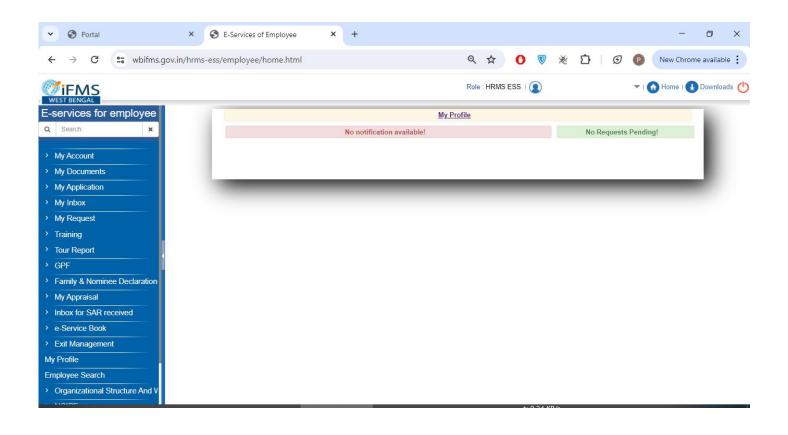


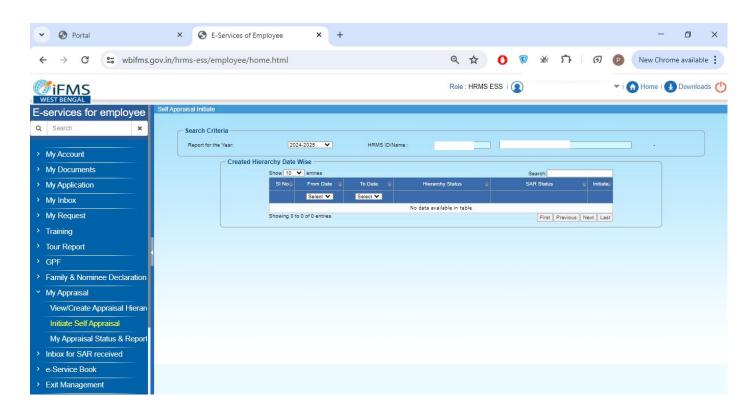
#### **IFMS**



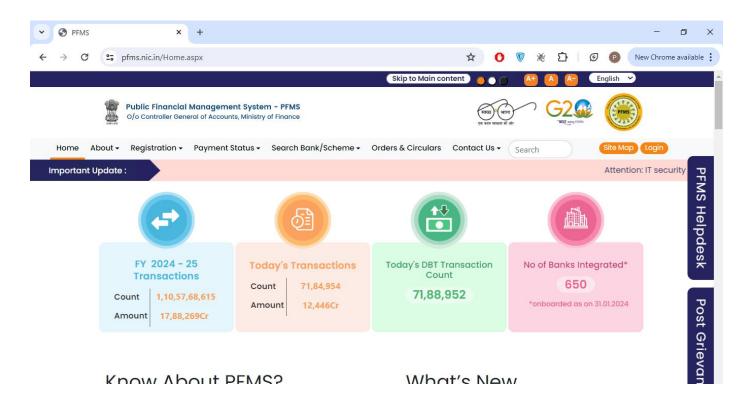


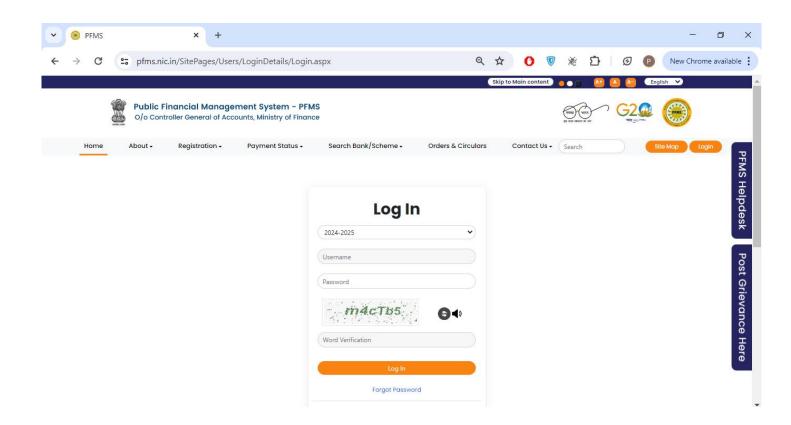
#### **HRMS**



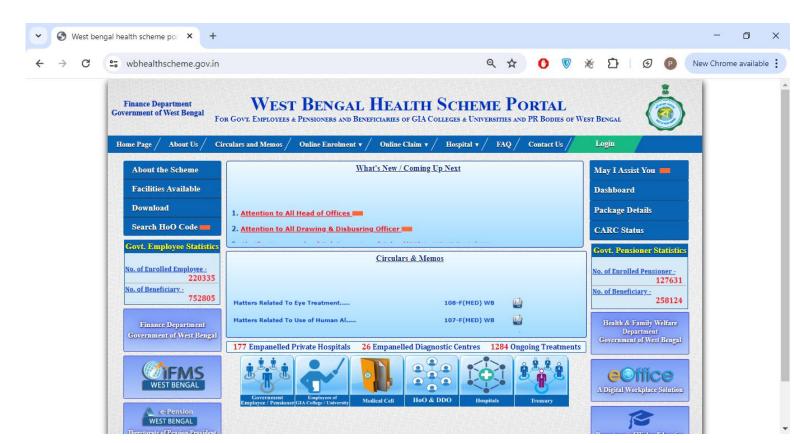


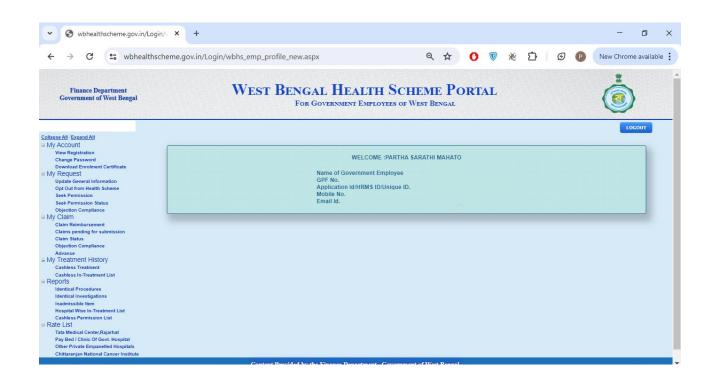
#### **PFMS**

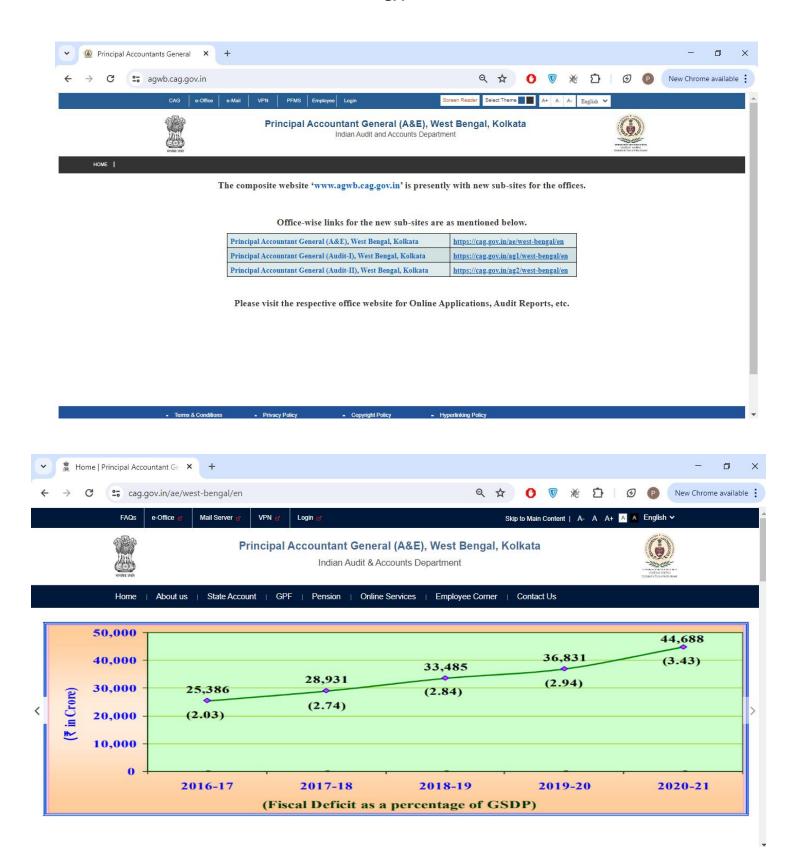




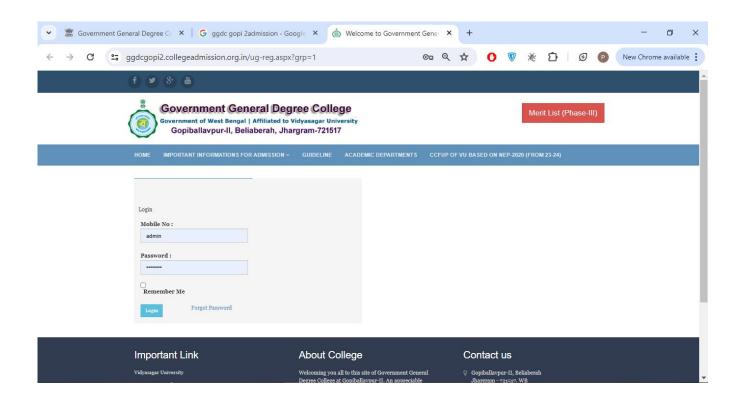
#### **WBHS**

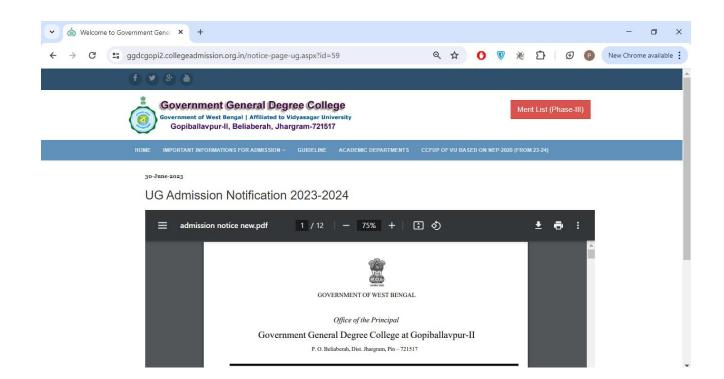




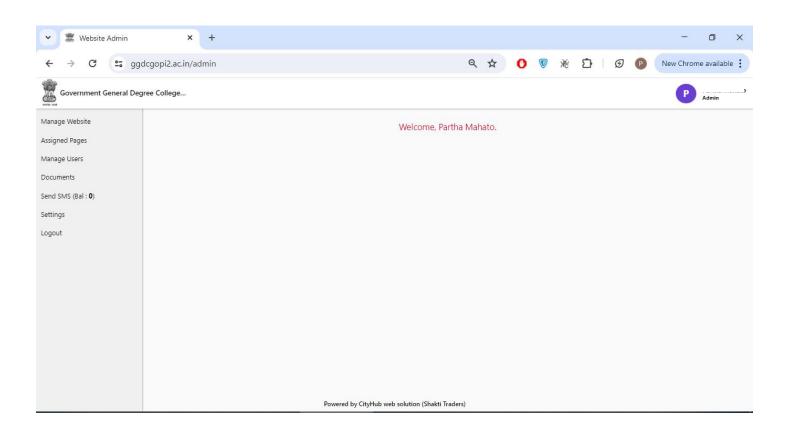


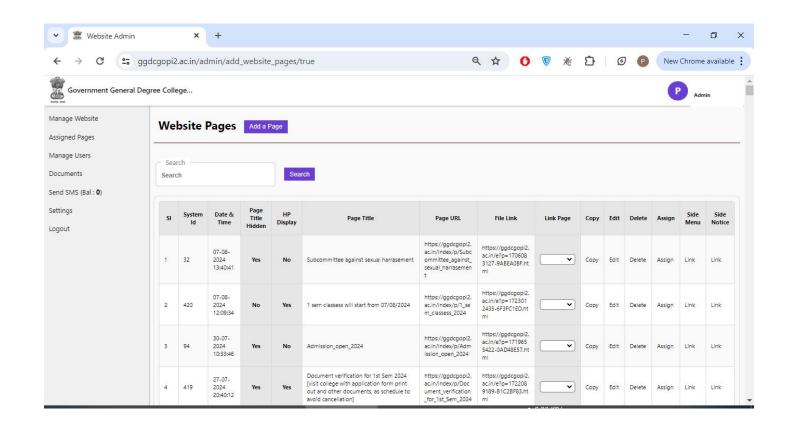
#### **Admission Portal**



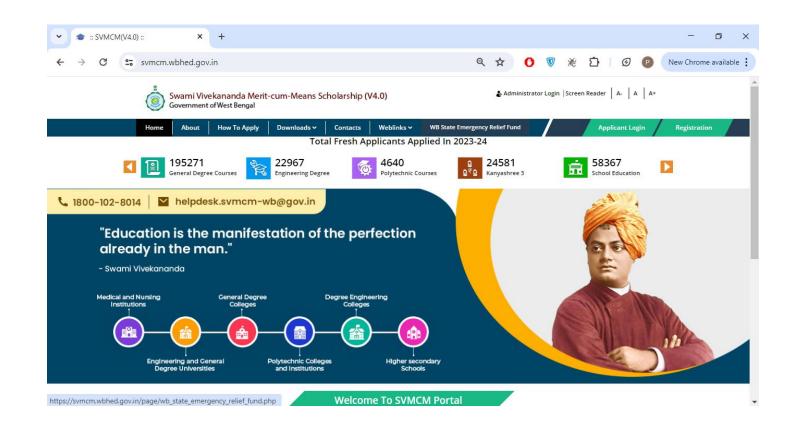


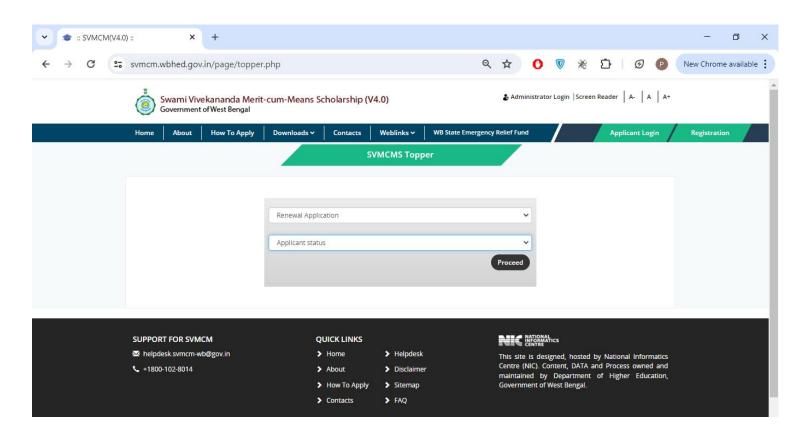
#### **ERP Portal**





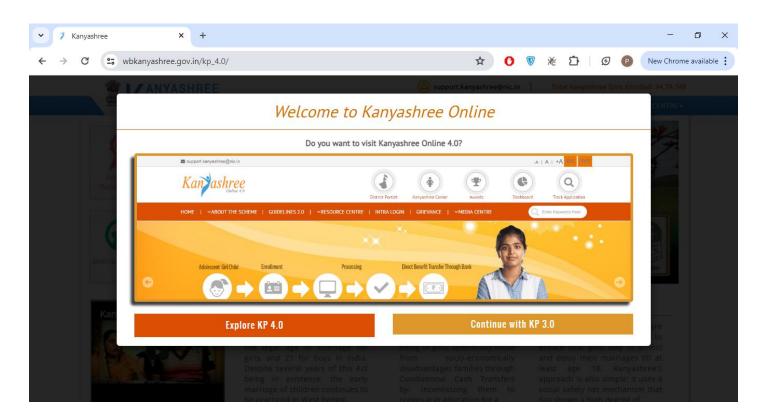
#### **SVMCM Portal**



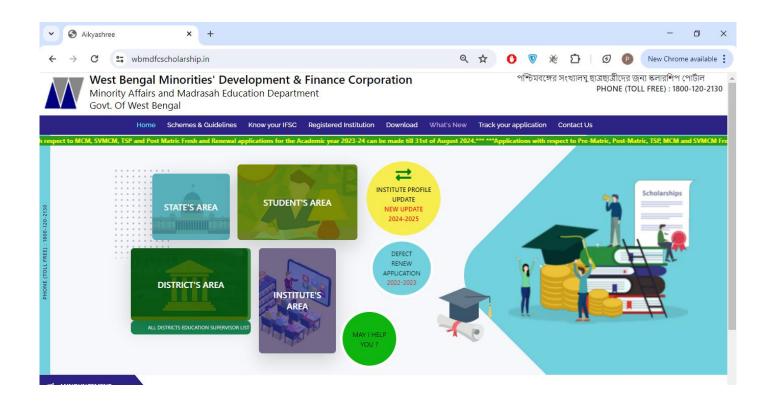


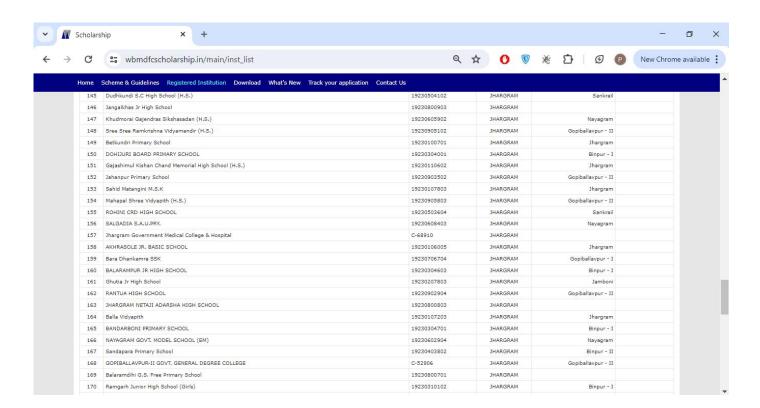
#### **Kanyashree Portal**



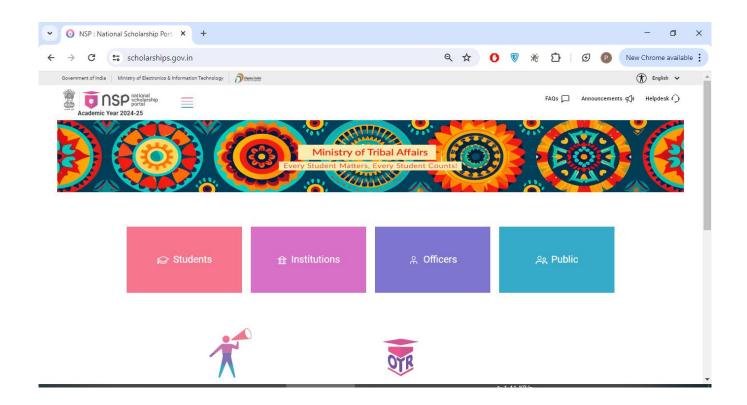


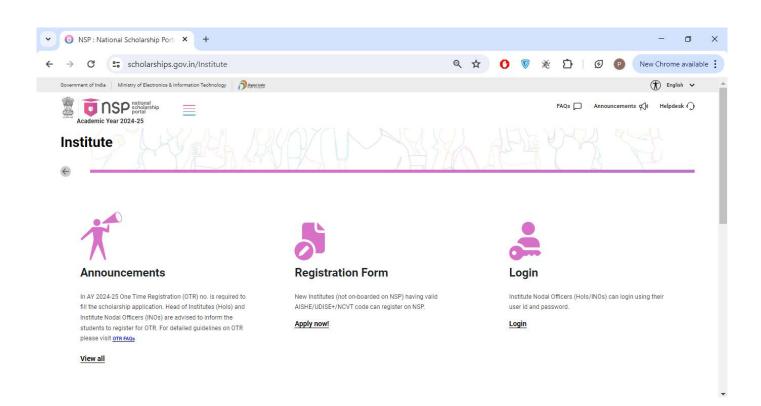
#### Aiykashree Portal



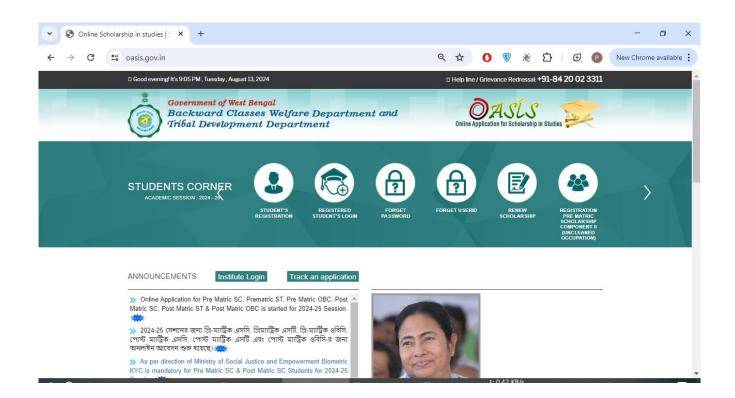


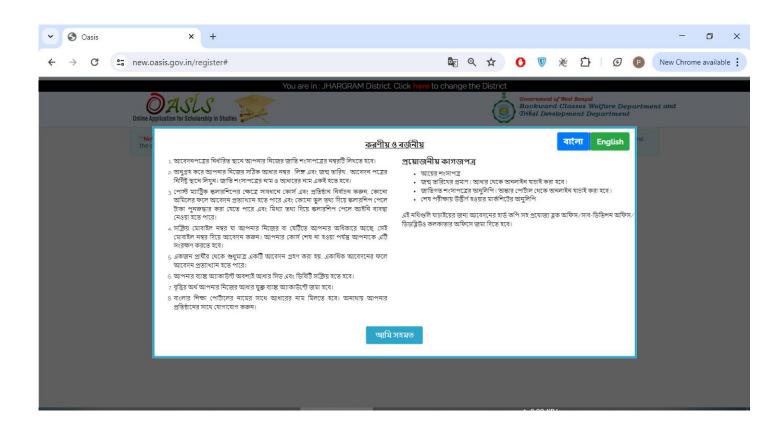
#### **National Scholarship Portal**



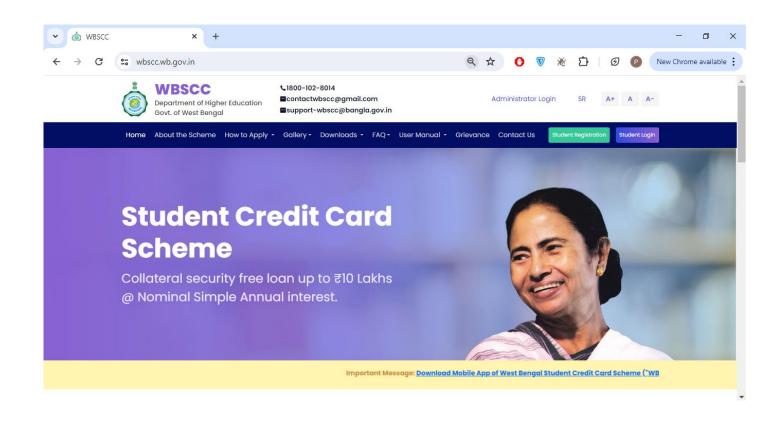


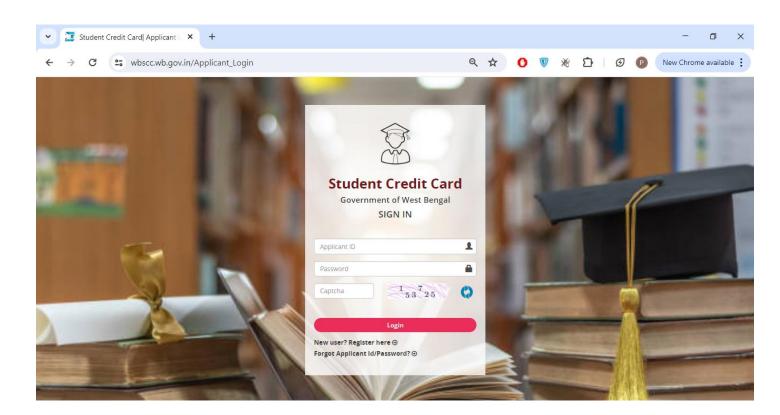
#### **OASIS Portal**



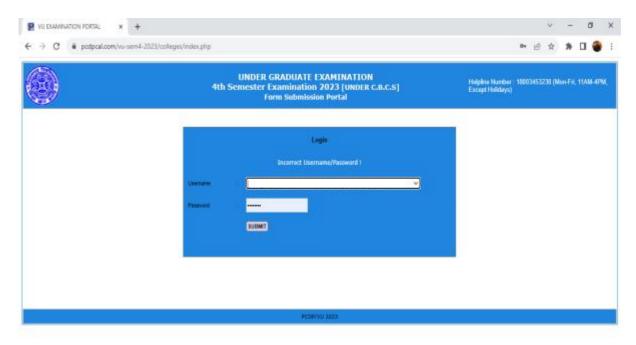


#### **Students Credit Card**

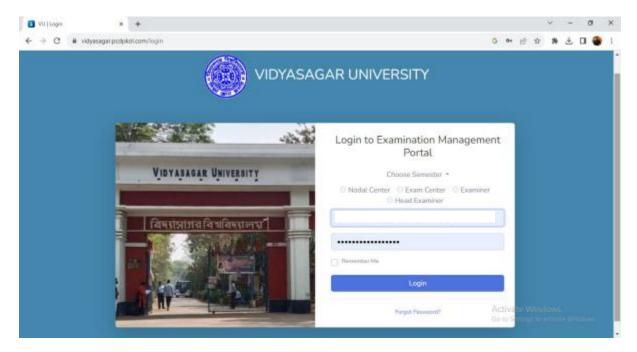




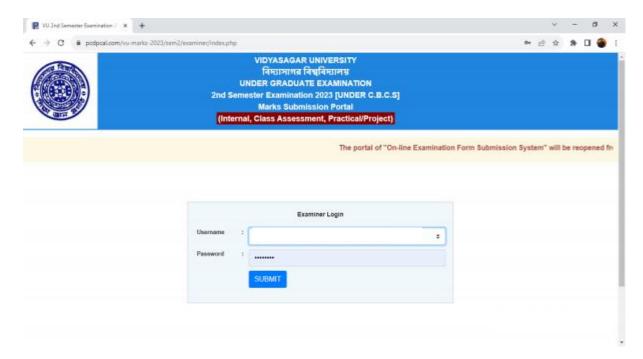
#### **Examination Form fill-up**



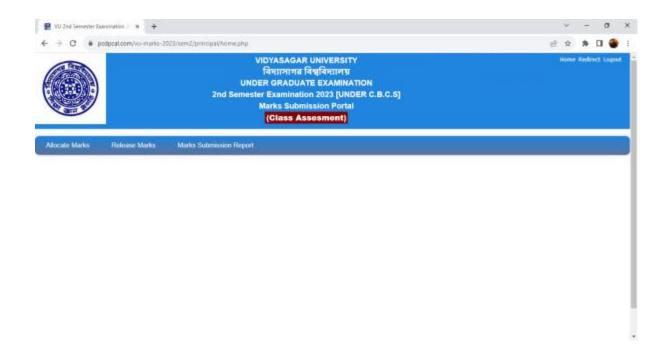
#### **Examination Management Portal**



#### **Marks Submission Portal**



#### **Marks Submission Portal for Principal**



#### **College Notice**









P. O. Beliaberah, Dist. Jhargram, Pin – 721517 Email:principal@ggdcgopi2.ac.in; Contact no. 03221-261263



