



JIBANTALA ROKEYA MAHAVIDYALAYA

Affiliated to University of Calcutta | ESTD.: 2007

📍 P.O.- Mallickati, P.S.- Jibantala,
Pin- 743502, Dist.- Sourth 24 Parganas

🌐 www.jibantalarokeyamahavidyalaya.in
@ jmrokeya@gmail.com

President: **Saokat Molla**

Principal & Secretary: **Dr. Anup Maji**

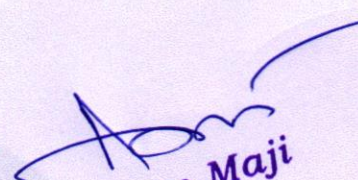
Ref. No.

Date:

6.2.2 (c) Annual E-governance report

- A) Institution implements e-governance in its operations
- B) Annual e-governance report approved by the governing council/Board of management/syndicate policy
- C) Implements of e-governance in the areas of operation between July 2018 to June 2023




Dr. Anup Maji
Principal
Jibantala Rokeya Mahavidyalaya
P.O.-Mallickati, 24 Pgs. (S)



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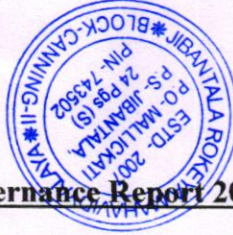
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Annual E- Governance Report 2018-2019

IQAC drafted policy for implementation of E-governance in various administration and academic activities of the college from the academic year 2018-19 to accelerate college functioning and development in terms of speed, efficiency and reliability.

Implementation of E-Governance in areas of operation

It has been decided to automate all the various operation of the instructions in an integrated manner in order to enable transparency and clarity in different functionalities of the institution pertaining to teaching learning (Academics), Administration, Examination, Finance and Accounting and Admission.

In this connection, a few vendors of ERP Software are called and quotations are invited as per the recommendations of the IQAC of the institution followed by the directions of the Governing body. Suitable ERP has been deployed and to begin with it was decided to put in to the appropriate use in a select area. Required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software.

WEBSITE

For the ERP solutions, college has initiated its service with PDS Technology. After initial query and trial tests, the software was implemented. As the website is the mirror of the college activities, information about all activities, important notices should be made easily available to the outsiders. Along with it, training should be given to the existing staff who will undertake the responsibility of website administration and updation at the college level.



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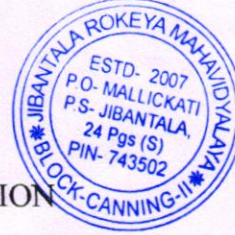
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ADMISSION

- With the introduction of CBCS system, the admission process was online.
- Selection of subjects in CBCS program is done through online process.
- Transparent merit based, online admission portal maintaining existing state government rules of reservation for SC, ST and OBC candidates to ensure inclusivity inherent in societal structure.

The E-Governance report for the academic year 2018-19 is submitted to the Governing Body. The Governing Body has verified and accepted the report.

Sushmit Roy.

Signature

IQAC, Co-ordinator

IQAC Co-ordinator
Jibantala Rokeya Mahavidyalaya

Signature

Principal/T.I.C

Bhattacharyya.

Principal

Jibantala Rokeya Mahavidyalaya
P.O. Mallickati, P.S. Jibantala



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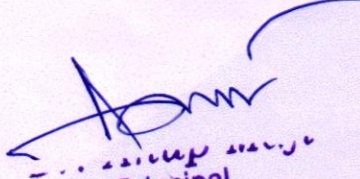
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Implementation of e-governance in the areas of operation between July 2018 to June 2019

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

Year	Areas of e-governance	Name of the vendor with contact details	Year of implementation
2018-2019	Administration	-----	-----
	Finance and Accounts	-----	-----
	Student Admission and Support	PDS Technology India, Mob:- 9830870284/9038684038	2017-2019
	Examination	www.cuexamwindow.in	2018




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Annual E- Governance Report 2019-2020

E- Governance in Administration

- Much of the college's administrative work was done online. The college website functioned as the medium to convey all administrative activities including accreditation. It notifies admission procedures prior to fresh admission and updates institutional events on a regular basis. Every student has a unique identification number, the use of which is indicative of fee status, admit card, University registration number and Roll number.
- The college maintained its link with Higher Education Department also online through dedicated email and whatsapp ensuring that urgent matters are conveyed promptly and appropriate action is taken without delay.
- Database of details of staff, students are maintained and all other information is kept handy, thus helping the administration identify the key areas for planning and development. It also includes data pertaining to admission, university registration and results. The college has also uploaded and updated the academic, administrative and financial data in the *Banglar Uchchashiksha Portal*.


