Yogoda Satsanga Palpara Mahavidyalaya

NAAC Accredited ('B' Grade) and NCTE Recognized (B.Ed. and M.Ed Courses)
affiliated to
Vidyasagar University, Midnapore and WBUTTEPA, Kolkata, (Govt. of West Bengal)

At + P.O : Palpara, Dist : Purba Medinipur, PIN Code – 721458, West Bengal, India

6.2.2
Institution implements e-governance in its operations

Document of Annual e-governance report approved by the Governing Body

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Annual e-governance report

Policy documents for E-Governance

Yogoda Satsanga Palpara Mahavidyalaya takes a holistic view on the E-Governance initiatives across various activities of the college in an efficient manner.

- **Scope:** The scope of this policy extends to the following areas:

1. General Administration
2. Student Admission
3. Examination
4. Library
5. Accounts and Finance
6. ICT Infrastructure
7. E-waste Management

- **Objectives:**

⇒ Implementation of E-Governance in all functioning of the institution in order to provide simpler and efficient systemic governance within the institution.

⇒ To promote transparency and accountability in all the functions of the college.

⇒ To achieve and create a paperless environment in the college.

⇒ To provide easy and quick access to information.

⇒ To make campus Wi-Fi enabled

⇒ To make some classrooms ICT enabled having desktops, laptops, smart boards and projectors,etc.

⇒ To establish a fully automated Library.

08/07/2019

Principal
Y.S. Palpara Mahavidyalaya

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- **Administration:** All functionaries in administrative offices shall be adequately equipped with ICT-enable systems with licensed software and internet facilities, wherever required, for necessary connectivity. Most of the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enable projectors and screens.

- **Website:** The website acts as an information centre which reflects about the college, all its activities, important notices, courses offered, etc. Training has been given to the administrative and teaching staff to make important updates on the website. Our college has also formed a website committee that looks after the process of updating, maintaining and working of the website on a regular basis. The college strives to showcase its vibrant self and activeness through its website. All the important notifications have to live on the website as and when they are released.

- **CCTV-** cameras shall be installed and maintained at all strategic locations to ensure proper surveillance. All official communications and notices shall be sent via e-mail and other available online platforms. The college shall ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college. The college shall also subscribe to online platforms to support online teaching-learning process, trainings, lectures, webinars and other official interactions

➤ **Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the VidyasagarUniversity. The college brings out its brochure which is displayed on the website that has guidelines for the admission process. An admission portal to be used to manage the admissions in the college. Number of college applying to all Course , withdrawals, feesubmission, all to be managed through this portal only. Students are required to submit a separate online Application Form for taking admission to the college.

➤ **Examination:** The college shall adopt online &offline mode of performing exam related processing e.g, generating of admit card, conducting examination etc as mandated by Vidyasagar University time to time.

➤ **Library:** YogodaSatsangaPalparaMahavidyalaya continues to maintain its academic excellence through maintaining a well-stocked library. The college will add more and more e-learning resources for the benefit of the teachers and students. The college will continue to subscribe new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

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➤ **Finance and Accounts:** The accounts section shall operate and manage their accounting operations on ERP software including pension and payroll related processing. The college shall perform all the financial transactions through the Public Financial Management System in line with the extant guidelines by the government of India. The college shall perform all TDS related functions on "web e-TDS". All financial transactions and tendering processes shall use digital signatures for enhancing efficiency in processing.The shall develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.

ICT TOOLS

➤ **Hardware Infrastructure:** Our College will ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in every department and in the administrative block. Projectors and other multimedia devices to be maid available in the Seminar Hall, classrooms and laboratories. The infrastructure to be complemented by computer networking devices, scanner and interactive teaching board/smart board etc.

➤ **Software Infrastructure:** Our College will maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation package for desktops and laptops like open office, MS office and Antivirus to be purchased and updated regularly.

➤ **E-waste Management:**YogodaSatsangaPalparaMahavidyalaya ensures that its usage of technology and generation of e-waste does not impact the environment.

