



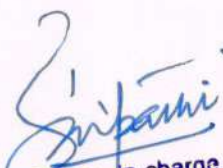
**Office of the Principal
Haldia Government College
P.O.-Debhog, Dist.-Purba Medinipur
Pin-721657**

**ANNUAL E-GOVERNANCE REPORT
2018-2019**

E-Governance in Haldia Government College is used as a platform for efficient, transparent and timely delivery of services to all the stakeholders mainly for Students, Teaching and Non-Teaching staff.

As per the e-governance policy of our College, we try our best to implement e-governance in :

- To provide simpler and efficient system of governance within the college.
- To achieve and create a paperless environment in the college.
- To provide easy access to information
- To maintain the data on a secured system
- To provide easy and quick access to information.
- Promoting transparency, efficiency and accountability in governance and administration of the college.
- Facilitating online internal and external communication between various entities of the institution .


Officer- In-charge
Haldia Government College
P.O.- Debhog, Dist. - Purba Medinipur


Co-ordinator
I.Q.A.C
Haldia Govt. College
Debhog, Purba Medinipur, Pin-721657

Dated-27/09/2019.



**Office of the Principal
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During the Session- 2018-2019 our areas of Implementation of e-governance are as follows:

1. Website:

During this session students friendly interface of our website (<https://www.haldiagovtcollege.org.in/>) acted as first line of communication with students regarding our Mission-Vision, Courses offered, Departmental Profile including Teacher's' Profile, Subject offered, Admission related notice different Scholarship related information, picture of different academic programmes etc. Apart from this, admitted students have connected to Higher Education Department's website (<https://banglaruchchashiksha.wb.gov.in/>), Vidyasagar University (<https://www.vidyasagar.ac.in/>) and UGC website (<https://www.ugc.gov.in/>) through link from our college website portal for Anti-Ragging rules details, Syllabus, University sports notice, University Examination fees, Exam schedule, Results, Review, Scholarships etc.

Also different tender related notices have been displayed through this portal.


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Dated-27/09/2019.



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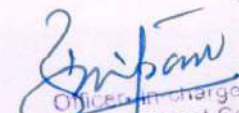
2. Student Administration including Hostels:

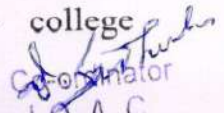
In this Session entry level admission to B.A./ B.Sc. & M.Sc. classes is realized through online process and it is managed & regulated by Higher Education Department, Government of West Bengal (<https://banglaruchchashiksha.wb.gov.in/>), Vidyasagar University (<https://www.vidyasagar.ac.in/>) & our college admission portal (<https://hgc.collegeadmission.org.in/>). Registration process has been done through Vidyasagar University portal and for anti-ragging declaration students used UGC portal. Online notice for hostel accommodation is also circulated on website with all the details at the time of new admission. Various policies of the college such as Green Campus, Energy and Environment Policies, Anti-Ragging policies, Campus and Hostel Rules and Regulations and Guidelines are displayed prominently on college website. Also for different scholarships and Kanyashree Prakalpa welfare scheme our college has used corresponding portal for application verification and submission process through our nodal officer.

3. Office, Administration, Finance & Accounts:

For office, administration, finance & accounts in this session 2018-2019 we have used finance department's portal of Govt. of West Bengal (such as WBIFMS, HRMS) for Salary, Wages, State Government's college

Dated-27/09/2019.


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development fund, contingency funds, Book Grant etc. Also for permanent staffs GPF & IT related Form-16 and 26AS we have used AG Bengal's website and Income Tax India portal.

Again for the employees service related matter like different leaves (CL, EL, ODL, CCL etc.), Service Book, Self-Appraisal Report, GPF loan etc. all employees have done through WBIFMS portal. Again for Employees and their dependents family members health insurance we used West Bengal Health Scheme Portal.

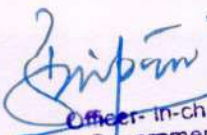
4. Communication:

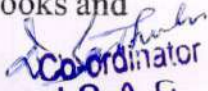
This year online official communications regarding planning and development is realized through e-mails, fax and messages etc. Proposals for infrastructural development, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organisations including state government and sanctions are obtained through the same mode.

5. Library:

Though our college central library is not fully automated, still in the session the library has used KOHA software installed for better management of its resources. And library is linked with NLIST consortiums for online books and

Dated-27/09/2019.


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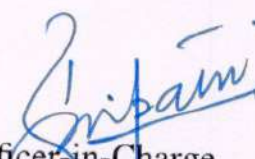
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journals. Access to e-journals & E resources are provided within the campus by using N-list.