E-Governance in Finance and Accounts

- Fees collection including examination fees, admission fees, refunding in case of cancellation of admission from students was done online.
- Salaries of employees were paid through HRMS.

E-Governance in Student Admission and support

- Admission was done fully via online mode conforming to the regulations laid down by the University. SMS through notification gateway were sent to the applicants confirming successful submission of application and receipts of payments. Data required by the University for registration were processed online based on the information drawn from application forms.




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- A good number of students were registered as beneficiaries of various state sponsored schemes such as Kanyashree, Aikyashree, Minority scholarship, Swami Vivekananda Merit Scholarships through e-portals.

E- Governance in Examination

- Jibantala Rokeya Mahavidyalaya is affiliated to the University of Calcutta. The University has a dedicated portal www.cuexam.net/ cuexamwindow.in for all the examination related activities and the college adheres to all notices and deadlines related to the examinations by accessing the University portal.
- Uploading, scrutinising and downloading of all relevant marks of all the components (Internal, Tutorial/ Practical and Theoretical) by the faculties were done through the dedicated University portal through OTP generation.
- The college also has a mechanism of circulating invigilation related duty list for various University examination among the teaching and non-teaching through a dedicated whatsapp group. The faculties also circulated the exam schedule with the students in various whatsapp groups.

The E-Governance report for the academic year 2019-20 is submitted to the Governing Body. The Governing Body has verified and accepted the report.

Sushmit Roy.
Signature

IQAC, Co-ordinator
IQAC Co-ordinator
Jibantala Rokeya Mahavidyalaya

S. Chatterjya.
Signature

Principal/T.I.C
Principal
Jibantala Rokeya Mahavidyalaya
P.O. Mallickati, S.P. Parganas



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Principal
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Implementation of e-governance in the areas of operation between July 2019 to June 2020

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

Year	Areas of e-governance	Name of the vendor with contact details	Year of implementation
2019-2020	Administration	IFMS portal	JUNE 2020
	Finance and Accounts	-----	-----
	Student Admission and Support	Technosoft India 9830074487/40066470	2020
	Examination	www.cuexamwindow.in	2018



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Annual E- Governance Report 2020-2021

Jibantala Rokeya Mahavidyalaya has implemented E governance for sharing information and to manage human resource efficiently with transparency through participation and accountably from all stakeholders.

E-Governance related to administration

- E- service provides various service facilities. Most of the staff and students use smart phones to utilize the benefits of modern-day technologies available in the field of higher education.
- Techno soft, was selected through tender process for implementing e-governance in various domains of college administration.
- They also provide necessary support for maintaining college website.
- Institutional ERP is functional.

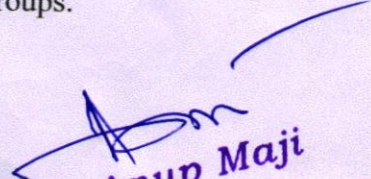
E-Governance related to finance and accounts

- Finance section is fully automated.
- Salary received from government and its disbursement is done through HRMS.
- Cashless transactions as far as possible is implemented and through PFMS, if needed.

E-Governance related to students' admission and support

- Admission process is fully automated from submission of forms to payment of fees.
- Registration and admit card issuing are fully automated.
- Marks are uploaded in affiliating University portal.
- Results of University Examinations are displayed in College Website. All notifications are published in college website.
- E-brochure is made available online for free of cost.
- Relevant notices are shared through departmental online whatsapp groups.




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E-Governance related to examination

- Students' database, examination and continuous assessment record were made by automation process.
- All exam registration made online via affiliating University portal.
- Internal assessments are made automated.
- Online project submissions were carried out.

Due to increase in Covid-19 outbreak and extension of lockdown, e-governance had become important to all institutions. Jibantala Rokeya Mahavidyalaya was not an exception and adapted itself to the new ways of e-governance.

The E-Governance report for the academic year 2020-21 is submitted to the Governing Body. The Governing Body has verified and accepted the report.

Shamima Sultana
Signature

IQAC, Co-ordinator

**IQAC Co-ordinator
Jibantala Rokeya Mahavidyalaya**

R. S. Dal

Signature

Principal/Teacher in Charge

**Jibantala Rokeya Mahavidyalaya
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Dr. Anup Maji
Principal
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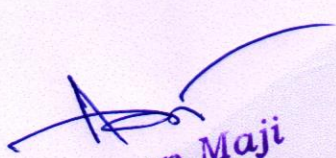
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Implementation of e-governance in the areas of operation between July 2020 to June 2021

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

Year	Areas of e-governance	Name of the vendor with contact details	Year of implementation
2020-2021	Administration	IFMS portal	JUNE 2020
	Finance and Accounts	-----	-----
	Student Admission and Support	Technosoft India 9830074487/40066470	2020
	Examination	www.cuexamwindow.in	2018




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Annual E- Governance Report 2021-2022

Jibantala Rokeya Mahavidyalaya has implemented E- governance for sharing information and to manage human resource efficiently with transparency through participation and accountably from all stakeholders.