# **Annual E-Governance Report 2018-19**

Government General Degree College Gopiballavpur-II College is striving to implement e-governance with the help of information and communication technologies (ICT) to improve efficiency, promote transparency and accountability to the stakeholders. The college is trying to incorporate the e-governance in the fields like Administration, Finance and Accounts, Students Admission and Support, and Examination to the extent possible.

#### Administration

- 1. Annual self appraisal for teachers and non-teaching staff are submitted through WBIFMS portal.
- 2. The college attempts to conduct administration procedures with less possible papers. All notifications regarding admission, commencement of classes, examination and result including tender notice are published in the college website. Correspondences for sharing important announcements, updates and notices to the students and employees are made through whatsapp and e-mail also.
- 3. The college has ICT enabled classrooms and conference rooms with projectors and screens.
- 4. CCTV cameras are installed and maintained at key locations of the college for surveillance.
- 5. College building is wi-fi enabled.
- 6. Complaint forms for statutory committees like Grievance Redressal, Woman Redressal and Internal Complain Committee are there in the website.
- 7. A big section of purchases of goods and services are done via e-tendering process through The West Bengal Government eProcurement System website and directly through Government e-Marketing (GeM), a government portal for ensuring transparency and speed in public procurement.

#### Finance and Accounts

- Salary grant received from Govt and its disbursement is done through finance department of West Bengal such as WBIFMS, HRMS.
- 2. For GPF of the staffs and income tax related works the college uses AG Bengal's website and Income Tax Department India portal respectively.
- 3. Admission fees and examination fees are collected online through respective portals.

### Students Admission and Support

 Admission process is conducted online and it is managed and regulated by college admission portal.



# Government General Degree College Gopiballavpur-II

P. O. Beliaberah, Dist. Jhargram, Pin - 721517

Email:principal@ggdcgopi2.ac.in; Contact no. 03221-261263



- 2. Admission guidelines, eligibility rules, selection process, college intake capacity and other relevant information are displayed on the college website.
- 3. For student support the institution has ICT enabled classrooms.

## Examination

- 1. End semester exam registration and hall ticket generation are made online via affiliating University portal.
- 2. Students can access the college website for any updates on examination related matters. Also they are informed through whatsapp messages also.
- 3. Marks are uploaded online in affiliating University portal.
- 4. Notification of result is intimated through whatsapp and student can check their results on the University portal.

# Library Management

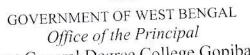
The college uses ILMS for students and teachers to access digital resources and utilize the library to maximum level.