The annual e-governance reports of our college for academic sessions 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 are a comprehensive compilation of documents that provide information on the college's e-governance initiatives and progress made in the given academic years. The reports include details about the college's efforts to leverage technology and digital solutions to improve administrative processes, student services, teaching and learning, and research.
Each annual report provides overview of the college's IT infrastructure, including hardware and software systems, network connectivity, and security measures. It also highlights key e-governance projects undertaken by the college during the year, such as the implementation of an online admission system, digitization of student records, and the introduction of a learning management system (e-Library facilities). The egovernance report also covers various areas of college operations, such as student registration, academic records management, finance and accounting, human resource management, and general administration.
Each annual report, hence, is a comprehensive overview of the college's efforts to digitize it's administrative processes and improve its services using information and communication technology (ICT).

Principal 08/5/2019
Palpara Mahavidyalaya

Annual e-governance report for the Session 2018-19

1. Membership facility of NLIST (National Library and Information Services Infrastructure for Scholarly Contents) was renewed from July, 2018 to June, 2019.

2. Educational e-resources NPTEL, e-PG Pathshala, Shodh Sindhu etc. are being used extensively in teaching and learning processes.

3. The college possesses requisite infrastructure to equip class rooms with ICT facilities.

4. Most of the computers in the laboratories have internet facilities. INFLIBNET is available in the library which provides access to e-books, e-journals, NPTEL, e-PG Pathshala etc. through e-library room in the central library.

Principal   08/07/2019
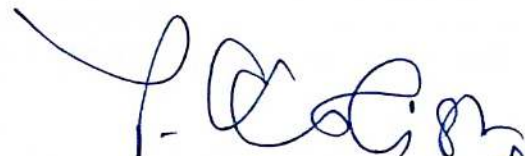YogodaSatsangaPalparaMahavidyalaya
Principal
Y.S. Palpara Mahavidyalaya

Annual e-governance report for the Session 2019-20

1. The Central Library is automated with INFLIBNET Software. About 80% of the work pertaining to cataloguing and classification as per protocol of the software is completed. This will offer greater range and choices for students, researchers and teachers.

2. Subscription of e-journals and e-books offered through N-LIST has been renewed for the year 2019-20.

3. Admissions: For admissions, applications are invited online and after scrutiny, the selection list is also uploaded online. A link is also provided to the college. Through the link we assess the number of applications submitted for each course of the college and the number of students selected through number of choices each student has exercised / enlisted, followed by performance in entrance tests in the subjects / course which he / she wishes to undertake. All of the information are downloaded and saved. This helps us in analysing the demand status of each course and also in envisaging further strategies for improvement. Since each students has to provide his / her details such as Father's / Mother's Name, Category, Qualifications, Address, Gender, email, mobile No. etc. Therefore, a comprehensive information about the student is stored which can be retrieved as and when required.

4. Significant initiatives have been taken by the Library Advisory Committee to render the library user friendly and these include:

(a) Implementation of Soul 2.0 software of INFLIBNET
(b) Subscription of e-journals
(c)To keep pace with changing trends in software and hardware, the college endeavors to update and upgrade IT infrastructures.
(d) Classrooms have facilities for ICT enabled teaching and learning process.
(e) Provisions are made in annual budget for procurement, upgradation, deployment and maintenance of computers. AMC are executed every year for upkeeping and maintenance of computers.

Principal
YogodaSatsangaPalparaMahavidyalaya 10/7/2020
Principal
Y.S. Palpara Mahavidyalaya

Annual e-governance report for the Session 2020-21

1. Planning and arranging digital contents, online classes, Webinars etc. during Lockdown from July, 2020 onwards.

2. Along with traditional "chalk and talk" method, each department should encourage teachers to use ICT enabled tools.

3. During the time of unprecedented crisis due to Corona pandemic, special care by appointing large number of teacher mentors to assist students on academic matters and psychological issues were undertaken in online mode. Students were informed through college website names of the mentors in each department regarding assistance on academic matters, stress, anxiety, loneliness, depression or any other psychological issues during the lockdown period. Through their mentors, students were being monitored and reassured to avoid any kind of stress or panic and issues related to health.