6. **Feedback:** This year feedback from students, parents and alumni of our college collected through hard copy but we have analysed feedback using software.
7. **Online Video Lectures and E-Content:** During the session various departments and several faculty members have used YouTube lectures and e-learning videos for better understanding of the topic.

Date: 27/09/2019


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Officer-in-Charge
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Dated-27/09/2019.



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**ANNUAL E-GOVERNANCE REPORT
2019-2020**

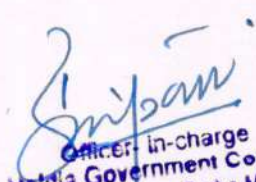
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As per the e-governance policy of our College, we trying our best to implement e-governance in :

- To provide simpler and efficient system of governance within the college.
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- To provide easy access to information
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- Facilitating online internal and external communication between various entities of the institution .

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1. Website:


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T.Q.A.C
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Dated-10/08/2020.



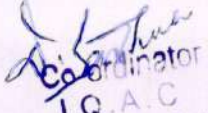
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During this session students friendly interface of our website (<https://www.haldiagovtcollege.org.in/>) acted as first line of communication with students regarding our Mission-Vision, Courses offered, Departmental Profile including Teacher's' Profile, Subject offered, Admission related notice different Scholarship related information, picture of different academic programmes etc. Apart from this, admitted students have connected to Higher Education Department's website (<https://banglaruchchashiksha.wb.gov.in/>), Vidyasagar University (<https://www.vidyasagar.ac.in/>) and UGC website (<https://www.ugc.gov.in/>) through link from our college website portal for Anti-Ragging rules details, Syllabus, University sports notice, University Examination fees, Exam schedule, Results, Review, Scholarships etc. Also different tender related notices have been displayed through this portal.

2. Student Administration including Hostels:

In this Session entry level admission to B.A./ B.Sc. & M.Sc. classes is realized through online process and it is managed & regulated by Higher Education Department, Government of West Bengal (<https://banglaruchchashiksha.wb.gov.in/>), Vidyasagar University (<https://www.vidyasagar.ac.in/>) & our college admission portal (<https://hgc.collegeadmission.org.in/>). Registration process has been done through

Dated-10/08/2020.


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Vidyasagar University portal and for anti-ragging declaration students used UGC portal. Online notice for hostel accommodation is also circulated on website with all the details at the time of new admission. Various policies of the college such as Green Campus, Energy and Environment Policies, Anti-Ragging policies, Campus and Hostel Rules and Regulations and Guidelines are displayed prominently on college website. Also for different scholarships and Kanyashree Prakalpa welfare scheme our college has used corresponding portal for application verification and submission process through our nodal officer. In this year for COVID-19 situation from mid-March all classes, internal examination, University Examination have been conducted fully through Online mode using Zoom, Google Meet platform. Study materials soft copy, e-books, online books, different study material's link was given to the students through e-mail and messages.

3. Office, Administration, Finance & Accounts:

For office, administration, finance & accounts in this session 2019-2020 we have used finance department's portal of Govt. of West Bengal (such as WBIFMS, HRMS) for Salary, Wages, State Government's college development fund, contingency funds, Book Grant etc. Also for permanent

Dated-10/08/2020.

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staffs GPF & IT related Form-16 and 26AS we have used AG Bengal's website and Income Tax India portal.

Again for the employees service related matter like different leaves (CL, EL, ODL, CCL etc.), Service Book, Self-Appraisal Report, GPF loan etc. all employees have done through WBIFMS portal. Again for Employees and their dependents family members health insurance we used West Bengal Health Scheme Portal.

4. Communication:

This year online official communications regarding planning and development is realized through e-mails, fax and messages etc. Proposals for infrastructural development, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organisations including state government and sanctions are obtained through the same mode.

In this session due to COVID-19 situation from mid of March onwards all communication has been made through WhatsApp and e-mail with students and faculty members.

5. Library:

Though our college central library is not fully automated, still in the session the library has used KOHA software installed, for better management of its

Dated-10/08/2020.


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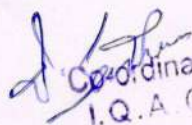


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resources. And library is linked with NLIST consortiums for online books and journals. Access to e-journals & E resources are provided within the campus by using N-list. During the end of the session from Mid-March to June due to COVID norm use of library physically was closed but students were encouraged to use different e-books, pdf notes etc.