## Feedback

Feedback forms for teacher, non-teaching staff, alumni and parents have been given in the website to collect feedback and suggestions. Also, one can use the college email id principal@ggdcgopi2.ac.in to communicate.

> Govt. General Degree College Gopiballavpur - II





Government General Degree College Gopiballavpur-II

P. O. Beliaberah, Dist. Jhargram, Pin - 721517 Email:principal@ggdcgopi2.ac.in; Contact no. 03221-261263



# **Annual E-Governance Report 2019-20**

Government General Degree College Gopiballavpur-II College continues to pursue its goal of e-governance with the help of information and communication technologies (ICT) to improve efficiency, promote transparency and accountability to the stakeholders. The college is trying to incorporate the e-governance in the fields like Administration, Finance and Accounts, Students Admission and Support, and Examination to the extent possible.

# Administration

- 1. Annual self appraisal for teachers and non-teaching staff are submitted through WBIFMS portal.
- 2. The college has stepped ahead in the direction of paperless administration. All notifications regarding admission, commencement of classes, examination and result including tender notice are published in the college website. Correspondences for sharing important announcements, updates and notices to the students and employees are made through whatsapp and e-mail also.
- 3. The college has ICT enabled classrooms and conference rooms with projectors and
- 4. CCTV cameras are installed and maintained at key locations of the college for surveillance.
- College building is wi-fi enabled.
- 6. Complaint forms for statutory committees like Grievance Redressal, Woman Redressal and Internal Complain Committee are there in the website.
- 7. A big section of purchases of goods and services are done via e-tendering process through The West Bengal Government eProcurement System website and directly through Government e-Marketing (GeM), a government portal for ensuring transparency and speed in public procurement.

# Finance and Accounts

- 1. Salary grant received from Govt and its disbursement is done through finance department of West Bengal such as WBIFMS, HRMS.
- 2. For GPF of the staffs and income tax related works the college uses AG Bengal's website and Income Tax Department India portal respectively.
- 3. Admission fees and examination fees are collected online through respective portals.

# Students Admission and Support

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- 2. Admission guidelines, eligibility rules, selection process, college intake capacity and other relevant information are displayed on the college website.
- 3. For student support the institution has ICT enabled classrooms.

- 1. Towards the end of this session due to lockdown period of Covid-19 the classes are taken online using digital platforms like Google Meet, Zoom. Internal exams of the college are conducted online based.
- 2. End semester exam registration and hall ticket generation are made online via
- 3. Students can access the college website for any updates on examination related matters. Also they are informed through whatsapp messages also.
- 4. Marks are uploaded online in affiliating University portal.
- 5. Notification of result is intimated through whatsapp and student can check their results on the University portal.

