



## GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH

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Vill. + P.O.: Rautara \*P.S.: Barikul \*Dist.: Bankura \*Pin Code: 722135 \*West Bengal \*India

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Ph.: +917872790264 \*e-mail: [govtencol.ranibandh@gmail.com](mailto:govtencol.ranibandh@gmail.com) \*Website: [ranibandhgovtcollege.org](http://ranibandhgovtcollege.org)

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## REPORT ON E-GOVERNANCE

**SESSION : 2018 - 2019**

E-governance and its implementation in Government General Degree College, Ranibandh, is at nascent stage from April, 2015. Nevertheless, digitization has been done for some of the college's operations during this period. And since the process of implementation of E-governance has only recently commenced, concerned stakeholders are undergoing a transformational process of gradual change during this period and there is an increasing awareness of the need for digitization at all functional levels of the institution.

### **E-governance Related to Administration:**

- ❖ Internet facility is available in the office of the Principal, Office, teachers' room, Library.
- ❖ Since administrative documents contain decisions or resolutions that are of a confidential nature, these documents are not published on the college's website.
- ❖ The official website of the college is maintained through a private vendor.
- ❖ Our website domain .org (: <https://ranibandhgovtcollege.org>)

### **E-governance Related to Finance and Accounts:**

- ❖ The college office is partially computerised.
- ❖ Employee salary is distributed through the HRMS\_IFMS portal and credited to the bank accounts of individual employees.

### **E-governance Related to Students' Admission and Support:**

- ❖ Admission of students is conducted in online mode. Software related to student administration and support is maintained by a vendor named Jia and Jia Soft.
- ❖ The college maintains a computerised database of students.
- ❖ The students are required to fill and submit their admission forms in online mode and all relevant financial transactions for the admission process are carried out through the banking system.



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- ❖ For disbursement of student scholarships every year, the college accesses and utilises information on the online portal of the Government of West Bengal.
- ❖ The college Library is being widely used by students.
- ❖ The college utilises a custom-built software (maintained by Jia and Jia Soft), to maintain a database for student records and other student related information.

### **E-Governance Related to Examination:**

- ❖ All notices relating to Results of University Examinations (Burdwan University & Bankura University) are displayed in College Website.
- ❖ All notices relating to examinations are put up both on the college noticeboard as well as on the official website of the college.
- ❖ The University maintains a Unitrack portal for enrolment, form filling, uploading marks, publishing examination results, and other related activities. These updates are displayed on the college website.



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## REPORT ON E-GOVERNANCE

**SESSION : 2019 - 2020**

Govt. General Degree College, Ranibandh appreciates that E-governance means governance with information technology, and that the increasing demand for transparency in administration, faster information transfer, and other demands can be fulfilled by E-governance.

### **E-governance Related to Administration:**

- ❖ During the period, a number of administrative tasks at the college, are carried out in online mode.
- ❖ Confidential documents are not published on the college's website.
- ❖ The official website of the college is maintained through a private vendor.

### **E-governance Related to Finance and Accounts:**

- ❖ No. of computers in the college office has been increased.
- ❖ Employee salary is distributed through the HRMS\_IFMS portal and credited to the bank accounts of individual employees.

### **E-governance Related to Students' Admission and Support:**

- ❖ Admission of students is conducted in online mode. Software related to student administration and support is maintained by a vendor named Jia and Jia Soft.
- ❖ The college maintains a computerised database of students.
- ❖ The students are required to fill and submit their admission forms in online mode and all relevant financial transactions for the admission process are carried out through the banking system.
- ❖ For disbursement of student scholarships every year, the college accesses and utilises information on the online portal of the Government of West Bengal.
- ❖ The college Library is being widely used by students.



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## REPORT ON E-GOVERNANCE

### SESSION : 2020 - 2021

Implementation of E-governance in Govt. General Degree College, Ranibandh is at moderate stage during the year 2020-21. Govt. General Degree College, Ranibandh has introduced a combination of e-tools enhancing the effectiveness of the teaching- learning apparatus to address the various issues related to the student admission, teaching-learning, examination, publication of results, library automation and mentoring.

Due to covid-19 pandemic situation, most of the time teaching and other office job were processed in online mode. So our aim is being reflected towards maximum utilization of e-governance.

