



## REPORT ON E-GOVERNANCE

**2021-22**

COVID protocols are still largely prevalent in this tenure as well. Social distancing is still a safe method to keep away the pandemic. Hence the Institution continues to execute e-governance in all areas of action viz. Administration, Accounts and Finance, Student Admission and Support as well as Examination. In fact, now more than ever the institution has emphasized its reliance on e-governance for reasons more than one. Apart from facilitating physical distancing, e-governance offer other benefits like accuracy, flexibility of working module and transparency.

### INFRASTRUCTURAL SUPPORT TO FACILITATE E-GOVERNANCE

- There are dedicated of computer labs in the institution with adequate number of computers
- All departments of the college have internet connection with good connection speed  
The institution has classrooms with LCDs, Wi-Fi and LMS facilities
- It also has smart classrooms and seminar halls (like C.V Raman Smart classroom, Satyendranath Bose Kaksho, Meghnad Saha Kaksho and Rabindra Sabhagriho )with ICT facilities.

### E-GOVERNANCE RELATED TO ADMINISTRATION

Most administrative tasks are now carried out online. Like the previous years this year too EBLUESYS is providing necessary technical support towards carrying out administrative e-governance.

- The vendor maintains the Institution's Official Website where all permissible official notices are uploaded.
- E-Tenders are posted in the Website since 2019.
- Documents with reference to Administrative decisions/ resolutions are confidential; hence they are not published in the Website.
- Compositions of the Institution's Administrative Bodies are notified in the Website.

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- Links to important cells like Anti-ragging, ICC and Grievance Redressal cell are notified in the website along with e-mail id and contact number.
- To support e-governance the Principal uses DSC Signature for disbursement of salary and E-tendering.
- The Institution also has an online Inventory Management System operational since 2019
- There is an official Whatsapp group functional since 2015. This is used for quick communication of important messages.
- Biometric Attendance system for employees is in practice.
- Android/Mobile App for teachers' attendance record and feedback.
- Institutional ERP is functional
- Paid servers are exclusively used for institutional operations.

## E-GOVERNANCE RELATED TO FINANCE AND ACCOUNTS

The college office is completely computerized. Software used for all Institutional finance and accounts related entries is TALLY. PERFECT SOLUTIONS is the vendor which is maintaining this software since 2017.

Employee Salary is disbursed through HRMS-IFMS Portal and credited to individual employee's bank account.

Payments made by the government for the Institution take place through PFMS portal.

**SBI COLLECT** is used to make payments to the affiliating university i.e. Calcutta University towards Examination fees and Registration fees of students. This is operative since 2018-19.

Online Payment gateways for collection of Students' fees.

Online GST Filing is operational since 2019-20.

Online IT Filing is also operational since 2019-20.

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Online ERP is functional and students' fees can be paid through it.

## E-GOVERNANCE RELATED TO STUDENT ADMISSION AND SUPPORT

The admission process of students is now fully carried out online. Software related to Student Admission and Support is maintained by EBLUESYS

- Student admission System is completely online now. The institution is following a NO PERSONAL CONTACT Policy in admission. A candidate is not required to be physically present in the college for any step in the admission system.
- The college maintains a computerized database of students.
- The Institution has an online LEARNING MANAGEMENT SYSTEM (LMS)
- The library is partially automated through ILMS
- KOHA is the ILMS Software used in the library. The year of automation is 2017 and the version used is the latest one
- Full digitization of library is in progress.
- Library has NLIST membership.
- Students and teachers have open access to e-journals and e-books through the library website.
- The institution has made subscriptions for e-journals, e-books and databases.
- Relevant notices are often circulated among students using Whatsapp.
- Access to online scholarship portals to ensure free and fair distribution of scholarship fund.
- The college management software named as CMSYS PRO, developed by EBLUESYS, Kolkata. This user-friendly and well-developed software has individual accessibility among college students, office staff, departmental teachers, accountant and the cashier of the college for their respective jobs through internet.
- Each and every current student, from Sem-1 to Sem-6 has an individual student account in the College Management Software. So, students can themselves upload their own educational information like CU Registration No., CU Examinations Roll

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No., CU Semester Exams. Marks/Mark sheets, Caste Certificate, BPL Certificate, Sport Certificate, Income Certificate etc. from time to time.