# Library Management

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CO-ORDINATOR, IQAC GOVT. GENERAL DEGREE COILEGI GOPIBALLAVPUR-II

Govt. General Degree College Gopiballavpur - II



# Government General Degree College Gopiballavpur-II

P. O. Beliaberah, Dist. Jhargram, Pin - 721517

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# **Annual E-Governance Report 2020-21**

Government General Degree College Gopiballavpur-II College has stepped forward towards implementation of e-governance with the help of information and communication technologies (ICT) to improve efficiency, promote transparency and accountability to the stakeholders. The college is trying to incorporate the e-governance in the fields like Administration, Finance and Accounts, Students Admission and Support, and Examination to the extent possible.

#### Administration

- 1. Annual self appraisal for teachers and non-teaching staff are submitted through WBIFMS portal.
- 2. All notifications regarding admission, commencement of classes, examination and result including tender notice are published in the college website. Correspondences for sharing important announcements, updates and notices to the students and employees are made through whatsapp and e-mail also.
- 3. The college has ICT enabled classrooms and conference rooms with projectors and screens.
- 4. CCTV cameras are installed and maintained at key locations of the college for surveillance.
- 5. College building is wi-fi enabled.
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- 7. A big section of purchases of goods and services are done via e-tendering process through The West Bengal Government eProcurement System website and directly through Government e-Marketing (GeM), a government portal for ensuring transparency and speed in public procurement.

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- 2. For GPF of the staffs and income tax related works the college uses AG Bengal's website and Income Tax Department India portal respectively.
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## • Students Admission and Support

1. Admission process is conducted online and it is managed and regulated by college admission portal.



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- 2. Admission guidelines, eligibility rules, selection process, college intake capacity and other relevant information are displayed on the college website.
- 3. For student support the institution has ICT enabled classrooms.
- 4. In this session with the Covid-19 lockdown, document verification for admission are done online.

## Online Class

In this session continuation of lockdown period of Covid-19 led the teachers to take online classes as earlier using digital platforms like Google Meet, Zoom, Google Classroom etc.

## Examination

- 1. Internal exams of the college are conducted online based.
- 2. End semester exam registration and hall ticket generation are made online via affiliating University portal.
- 3. Students can access the college website for any updates on examination related matters. Also they are informed through whatsapp messages also.
- 4. Marks are uploaded online in affiliating University portal.
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# Library Management

The college uses ILMS for students and teachers to access digital resources and utilize the library to maximum level.

## Feedback

Feedback forms for teacher, non-teaching staff, alumni and parents have been given in the website to collect feedback and suggestions. Also, one can use the college email id principal@ggdcgopi2.ac.in to communicate.

R. Charberti 16/08/21 CO ORDINATOR, IUAC GOVT, GENERAL DEGREE COLLEGA GOPIBALI AVPUP II



# Government General Degree College Gopiballavpur-II

P. O. Beliaberah, Dist. Jhargram, Pin - 721517

Email:principal@ggdcgopi2.ac.in; Contact no. 03221-261263



# **Annual E-Governance Report 2021-22**

Government General Degree College Gopiballavpur-II College has stepped forward towards implementation of e-governance with the help of information and communication technologies (ICT) to improve efficiency, promote transparency and accountability to the stakeholders. The college is trying to incorporate the e-governance in the fields like Administration, Finance and Accounts, Students Admission and Support, and Examination to the extent possible.

# Administration

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- 2. Admission guidelines, eligibility rules, selection process, college intake capacity and other relevant information are displayed on the college website.
- 3. Due to Covid-19 lockdown, document verification for admission are done online.
- 4. For student support the institution has ICT enabled classrooms.

## Online Class

Due to lockdown period of Covid-19 almost entirely in this session, classes are taken online as earlier using digital platforms like Google Meet, Zoom, Google Classroom etc.

## Examination

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R. Chabati GOVT. GENERAL DEGREE COLLEGI GOPIBALLAVPUP-II

Govt. General Degree College Gopiballavpur - II



Government General Degree College Gopiballavpur-II

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## **Annual E-Governance Report 2022-23**

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R. Charbatt '

16/08/23

CO ORDINATOR, IQAC
GOVT. GENERAL DEGREE COLLEG!

GOPIBALI AVPUP-II

OFFICER - IN - CHARGE Govt. General Degree College Gopibaliavpur - II



# Government General Degree College Gopiballavpur-II

P.O.-Beliaberah, Dist.-Jhargram, Pin Code-721517

# Bill of Expenditure on e-governance

## Academic Session 2018-19

Sl. No	Purpose	Vendor Name	Bill No	Amount in Rs.
1	College online admission and Renewal fee for college website	Shakti Traders (Cityhub Web solution)	59/CITYHUB	61,000/-
2	Filing of 24Q, 26Q and uploading of TDS salary and non- salary	KS AND ASSOCIATES	83/Contin, 13/KS and 14/KS ASSOCIATES	26,800/-
3	CCTV installation in the college building	Microhard	MH/GST/678/18- 19	1,48,620/-



OFFICER - IN - CHARGE Govt. General Degree College Gopiballavour - II



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# Bill of Expenditure on e-governance

# Academic Session 2019-20

SI. No	Purpose	Vendor Name	Bill No	Amount in Rs.
1	College online admission and SMS Integration	Shakti Traders (Cityhub Web solution)	56/CITYHUB	64,900/-
2	Filing of GST TDS	KS AND ASSOCIATES	60/CONTINGENCY, 86/KS and 93/KS	26,150/-



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# Bill of Expenditure on e-governance

# Academic Session 2020-21

SI. No	Purpose	Vendor Name	Bill No	Amount in Rs.
1	College online admission management and SMS Integration	Shakti Traders (Cityhub Web solution)	79/Shakti Traders	41,300/-
2	GST filing and Form 16 generation	KS AND ASSOCIATES	83/Contin, 13/KS and 14/KS ASSOCIATES	20,250/-



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# Government General Degree College Gopiballavpur-II

P.O.-Beliaberah, Dist.-Jhargram, Pin Code-721517

# Bill of Expenditure on e-governance

## Academic Session 2021-22

Sl. No	Purpose	Vendor Name	Bill No	Amount in Rs.
1	College online admission management and SMS Integration	Shakti Traders (Cityhub Web solution)	70/Shakti	41,300/-
2	Filing of TDS for salary and non salary and GST and Generation of Form 16	SABITA MAHATA	65/S Mahata	20,000/-



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# Bill of Expenditure on e-governance

# Academic Session 2022-23

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## Government General Degree College Gopiballavpur-II

P. O. Beliaberah, Dist. Jhargram, Pin – 721517 Email:principal@ggdcgopi2.ac.in; Contact no. 03221-261263



## E-Governance Policy 2018-19

#### 1. Introduction

E-Governance aims to streamline and digitize the operations of Government General Degree College, Gopiballavpur II, Jhargram, to ensure efficiency, transparency, and better service delivery to all stakeholders. This policy will cover administration, finance, admission, and examinations, among other areas, to achieve a comprehensive e-governance framework.