4. Anticipating this unprecedented disruption, our college planned and delivered afresh its schedule of academic and co-curricular activities in digital mode. Online classes in all departments were initiated and teachers began to upload digital contents on college website, class WhatsApp groups, etc. Other activities like webinars, workshops, Quiz contests, online celebration of important events etc. are still being conducted in full swing.

5. Pandemic and consequent Lockdowns have had a severe adverse impact on almost activities, throwing the ordered system into disarray. Examinations could not be held on time and sessions got delayed. Despite the difficult situation, we tried our best to adhere to academic calendar by holding online tests through Google forms in various subjects.

6. The Covid 19 pandemic crisis has also taught a lesson in adopting new normals in which utilizing, strengthening, expanding and updating digital infrastructure have become essential components for effective curriculum delivery. Currently, Library, ICT and complementing physical infrastructure are essential ingredients for facilitating this smooth and effective transition in academic and other correlated activities. In this direction, significant initiatives have been taken by the Library Advisory Committee towards implementation of INFLIBNET Software. Subscriptions of e-journals were continued. To keep pace with changing trends in software and hardware requirements, the college endeavours to update and upgrade IT infrastructures. Weeding out of old and outdated computers and replacement by new computers are regularly carried out.

Principal
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Annual e-governance report for the Session 2021-22

1. Online Academic Initiatives like Webinar, Classes, and Certificate Courses continued with enthusiastic student participation.
2. Inclusion of students in N-List increased.
3. Supports structures and systems facilitating interactive learning, collaborative learning and independent learning have been: -
a. Computers with internet facilities.
b. Laboratories and instrumentation facilities
c. Library
d. Smart Class equipment's
4. Library is now fully automated using Integrated Library Management System (ILMS) . The college library uses the electronic resources provided by INFLIBNET Centre.
5. Attempts are being made to establish a separate dedicated library website in our college.
6. In Library, Library Management Software designed and developed by INFLIBNET Centre has been fully implemented. It facilitates highly versatile and user-frendly OPAC with simple and advanced search. OPAC users can export their search results into PDF, Word, Excel, MARCXML etc.

Principal
YogodaSatsangaPalparaMahavidyalaya
Principal
Y.S. Palpara Mahavidyalaya 26/07/2022

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Annual e-governance report for the Session 2022-23

1. All the departments and laboratories including the library, Administrative office etc. have wi-fi enabled computers and printers.

2. The institution has subscription for the following e-resources e-journals e- Shodh Sindhu, Shodh Ganga Memberships, e- books Databases, Remote access to e-resources.

3. Online Academic Initiatives like Wobenar, Tranning Programs, and Certificate Courses continued with enthusiastic student participation.

4. Supports structures and systems facilitating interactive learning, collaborative learning and independent learning have been: -

a. Computers with internet facilities.

b. Laboratories and instrumentation facilities

c. Library

d. Wi-Fi enabled campus

e. Smart Class equipment's

5. The college library has the internet speed of 60 Mbps.

6. All the departments and laboratories including the library, Administrative office etc. have wi-fi enabled computers and printers.There are 101 Computers and 32 laptops in our College.

7. The college has completed installing underground optical fibre network with the help of L & T to make the campus Wi-Fi enabled. As a result, all the classrooms have Wi-Fi facility to enable ICT teaching and learning process.

8. N-List supports cataloguing of electronic resources such as e-journals, e-books, etc.

Principal
YogodaSatsangaPalparaMahavidyalaya 2023

Principal
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Extract of Governing Body Resolution
Meeting No. 291, Dated: 30.01.2024
Agenda-10

Annual e-governance reports for the Sessions 2018-19, 2019-20, 2020-21, 2021-2022 & 2022-23 have been placed before the House. Policy documents and the vision and targets have been recapitulated once again. Performance has been evaluated vis-a-vis the targets. Achievements are satisfactory. A lot of work has been done so far. We are on the brink of a technology driven Teaching Learning system and Management Set up. The House approves the Reports.

Secretary, GB & DDO
Y.S.Palpara Mahavidyalaya

Secretary, Governing Body
& D.D.O.
Y. S. Palpara Mahavidyalaya

Principal
Y.S.Palpara Mahavidyalaya

Principal
Y.S. Palpara Mahavidyalay