PLASSEY COLLEGE
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REPORT ON E-GOVERNANCE

Ref. No.............................

Session: 2018-19

Date..............................

Extracts from the minutes of the Governing Body meeting held on 08.07.2019 vide GB No. PC/GB/04/19 in the Principal's Chamber of Plassey College.

Item no. 08 Annual Report on E-Governance of the college.

The Secretary of the Governing Body presented the conclusive report on E-Governance for the academic session 2018-19 during the meeting, emphasizing the incorporation of ICT-based technology in the college's day-to-day operations. While underscoring the imperative for further efforts in this domain, the members unanimously endorsed the report.

E-Governance and its implementation at Plassey College were in their nascent stage during the 2017-18 academic year. Despite the early phase, digitization initiatives have been initiated for select college operations. As the implementation of E-governance has recently commenced, pertinent stakeholders are undergoing a transformative process marked by gradual change. There is a growing awareness of the imperative need for digitization across all functional levels of the institution.

Outlined below are the diverse domains where E-governance has been implemented or introduced in 2018-19, along with the program's scope of coverage. Recommendations for progressive enhancements are provided subsequently.

Infrastructural Support Facilitating E-governance:

- Campus area: 21731.62 sq. mt.
- Classrooms: 14, a subset of which is equipped with CC cameras.
- The college possesses a total of 20 computers, all equipped with internet facilities.
- Expenditure has been incurred on the maintenance of infrastructure.
- Some departments employ projectors for delivering lectures.
- Specific departments and offices benefit from the internet facilities provided by the college.
- A singular virtual classroom, equipped with internet facilities, has been established.
- A broadband internet connection has been implemented specifically for the staff room.
- In the realm of e-governance concerning administration, numerous administrative responsibilities within the college have been seamlessly transitioned to an online mode during this period.
- The institution has adopted a sophisticated biometric attendance system, operational for both teaching and non-teaching staff members.

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E-governance in Administration:

- Internet facilities are available in select departments and offices.
- Due to the confidential nature of decisions or resolutions in administrative documents, these are not published on the college's website.
- Tally software is being used for making of Audit Report.
- Employee salary is distributed through the HRMS_IFMS portal and credited to the bank accounts of individual employees.
- The official website is privately maintained.

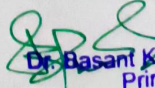**E-governance Related to Students' Admission and Support:**

- Student admissions are conducted online, with the software managed by the vendor Creative Mart.
- A computerized database of students is maintained by the college.
- Online submission of admission forms and financial transactions are conducted through the banking system.
- For student scholarships, the college accesses and utilizes the online portal of the Government of West Bengal.
- The college library is extensively used by students.
- A custom-built software (maintained by Creative Mart) is utilized for maintaining a comprehensive database of student records and related information.

E-Governance Related to Examination:

- University examination results are displayed on the college website.
- Notices pertaining to examinations are posted on both the college noticeboard and the official website.

Recommendations:

1. Endeavours should be intensified to introduce E-governance, encompassing a broader spectrum of the college's operations.

2. Encouragement should be extended to teachers for the utilization of ICT tools in the teaching-learning process.

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Ref. No............................

REPORT ON E-GOVERNANCE

Date............................

Session: 2019-20

Extracts from the minutes of the Governing Body meeting held on 17.08.2020 vide GB No. PC/GB/05/20 in the Principal's Chamber of Plassey College.

Item no. 06: Annual Report on E-Governance of the college.

The Secretary of the Governing Body presented the conclusive report on E-Governance for the academic session 2019-20 during the meeting, emphasizing the incorporation of ICT-based technology in the college's day-to-day operations. While underscoring the imperative for further efforts in this domain, the members unanimously endorsed the report.

Introduction:

The implementation of E-governance at Plassey College reached a moderate stage in the academic year 2019-20. Plassey College has adeptly integrated a suite of electronic tools, augmenting the efficiency of the teaching-learning apparatus to address diverse issues pertaining to student admissions, teaching methodologies, examinations, results publication, library automation, and mentoring. With each progressive stride, the institution has seamlessly incorporated innovative strategies into its governance model, fostering a transparent educational environment that caters to the contemporary needs, and remains accountable to the expectations surrounding an educational institution.
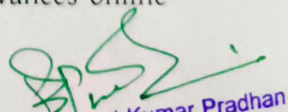
The focus of e-governance implementation is directed towards specific domains:

Infrastructural Support:

• The widespread utilization of virtual classrooms with internet connectivity.

• Investment in infrastructure maintenance.

• Deployment of LCD projectors across various departments for instructional purposes.

E-governance in Administration:

• Online execution of numerous administrative tasks during the specified period.

• Implementation of a biometric attendance system for both teaching and non-teaching staff.

• Extensive availability of internet facilities across the campus.

• Regular website updates and the provision for stakeholders to report grievances online through the official college website.

• Enhancement of Wi-Fi connectivity for expedited information transfer.