### 2. Objectives

- To improve transparency and accountability in college operations.
- To enhance the efficiency of administrative processes.
- To provide real-time access to information for students, faculty, and administrative staff.
- To ensure secure and efficient financial management.
- To streamline the admission and examination processes.

#### 3. Scope

This policy will apply to all administrative, academic, and financial functions of the college. It includes provisions for the adoption of digital tools, software, and systems to manage various operations.

#### 4. Administration

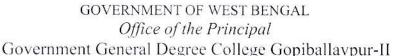
#### - Document Management System (DMS):

Implement a secure password protected Cloud Storage to digitize and securely store all official documents, circulars, and records. This system should allow easy retrieval and sharing of documents while ensuring data security.

#### - Online Grievance Redressal:

Establish an online portal for faculty, staff, and students to submit grievances. The system should track and manage the resolution process, ensuring timely responses.





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Facilities like easy online complaint registration against Ragging, Sexual Harassment, Caste Discrimination, Women Redressal, etc. are to be provided in the college website domain.

#### - E-Office System:

Adopt an e-office system to manage day-to-day administrative activities, including file management. West Bengal Human Resource Management System and West Bengal Integrated Financial Management System is to be integrated in the Government General Degree College, Gopiballavpur II official website wherever possible.

#### 5. Finance

### - Online Payment System:

Implement an online fee collection system for tuition fees, exam fees, and other payments wherever possible. The college website could also redirect to official links to other domain to safeguard financial transactions and save stakeholders from fraud as far as possible. The college's own financial transactions system should support multiple payment methods and generate automated receipts.

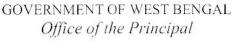
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Utilize financial management software to track and manage the college's budget, expenditures, and financial planning. The software should support real-time reporting and audits. Links of Official websites of West Bengal Finance Department, Comptroller and Auditor General of India, etc. would be provided in college website.

#### - E-Procurement:

Adopt an e-procurement system to manage the purchase of goods and services, ensuring transparency and reducing manual errors. The West Bengal Government eProcurement System website for e-tender, Government eMarketplace (GEM), etc. will be adopted as per Government of India, and West Bengal State Government policy.





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#### 6. Admission

#### - Online Admission Portal:

Develop an online admission portal where prospective students can apply, upload documents, and track their application status. The portal should be integrated with an online payment system for application fees.

Automated Merit List Generation: Implement software to automatically generate merit lists based on predefined criteria. This will ensure transparency and efficiency in the admission process.

#### 7. Examination (Internal and External)

#### Internal Exam:

Stakeholders can access the college website to find information about exam dates, room numbers, invigilation duties, and other relevant details for internal exams.

#### External Exam:

For external exams, stakeholders can visit the college website, where they will find a link redirecting them to the affiliating university's (Vidyasagar University) website for all necessary information.

#### **Result Management System:**

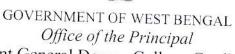
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## Integrated Library Management System (ILMS):

Implement an ILMS to manage the cataloging, acquisition, circulation, and inventory of physical and digital resources.

### 9. Student Services

### Student Information System (SIS):

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Counseling and Support Services: Provide an online portal for students to access counseling services, career guidance, and other support resources. Notices and information regarding mentor mentee sessions, remedial classes, value added and add on courses, etc. could be uploaded in college website.

### 10. Monitoring and Evaluation

### Performance Analytics:

The college actively encourage faculty to participate in Self Appraisal Report system in WBHRMS portal (West Bengal Human Resource Management System).

### Feedback Mechanism:

Establish an online feedback system to gather inputs from students, faculty, and staff regarding the e-governance tools and processes. This feedback should be used to make continuous improvements.

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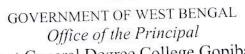
### Data Security Protocols:

Implement robust data security measures, including encryption, secure access controls, and regular audits to protect sensitive information.

### Compliance with Legal Frameworks:

Ensure that all e-governance systems comply with relevant laws and regulations regarding data privacy, financial management, and educational standards.





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### 12. Continuous Improvement

Regularly review and update the e-governance systems to incorporate new technologies and address emerging needs.

### 13. Conclusion

This e-governance policy is designed to transform Government General Degree College, Gopiballavpur II, Jhargram, into a digitally empowered institution. By embracing e-governance, the college will enhance its operational efficiency, transparency, and service delivery, ultimately benefiting all stakeholders.

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# GOVERNMENT OF WEST BENGAL Office of the Principal Government General Degree College Gopiballavpur-II

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This e-governance policy is crafted to transform Government General Degree College, Gopiballavpur II, Jhargram, into a digitally empowered institution. Through the adoption of e-governance, the college aims to improve operational efficiency, transparency, and service delivery, providing enhanced benefits to all stakeholders.

Ditenden Nesta Das 20-07-19

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#### 7. Online Classes

Online classes at Government General Degree College, Gopiballavpur II, Jhargram, will be conducted using virtual meeting platforms such as Google Meet, Google Classroom, and Zoom to ensure a seamless and effective learning experience for students during the COVID-19 pandemic. Here's an in-depth look at how these platforms will be utilized:

### \* Google Meet

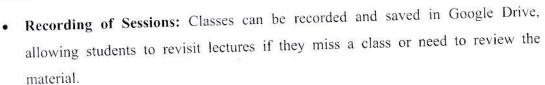
Google Meet will serve as a primary platform for live, interactive online classes. This tool offers a range of features that make it ideal for virtual classroom settings:

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Accessibility Features: Google Meet includes live captioning, making classes more
accessible to students with hearing impairments.

### \* Google Classroom

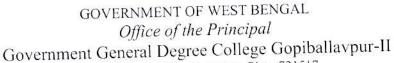
Google Classroom will be used as a central hub for managing course materials, assignments, and communication:

- Assignment Management: Instructors can post assignments, quizzes, and projects on Google Classroom. Students can submit their work directly through the platform, which supports various file types.
- Course Materials: All course-related documents, such as lecture notes, reading
  materials, and videos, will be uploaded to Google Classroom. Students can access
  these resources anytime, ensuring they have the necessary materials for their studies.
- Class Announcements and Communication: Google Classroom's announcement feature allows instructors to communicate important updates or reminders to the entire class. Additionally, students can ask questions and engage in discussions via the platform's comment sections.
- Feedback and Grading: Instructors can provide feedback and grades on assignments within Google Classroom, helping students track their progress.

