



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

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.

P. K. Ghosh
08/07/2019



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

- **Administration:** All functionaries in administrative offices shall be adequately equipped with ICT-enabled 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-enabled 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 Vidyasagar University. 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, fees submission, 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:** Yogoda Satsanga Palpara Mahavidyalaya 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.


Principal
Y.S. Palpara Mahavidyalaya
08/12/2019



Yogoda Satsanga Palpara Mahavidyalaya

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

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

- **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 made 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 e-governance 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 its administrative processes and improve its services using information and communication technology (ICT).


Principal 08/12/2019