E-Governance related to Administration

- Teacher time table was made online.
- Retirement related documents are submitted through e-pension portal.
- College account is also automated.
- Regular maintenance of the college server by an outside agency.
- Ensuring availability of high -speed internet and other facilities to augment the teaching learning process.
- E-tenders are available.

E-governance related to finance and accounts

- Salaries to all staffs are given through HRMS Portal.
- Software-based maintenance of the college financial account system.
- Portal based record-keeping for the purchase of recurring and non-recurring items.
- Institutional ERP has been in operation correctly.

E-governance related to students admission and support:

- Fees are collected online via billdesk
- E-Brochure is made available online for free of cost.
- Selection of subjects in CBCS program is done through online process.
- Transparent merit based, online admission portal maintaining existing state government rules of reservation for SC, ST and OBC candidates to ensure inclusivity inherent in societal structure.
- Virtual classroom with internet facility is being used in a massive manner.
- Results publication and marks entry has been fully digitised.



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- For disbursement of student scholarships every year, the college accesses and utilises information on the online portal of the Govt. of West Bengal

E-Governance related to examination

- Class tests, internal exams and tutorial projects are submitted through online portals.
- Downloading of admit cards are being through websites.
- Marks are uploaded to the University portals.

The E-Governance report for the academic year 2021-22 is submitted to the Governing Body. The Governing Body has verified and accepted the report.

Shamima Sultana
Signature

IQAC, Co-ordinator

IQAC Co-ordinator
Jibantala Rokeya Mahavidyalaya

R. Pal
Signature

Principal/T.I.C

Teacher-in-Charge
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Implementation of e-governance in the areas of operation between July 2021 to June 2022

- Administration
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- Examination

Year	Areas of e-governance	Name of the vendor with contact details	Year of implementation
2021-2022	Administration	IFMS portal	JUNE 2020
	Finance and Accounts	-----	-----
	Student Admission and Support	Technosoft India 9830074487/40066470	2020
	Examination	www.cuexamwindow.in	2018



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Annual E- Governance Report 2022-2023

Jibantala Rokeya Mahavidyalaya has made significant efforts to implement E governance for sharing information and to manage human resource efficiently with transparency through participation and accountably from all stakeholders. E-learning has also been included to fall under ambit of E governance. The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like e-administration and e-services. E-administration uses ICT for information process and decision making by the Head of the Institution, IQAC and different committees formed to decentralize the administration.

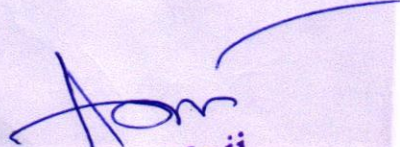
E-governance related to administration

- The college office is partially computerised.
- Regular checking and repairing /servicing of the IT goods, internet facility and software by outside agencies
- The vendor maintains all e-governance related activities thoroughly.
- Composition of the Institution's bodies are notified through websites.
- Dedicated servers to carry out various e-governance activities.
- Detailed information on offered courses, allowed subject combinations, admission and other fees, course-wise university- approved intake capacity in different categories, prospectus etc in the college website.

E-governance related to finance and accounts:

- Tax related procedure is executed and supervised digitally.
- Software used for all institutional tally and finance related entries.
- Purchasing through e-tendering in the government tender portal whenever required as per existing government rules.
- Timely disbursement of salary of teaching and non-teaching staff through HRMS.




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E-Governance related to students' admission and support

- In the classroom ICT (Information Communication Tools) such as laptops, desktops, projectors, Wifi-set, to support lectures, enhance and optimize educational delivery of educational activities such as presentations, video lectures, audio clips to support, enhance and optimise educational delivery are organized with the use of several Information Communication Tools.
- The college maintains a computerised database of students.
- Results are published through online websites.

E-Governance related to examination

- Notices for examinations are being uploaded on the "whats new" section of the college website.
- Registration for the examination and downloading of admit cards are made through websites.

The E-Governance report for the academic year 2022-23 is submitted to the Governing Body. The Governing Body has verified and accepted the report.

Shamima Sultana
Signature

IQAC, Co-ordinator

IQAC Co-ordinator
Jibantala Rokeya Mahavidyalaya

R. Pal

Signature

Principal/T.I.C

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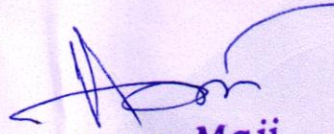
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2022-2023	Administration	IFMS portal	JUNE 2020
	Finance and Accounts	-----	-----
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