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E-governance in Finance and Accounts:
• Disbursement of employee salaries through the HRMS_IFMS portal, credited directly to individual bank accounts.
• Online banking for payment of bills to diverse vendors.

E-governance in Students' Admission and Support:
• Online mode for student admissions.
• Student administration and support software managed by the vendor Creative Mart.
• Maintenance of a computerized database of student records.
• Online submission of admission forms with financial transactions processed through the banking system.
• Access and utilization of the Government of West Bengal's online portal for the annual disbursement of student scholarships.
• Implementation of ILMS KOHA and Online Public Access Catalogue (OPAC) for library automation.
• Utilization of custom-built software by Creative Mart for maintaining student records and related information.

E-Governance in Examination:
• University examination results displayed on the college website.
• Publication of examination-related notices on both the college noticeboard and the official college website.

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ANNUAL E-GOVERNANCE REPORT

Ref. No.........................   Session: 2020-21   Date...........................

Extracts from the minutes of the Governing Body meeting held on 26.07.2021 vide GB No. PC/GB/06/21 in the Principal's Chamber of Plassey College.

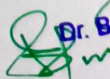Item no. 03: Annual Report on E-Governance of the college.

The Secretary of the Governing Body presented the conclusive report on E-Governance for the academic session 2020-2021 during the meeting, emphasizing the incorporation of ICT-based technology in the college's day-to-day operations. While underscoring the imperative for further efforts in this domain, the members unanimously endorsed the report.

The realization of the full potential of every educational institution hinges on the seamless coordination and collaboration among diverse groups positioned at various tiers within the academic framework. However, in the academic year 2020-21, Plassey College embarked on a journey of digitization, thereby witnessing a paradigm shift in some of its operational facets. This transition reflects the college's progressive commitment to instilling E-governance in both its academic and administrative domains, ensuring heightened accountability, efficiency, and transparency in its operations.

The exigencies imposed by the COVID-19 pandemic compelled a significant shift towards online modalities for teaching and administrative tasks. Consequently, our objective is oriented towards optimizing the use of e-governance tools. Below delineates the areas where the integration of e-governance transpired in 2020-21, alongside an elucidation of the program's scope.

Administration:

- Throughout the specified period, the majority of administrative functions within the college were executed through online channels.
- The college leverages Google Services tailored for educational institutions, with all faculty and staff equipped with institutional email IDs (ending with @Plasseycollege.ac.in).
- Google services facilitated class sessions, meetings, and daily operations via the Google Meet platform, owing to the lockdown-induced closure of the campus.
- The college website played a pivotal role by hosting class materials, recorded video links, and other resources for students.
- Various departments employed diverse Google platforms and WhatsApp groups to maintain seamless communication with students.

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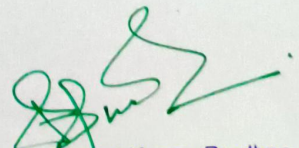Date...............................

Finance and Accounts:

- Employee salaries are disbursed through the HRMS_IFMS portal and credited directly to individual bank accounts.

- Payments for invoices from different vendors are transacted through online banking services.

Students' Admission and Support:

- Student admissions are exclusively conducted through online channels, with software management handled by a vendor named Creative Mart.

- The admission process necessitates online submission of forms, and all financial transactions pertaining to admissions are executed through the banking system.

- For the disbursement of student scholarships, the college accesses and utilizes the online portal of the Government of West Bengal.

- A customized software system, maintained by Creative Mart, serves as a repository for student records and related information.

Examination:

- All examinations are conducted via the college website (https://plasseycollege.ac.in), where students access questions and project details.

- The university maintains a dedicated portal (https://pcdpcal.com/ku-marks-2023/sem2/examiner/index.phpfor) tasks such as marks uploading and publication of examination results, with these outcomes showcased on the college website.

- Official notices related to examinations are disseminated through the college's website, various WhatsApp groups, and group emails.

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ANNUAL E-GOVERNANCE REPORT

Session: 2021-22

Extracts from the minutes of the Governing Body meeting held on 29.07.2022 vide GB No. PC/GB/05/22 in the Principal's Chamber of Plassey College.

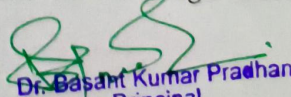Item no. 20: Annual Report on E-Governance of the college.

The Secretary of the Governing Body presented the conclusive report on E-Governance for the academic session 2021-2022 during the meeting, emphasizing the incorporation of ICT-based technology in the college's day-to-day operations. While underscoring the imperative for further efforts in this domain, the members unanimously endorsed the report.

The realization of the full potential of every educational institution hinges on the seamless coordination and collaboration among diverse groups positioned at various tiers within the academic framework. However, in the academic year 2021-22, Plassey College embarked on a journey of digitization, thereby witnessing a paradigm shift in some of its operational facets. This transition reflects the college's progressive commitment to instilling E-governance in both its academic and administrative domains, ensuring heightened accountability, efficiency, and transparency in its operations.