### \*Benefits and Impact

Flexibility: These platforms allow for flexible learning, accommodating students who
may have varied schedules or responsibilities outside of their studies.





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- Enhanced Learning: The combination of live interaction, recorded sessions, and
  readily available materials enhances the overall learning experience, ensuring that
  students receive a quality education even in a virtual environment.
- Continuity of Education: In the midst of the COVID-19 pandemic, these platforms
  play a crucial role in maintaining social distancing while ensuring that education can
  continue without significant interruption.

### 8. Examination (Internal and External)

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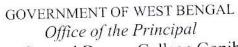
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CO ORDINATOR, IVAC 7, 2020
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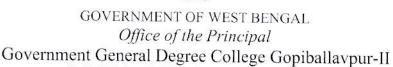
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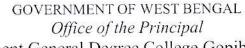
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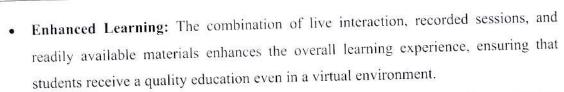
### \*Benefits and Impact

Flexibility: These platforms allow for flexible learning, accommodating students who
may have varied schedules or responsibilities outside of their studies.



# Government General Degree College Gopiballavpur-II

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Continuity of Education: In the midst of the COVID-19 pandemic, these platforms
play a crucial role in maintaining social distancing while ensuring that education can
continue without significant interruption.

### 8. Examination (Internal and External)

### \* Internal Exams:

Stakeholders can access the college website for information about exam dates, room numbers, invigilation duties, and other relevant details for internal exams.

### \* External Exams:

For external exams, stakeholders can visit the college website, which will redirect them to the affiliating university's (Vidyasagar University) website for all necessary information.

### \* Result Management System:

Provide redirection to Vidyasagar University's official website for accessing the university's result management system for generating, publishing, and distributing examination results.

### 9. Library Management

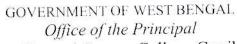
### \* Library Management System:

Integrate a platform that offers access to copyright-free digital books, chapters, and other academic resources. The platform will support digital cataloging, borrowing, renewal, and search functionalities.

## \* Integrated Library Management System (ILMS):

Implement an ILMS to manage the cataloging, acquisition, circulation, and inventory of physical and digital resources.





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### 10. Student Services

### \* Student Information System (SIS):

Implement an SIS to manage student data, including personal details, academic records, attendance, and disciplinary actions. The SIS will be accessible to official stakeholders.

### \* Counseling and Support Services:

Provide an online portal for students to access counseling services, career guidance, and other support resources. Notices and information regarding mentor-mentee sessions, remedial classes, value-added courses, and add-on courses will be uploaded to the college website.

### 11. Monitoring and Evaluation

### \* Performance Analytics:

Encourage faculty to participate in the Self Appraisal Report system via the West Bengal Human Resource Management System (WBHRMS) portal.

### \* Feedback Mechanism:

Establish an online feedback system to gather inputs from students, faculty, and staff regarding e-governance tools and processes. This feedback will be used for continuous improvement.

### 12. Security and Privacy

### \* Data Security Protocols:

Implement robust data security measures, including encryption, secure access controls, and regular audits to protect sensitive information.

### \* Compliance with Legal Frameworks:



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Ensure that all e-governance systems comply with relevant laws and regulations regarding data privacy, financial management, and educational standards.

### 13. Continuous Improvement

Regularly review and update e-governance systems to incorporate new technologies and address emerging needs.

#### 14. Conclusion

This e-governance policy is designed to transform Government General Degree College, Gopiballavpur II, Jhargram, into a digitally empowered institution. Through the adoption of e-governance, the college aims to improve operational efficiency, transparency, and service delivery, providing enhanced benefits to all stakeholders.

CO.ORDINATOR, UAC
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GOPIBALI AVPUP-II

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### E-Governance Policy 2022-23

#### 1. Introduction

The E-Governance initiative aims to streamline and digitize the operations of Government General Degree College, Gopiballavpur II, Jhargram, to enhance efficiency, transparency, and service delivery for all stakeholders. This policy addresses key areas such as administration, finance, admissions, and examinations, with the goal of establishing a comprehensive e-governance framework.

### 2. Objectives

- Improve transparency and accountability in college operations.
- Increase the efficiency of administrative processes.
- Provide real-time access to information for students, faculty, and staff.
- Ensure secure and efficient financial management.
- Simplify and streamline the admission and examination processes.

#### 3. Scope

This policy applies to all administrative, academic, and financial functions of the college. It includes provisions for the adoption of digital tools, software, and systems to manage various operations effectively.

#### 4. Administration

Document Management System (DMS):

Implement a secure, password-protected cloud storage system to digitize and safely store all official documents, circulars, and records. This system will enable easy retrieval and sharing of documents while ensuring data security.



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### \*Online Grievance Redressal:

Establish an online portal for faculty, staff, and students to submit grievances. The system will track and manage the resolution process, ensuring timely responses. The college website will facilitate easy online complaint registration for issues such as ragging, sexual harassment, caste discrimination, and women's redressal.

### \*E-Office System:

Adopt an e-office system to manage day-to-day administrative activities, including file management. The West Bengal Human Resource Management System and West Bengal Integrated Financial Management System will be integrated into the college's official website wherever possible.

#### 5. Finance

#### \* Online Payment System:

Implement an online fee collection system for tuition fees, exam fees, and other payments. The college website will redirect to official links to ensure the security of financial transactions and protect stakeholders from fraud. The college's financial transaction system will support multiple payment methods and generate automated receipts.

### \* Financial Management Software:

Utilize financial management software to track and manage the college's budget, expenditures, and financial planning. The software will support real-time reporting and audits. Links to official websites such as the West Bengal Finance Department and Comptroller and Auditor General of India will be provided on the college website.

### \* E-Procurement:

Adopt an e-procurement system to manage the purchase of goods and services, ensuring transparency and reducing manual errors. The West Bengal Government eProcurement





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System, Government eMarketplace (GEM), and other relevant platforms will be adopted as per the policies of the Government of India and West Bengal State Government.

#### 6. Admission

### \* Online Admission Portal:

Develop an online admission portal where prospective students can apply, upload documents, and track their application status. The portal will be integrated with an online payment system for application fees.

### \* Automated Merit List Generation:

Implement software to automatically generate merit lists based on predefined criteria, ensuring transparency and efficiency in the admission process.

### 7. Examination (Internal and External)

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This e-governance policy is crafted to transform Government General Degree College, Gopiballavpur II, Jhargram, into a digitally empowered institution. By adopting e-governance, the college seeks to enhance operational efficiency, transparency, and service delivery, ultimately offering greater benefits to all stakeholders.

R. Chalati 11.07.22 CO.ORDINATOR, IQAG

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