- Moreover, all current college students can pay their individual college tuition fees using this software through the online banking system. This is very helpful for the students to avoid long queues in front of the college cash counter. It is user-friendly and college fees can be paid from home or any other place at any time. Also, the students and their guardians can view the fees payment status through this CMSYS Software. However the software needs to be upgraded.
- ERP allows students to pay tuition fees online through portal, submit feedback and have access to digital academic contents
- RADIO KOLKATA: The institution has introduced its own Internet Radio known as Radio Kolkata. It is the first college in India that has its own internet Radio Station. It is providing various important information to students and helping them stay connected in this pandemic situation.
- Webinars, Online Orientation Programmes, workshops etc. have been organized for students during the pandemic.
- Online cultural programmes have also been held for and by students.
- A Google Education Account created by the college is functional. It supports online education system necessary in this pandemic situation.

## E-GOVERNANCE RELATED TO EXAMINATION

Following the pandemic e-governance in EXAMINATION is fully operational now in the Institution.

- E-Governance regarding Examination (Conducted by College) is maintained by EBLUESYS since 2020
- Institutional LMS has provision for taking students' examinations

## College Learning Management System

URL - [https://vijaygarhjrcollege.com/clg\\_lms/](https://vijaygarhjrcollege.com/clg_lms/)

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## Modules In college LMS –

- a) Resource Upload – department wise resource upload facility. (text, word doc, Pdf, Image, Video, Audio, Excel, reference link ). Topic wise, subject wise.
  - b) Resource permission for public and private mode ( private mode means access for only college students )
  - c) Study materials search section for students and Teachers.
  - d) Alert and notification for all type of users ( sms and email alert can be embedded )
  - e) Question generation
  - f) Question Upload.  
Faculty upload study Materials for students semester subject paper wise.
  - g) Different type of examination taken through LMS. like internal , weekly test in MCQ also descriptive mode and PDF answer script uploading.
    - a. Student can upload their answer script in PDF file format mode also directly write their answer script
    - b.
  - h) Mock test Option
    - a. Test for semester examination
  - i) Test for competitive exams
  - j) Online class with goggle meet .Skype
  - k) College own video/audio streaming.
- Online Class Tests were taken.
  - Online Internal Examinations and Tutorial Project Submission were carried out
  - Calcutta University conducted online end-semester examinations. All processes related to examination i.e. distribution of question papers, submission of answer scripts, evaluation of scripts and marks upload- were done online.

## CMSYS: Features -

New student admission - <https://vjrc.ac.in/ocms/index.php>

Student Data Management - <https://cmsys.vijaygarhjrcollege.com/cmsys/>

Student Examination - <https://vijaygarhjrcollege.com/exams.php>

College Learning Management System - [https://vijaygarhjrcollege.com/clg\\_lms/](https://vijaygarhjrcollege.com/clg_lms/)

Student Feed Back - <https://vijaygarhjrcollege.com/feedback/index.php>

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Teachers' Diary - [https://vijaygarhjrcollege.com/teachers\\_diary](https://vijaygarhjrcollege.com/teachers_diary)

College Website - <https://vijaygarhjrcollege.com/>

College Journal - <http://erajournal.vjrc.ac.in/>

Radio Kolkata - <http://radiokolkata.org/>

Faculty Data management - <https://www.vijaygarhjrcollege.com/d-admin/>

## RECOMMENDATIONS

- More study material should be made available on the college website.
- Efforts must be made to make the library fully automated.
- More initiatives should be taken for e-content development.
- Initiative should be taken to increase classrooms with ICT facilities.
- Effort must be undertaken to improve the student-computer ratio.
- Rural and Semi-Urban weaker students of the college do not have proper internet facilities to access the College Management Software. This makes them dependent on local cybercafés and other external agents and gives rise to a possibility of erroneous data and information upload. It is therefore, recommended that more initiative be taken by the college to overcome such problems by conducting online/offline workshops that provide proper guidance on the correct use of the College Management software.
- The College-fees payment process through the online banking system must be easy and smooth for the students.
- It is advised that a College Management Software Committee be set-up.
- It is also suggested that the college should purchase or develop a strong ~~data~~ management software for the institution.
- The footfall of students and teachers in the library should improve for which RFID should be introduced.

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