The exigencies imposed by the COVID-19 pandemic (Second Wave) compelled a significant shift towards online modalities for teaching and administrative tasks. Consequently, our objective is oriented towards optimizing the use of e-governance tools. Below delineates the areas where the integration of e-governance transpired in 2021-22, alongside an elucidation of the program's scope.

Administration:

- Throughout the specified period, most administrative functions within the college were executed through online channels.
- The college leverages Google Services tailored for educational institutions, with all faculty and staff equipped with institutional email IDs (ending with @Plasseycollege.ac.in).
- Google services facilitated class sessions, meetings, and daily operations via the Google Meet platform, owing to the lockdown-induced closure of the campus.

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- The college website played a pivotal role by hosting class materials, recorded video links, and other resources for students.

- Various departments employed diverse Google platforms and WhatsApp groups to maintain seamless communication with students.

- All departments conducted different webinars, conferences, career counselling programs and Internal Assessment through Google platforms.
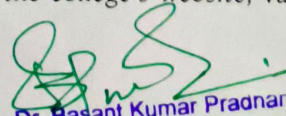
Finance and Accounts:

- Employee salaries are disbursed through the HRMS_IFMS portal and credited directly to individual bank accounts.

- Payments for invoices from different vendors are transacted through online banking services.

Students' Admission and Support:

- Student admissions are exclusively conducted through online channels, with software management handled by a vendor named Creative Mart.

- The admission process necessitates online submission of forms, and all financial transactions pertaining to admissions are executed through the banking system.

- For the disbursement of student scholarships, the college accesses and utilizes the online portal of the Government of West Bengal.

- A customized software system, maintained by Creative Mart, serves as a repository for student records and related information.

Examination:

- All examinations are conducted via the college website (https://plasseycollege.ac.in), where students access questions and project details.

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ANNUAL E-GOVERNANCE REPORT

Session: 2022-23

Extracts from the minutes of the Governing Body meeting held on 31.08.2023 vide GB No. PC/GB/03/23 in the Principal's Chamber of Plassey College.

Item no. 12: Annual Report on E-Governance of the college.

The Secretary of the Governing Body presented the conclusive report on E-Governance for the academic session 2022-2023 during the meeting, emphasizing the incorporation of ICT-based technology in the college's day-to-day operations. While underscoring the imperative for further efforts in this domain, the members unanimously endorsed the report.

Introduction:

Plassey College is dedicated to advancing its educational infrastructure through comprehensive e-governance initiatives. This report outlines recent developments and acquisitions aimed at enhancing technological capabilities and administrative efficiency.

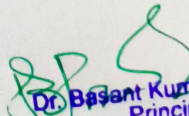### Infrastructural support to facilitate E-governance:

The college has successfully acquired 55 computers, augmenting our computing resources for both administrative and academic purposes. A state-of-the-art computer lab has been established to provide fundamental computer training for our students. A Memorandum of Understanding (MoU) has been formally executed with Plassey Jatiya Yuva Computer for this purpose. This strategic collaboration is designed to enhance the digital learning environment with advanced capabilities.

Digital Classroom Systems:

Four cutting-edge digital classroom systems have been installed, providing an immersive and interactive learning experience for students. These systems are equipped with advanced multimedia capabilities, ensuring dynamic and engaging educational sessions.

Digital Notice Boards:

In line with our commitment to modernize communication, two digital notice boards have been introduced across the college campus. These interactive displays facilitate real-time dissemination of important information, announcements, and updates, ensuring that students and faculty are well-informed.

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Online Coaching Facility:

Plassey College has launched an online coaching facility on the college website. This innovative platform enables students to access quality educational content remotely, fostering continuous learning beyond traditional classroom settings.

Online Feedback and Student Satisfaction Survey:

To enhance transparency and gather valuable insights, an online feedback and student satisfaction survey has been implemented. This initiative encourages students to share their experiences and provide constructive feedback, enabling the college to adapt and improve its services.

Departmental Library with Internet Facility:

The establishment of departmental library with internet facilities aims to create a conducive learning environment. This resource hub will empower students and faculty with access to a diverse range of academic materials and online resources, fostering research and scholarly activities.

Online Examination Portal (University of Kalyani):

Aligned with the University of Kalyani's vision for modernization, Plassey College has seamlessly integrated the online examination portal. This initiative ensures a streamlined and efficient examination process, promoting accessibility and fairness for students.

Interactive Digital Board in the Conference Room:

In our commitment to fostering interactive communication, an interactive digital board has been installed in the conference room. This technology facilitates dynamic presentations, collaborative discussions, and effective decision-making during meetings and conferences.

Conclusion:

The aforementioned initiatives underscore Plassey College's dedication to embracing technology and fostering an environment conducive to holistic learning. These e-governance measures not only enhance administrative efficiency but also contribute significantly to the overall academic experience for both students and faculty.

We remain committed to ongoing improvements and look forward to further advancements in our pursuit of excellence in education.

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