GOVERNMENT OF WEST BENGAL
Office of the Principal
SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN
Chaksrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649

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Annual E-Governance Report
2022-2023

Shahid Matangini Hazra Government General Degree College for Women used its e-Governance Policy as a platform and committed to implementing it to enhance the transparency, efficiency, and accountability of its administrative and academic processes. This report outlines the progress of the college in integrating technology into its governance, creating a streamlined, paperless environment during the academic year.

Key Objectives Achieved:

- E-Governance Implementation: Successfully integrated e-governance tools across various functions.
- Transparency and Accountability: Increased transparency and accountability in operations.
- Paperless Environment: Significantly reduced paper usage by adopting digital processes.
- Information Access: Improved access to academic and administrative information for students, faculty, and staff.
- Automated Library: Implemented an automated library system for better resource management.
- Data Security: Ensured secure data maintenance and compliance with regulations.
- Communication: Facilitated online communication between stakeholders.

Following areas of implementation of e governance during the session 2022-2023 are as follows:

1. Administrative and Academic Management

During this session, the student friendly interface of our website https://matanginicollege.ac.in/ acted as the first line of communication for existing as well as upcoming students regarding our Vision & Mission, Courses offered, Departmental/Faculty Profiles, Admission related notice, scholarship related information, various academic programs etc. Apart from this, admitted students have connected to Higher Education Portals (https://banglaruchchashiksha.wb.gov.in/). Vidyasagar University website (https://www.vidyasagar.ac.in/) and UGC website (https://www.ugc.gov.in/) through links on our college website. Anti-Ragging rules, Syllabus, University notice, University Examination fees, Exam schedule, Uploading Internal Examination Marks in University Portal by faculties, Results, Review, Scholarships etc. performed online. Different tender related information have been displayed on the e-Tender Portal.

2. Financial Management

In this session (2022-2023), for office, administration, finance & accounts, we used finance department's portal of Govt. of West Bengal (such as WBIFMS, HRMS) for salary, wages, college development fund, contingency funds, book grants etc. For permanent staff, GPF & IT related Form-16 and 26AS were managed through AG Bengal's website and Income Tax Dept. portal (https://www.incometax.gov.in).

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3. Student Admission and Support:

In this session, entry level admission to B.A/B.Sc. classes was completed fully online process. The registration and examination form fill-up, admit card generation process was done through the Vidyasagar University portal, and for anti-ragging declaration, students used UGC portal. This year, UG online admission software provided by the < Vendor Name>. Various policies of the college, such as Green Campus Policy, Anti-Ragging Policy, Grievance Redressal & Sexual Harassment Policy, Code of Conduct for students etc. are displayed on college website. Additionally, links for different scholarships and welfare schemes are available on the college portal for application, verification and submission process through our nodal officer. Study materials, e-books, and other resources are provided to students through our online repository on the college website, supplementing usual classroom teaching.

4. Library:

Our college central library is fully automated, using KOHA software for better resource management. OPAC (Online Public Access Catalogue) was functional. The library is linked with NLIST consortiums for online books and journals, providing access to e-journals and e-resources within the campus. During the session, the physical use of the library was also fully available, and students were encouraged to use different e-books, PDF notes, etc., along with hard copies of books and notes.

5. Communication and Collaboration:

Online communications regarding planning and development were widely conducted through emails. In this session, WhatsApp was also used as a popular communication mode, in addition to email. Along with offline seminars/workshops, several online lecture series and seminars were arranged by various departments for the students. Teaching faculties also attended several seminars, workshops, orientation programs, FDPs, and short-term courses through online modes. Feedback from stakeholders obtained online.

6. Human Resource Management

All employees service-related matters such as different leaves (CL, EL, CCL etc.), Service Book, Self-Appraisal Reports, GPF loans etc. all employees have done through WBIFMS portal linked to respective service channels viz., WBIFMS, HRMS, and GPF. For employees and their dependents, family members' health insurance was managed through the West Bengal Health Scheme Portal.

7. Data Security and Privacy

Established protocols for secure access and ensured compliance with data protection regulations.

8. E-Waste Management

E-waste management was implemented for the disposal and recycling of e-waste, minimized environmental impact through sustainable practices.

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Following E-Governance link of different portals used by the institution:

Sl No.	Portal	Link
1.	Banglar Uchchashiksha Portal	https://banglaruchchashiksha.wb.gov.in/
2.	IFMS	https://www.wbifms.gov.in/
3.	HRMS	https://www.wbifms.gov.in/
4.	PFMS	https://pfms.nic.in/
5.	WBHS	https://wbhealthscheme.gov.in/
6.	GPF	https://agwb.cag.gov.in/
7.	Income Tax	https://www.incometax.gov.in
8.	College Notice/Other Details	https://matanginicollege.ac.in/
9.	SVMCM Portal	https://svmcm.wbhed.gov.in/
10.	Kanyashree Portal	https://www.wbkanyashree.gov.in/kp_4.0/
11.	Aiykashree Portal	https://wbmdfcscholarship.in/
12.	National Scholarship Portal	https://scholarships.gov.in/
13.	OASIS Portal	https://oasis.gov.in/
14.	Students Credit Card	https://wbscc.wb.gov.in/

Shahid Matangini Hazra Government General Degree College for Women, Purba Medinipur, has created a more transparent, efficient, and accountable environment. The 2022-23 academic year has seen significant advancements in e-governance, contributing to the overall development and modernization of the college.

IQAC Coordinator
Shahid Matangini Hazra Govt.
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