### **E-governance Related to Administration:**

- ❖ During the period, most of the administrative tasks at the college, are carried out in online mode.
- ❖ College uses Google Workspace for the educational institutions and all teachers and staff have Institutional mail Id.
- ❖ College conducted the webinar and it was recorded.
- ❖ We have used Google Workspace service for taking classes, conducting meeting and other day to day jobs (due to lockdown, campus was closed most of the days) via Google meet service.
  
- ❖ In addition to that the website/ whatsApp group of the college served us a lot where we have given class materials, recorded video links etc for the students.
- ❖ Departments uses different google platforms and WhatsApp group to keep smooth contacts with students.



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### **E-governance Related to Finance and Accounts:**

- ❖ Employee salary is distributed through the HRMS\_IFMS portal and credited to the bank accounts of individual employees.
- ❖ All the bills for different vendors are being paid through Online Banking.

### **E-governance Related to Students' Admission and Support:**

- ❖ Admission of students is conducted in online mode. Software related to student administration and support is maintained by a vendor named Jia and Jia Soft.
- ❖ The college maintains a computerised database of students.
- ❖ The students are required to fill and submit their admission forms in online mode and all relevant financial transactions for the admission process are carried out through the banking system.
- ❖ For disbursement of student scholarships every year, the college accesses and utilises information on the online portal of the Government of West Bengal.
- ❖ The college Library is being widely used by students.

### **E-Governance Related to Examination:**

- ❖ All examinations are being administered online, with students receiving their questions via departmental email, WhatsApp groups, or Telegram groups. They submit their answer scripts through departmental email, where teachers can review and assess them.
- ❖ The university also maintains a portal for uploading marks, publishing examination results, and other related information, which are displayed in College Website. Examination Facilitation Centers are established during COVID situation exam periods to oversee this process. As instructed, the email IDs for Examination Facilitation Centers would be set up as follows: [efc\\_123@bankurauniv.ac.in](mailto:efc_123@bankurauniv.ac.in).
- ❖ All examination-related notices are posted on the college's official website as well as various WhatsApp groups and group emails.



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## REPORT ON E-GOVERNANCE

### SESSION : 2021 - 2022

Every activity of an educational institution reaches its fulfilment with the coordination and cooperation of various groups of people situated at different levels of the academic framework. Over time, upgradations were invited in all aspects of the institution resulting in refining and polishing the mode of governance applied in the institution.

#### **E-governance Related to Administration:**

- ❖ During the period, a number of administrative tasks at the college, are carried out in online mode.
- ❖ Internet facility is available throughout the campus.
- ❖ We have used Google Work space service for taking classes, conducting meeting and other day to day jobs (due to lockdown, campus was closed most of the days) via Google meet service.
- ❖ The official website of the college is maintained through a private vendor.
- ❖ Google forms are being used for different activities and surveys (e.g. Feedback etc.)

#### **E-governance Related to Finance and Accounts:**

- ❖ The college office is fully computerised.
- ❖ The institution uses the Tally software for all matters relating to finance and accounts.
- ❖ Employee salary is distributed through the HRMS\_IFMS portal and credited to the bank accounts of individual employees.
- ❖ All the bills for different vendors are being paid through Online Banking.
- ❖ The Tally software which is in use, is maintained by own office staffs.

#### **E-governance Related to Students' Admission and Support:**

- ❖ Admission of students is conducted in online mode. Software related to student administration and support is maintained by a vendor named Jia and Jia Soft.



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- ❖ The college maintains a computerised database of students.
- ❖ The students are required to fill and submit their admission forms in online mode and all relevant financial transactions for the admission process are carried out through the banking system.
- ❖ For disbursement of student scholarships every year, the college accesses and utilises information on the online portal of the Government of West Bengal.
- ❖ The college Library is being widely used by students. Our college library has seamlessly integrated all its information onto the official college website's library page. Additionally, we have inaugurated a printing facility designed to streamline administrative tasks within the library system.

### **E-Governance Related to Examination:**

- ❖ All University Examination results notices are showcased on the College Website. Additionally, all examination-related notices are displayed on the college noticeboard, the college's official website, and various WhatsApp groups.
- ❖ The University maintains a Unitrack portal for enrolment, form filling, uploading marks, publishing examination results, and other related activities. These updates are displayed on the college website.



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## REPORT ON E-GOVERNANCE

**SESSION : 2022 - 2023**

Every activity of an educational institution reaches its fulfilment with the coordination and cooperation of various groups of people situated at different levels of the academic framework. Over time, upgradations were invited in all aspects of the institution resulting in refining and polishing the mode of governance applied in the institution.

### **E-governance Related to Administration:**

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