REPORT ON E-GOVERNANCE

2017-18

Introduction:

E-governance and its implementation in Vijaygarh Jyotish Ray College, is at a very nascent stage during the year 2017-18. Nevertheless, digitisation 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 digitisation at all functional levels of the institution.

Described below are the various areas where e-governance has been implemented or introduced during 2017-18, as well as the scope of coverage under the program. Recommendations for progressive improvement are listed at the end.

Infrastructural Support to Facilitate E-governance:

- Classrooms: some classrooms have internet facility).

- Virtual classroom with internet facility.

- Most of the computers in the college are connected to the internet.

- The HEI has incurred expenditure on maintenance of infrastructure.

- Some departments are utilising LCD projectors for conducting class lectures.

- All students and teachers are able to avail of internet facility provided by the college.

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(Affiliated to The University of Calcutta)
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E-governance Related to Administration:

- During the period, a number of administrative tasks at the college, are carried out in online mode.

- A system of biometric attendance for its teaching and non-teaching staff members is functional.

- Internet facility is available in some areas of the college.

- Since administrative documents contain decisions or resolutions that are of a confidential nature, these documents are not published on the college's website.

- The website of the college is provided with, and displays links to the Anti-ragging Cell, Grievance-redressal Cell, and Vishakha.

- The official website of the college is maintained through a private vendor.
- There is a dedicated server for office administration.
- For Student and other non-office related administration the Institution uses AMAZON WEB SERVICES.

E-governance Related to Finance and Accounts:

- The college office is partially 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.

- The Tally software which is in use, is maintained by a vendor named Perfect Solution.

E-governance Related to Students' Admission and Support:

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- Admission of students is conducted in online mode. Software related to student administration and support is maintained

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- 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 has a library which is partially automated with ILMS KOHA version 16.11.05.000. Full automation of the library is under progress.

- The library has N-List membership.

- The college utilises a custom-built software, ASIM, to maintain a database for student records and other student related information.

E-Governance Related to Examination:

- All examinations conducted by the college are carried out off-line.

- All notices relating to examinations are put up both on the college noticeboard as well as on the official website of the college.

RECOMMENDATIONS

1. An all-out effort should be made to introduce E-governance covering all areas of the college's operations.

2. Teachers need to be encouraged to use ICT for effective teaching.

3. Measures should be taken to fully automate the college library.

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4. The college should take initiative to provide internet access in all classrooms.

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