6. **Feedback:** This year feedback from students, parents and alumni of our college collected through hard copy but we have analysed feedback using software.
7. **Online Video Lectures and E-Content:** During the session various departments and several faculty members have used YouTube lectures and e-learning videos for better understanding of the topic. Lots of online lecture series, online seminars was arranged by several departments for the students.

Date: 10/08/2020


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Haldia Government College
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Dated-10/08/2020.



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**ANNUAL E-GOVERNANCE REPORT
2020-2021**

E-Governance in Haldia Government College is used as a platform for efficient, transparent and timely delivery of services to all the stakeholders mainly for Students, Teaching and Non-Teaching staff. Specially the session 2020-2021, as the whole year was under COVID-19 norm.

As per the e-governance policy of our College, we trying our best to implement e-governance in :

- To provide simpler and efficient system of governance within the college.
- To achieve and create a paperless environment in the college.
- To maintain the data on a secured system.
- To provide easy and quick access to academic & administrative information.
- Promoting transparency, efficiency and accountability in governance and administration of the college.
- Facilitating online internal and external communication between various entities of the institution .

During the Session- 2020-2021 our areas of Implementation of e-governance are as follows:

1. Website:

Dated-01/09/2021.


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P.O.- Debhog, Dist. - Purba Medinipur


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Dated-01/09/2021.


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Vidyasagar University portal and for anti-ragging declaration students used UGC portal. Online notice for hostel accommodation is also circulated on website with all the details at the time of new admission. This year for UG & PG admission, online admission software was purchased from SENSABYTE along with extended service regarding admission. This year admission fees collected through online mode using payment gateway. Various policies of the college such as Green Campus, Energy and Environment Policies, Anti-Ragging policies, Campus and Hostel Rules and Regulations and Guidelines are displayed prominently on college website. Also for different scholarships and Kanyashree Prakalpa welfare scheme our college has used corresponding portal for application verification and submission process through our nodal officer. In this year for COVID-19 situation all classes, internal examination, University Examination have been conducted fully through Online mode using Zoom, Google Meet platform. Study materials soft copy, e-books, online books, different study material's link was given to the students through e-mail and messages. College administration was unable to open Hostel in this session.

3. Office, Administration, Finance & Accounts:

For office, administration, finance & accounts in this session 2020-2021 we have used finance department's portal of Govt. of West Bengal (such as

Dated-01/09/2021.


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WBIFMS, HRMS) for Salary, Wages, State Government's college development fund, contingency funds, Book Grant etc. Also for permanent staffs GPF & IT related Form-16 and 26AS we have used AG Bengal's website and Income Tax India portal.

Again for the employees service related matter like different leaves (CL, EL, ODL, CCL etc.), Service Book, Self-Appraisal Report, GPF loan etc. all employees have done through WBIFMS portal. Again for Employees and their dependents family members health insurance we used West Bengal Health Scheme Portal.

4. Communication:

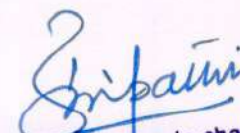
This year online official communications regarding planning and development is realized through e-mails, fax and messages etc. Proposals for infrastructural development, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organisations including state government and sanctions are obtained through the same mode.

In this session due to COVID-19 situation all communication has been made through WhatsApp and e-mail with all stakeholders.

5. Library:


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Dated-01/09/2021


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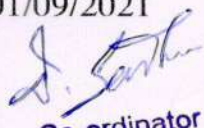


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Though our college central library is not fully automated, still in the session the library has used KOHA software installed for better management of its resources. And library is linked with NLIST consortiums for online books and journals. Access to e-journals & E-resources are provided within the campus by using N-list. During the session due to COVID-19 norm use of library physically was closed but students were encouraged to use different e-books, pdf notes etc.

- 6. Online Video Lectures and E-Content:** During the session various departments and several faculty members have used YouTube lectures and e-learning videos for better understanding of the topic. Several online lecture series, online seminars was arranged by several departments for the students. Teaching faculties also attended several seminars, workshops, Orientation Programmes, FDP, Short-term courses through online mode.

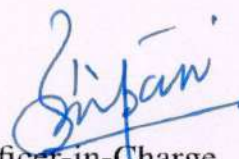
Date: 01/09/2021


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Haldia Govt. College

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Officer-in-Charge

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**ANNUAL E-GOVERNANCE REPORT
2021-2022**

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As per the e-governance policy of our College, we trying our best to implement e-governance in :

- To provide simpler and efficient system of governance within the college.
- To achieve and create a paperless environment in the college.
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- Promoting transparency, efficiency and accountability in governance and administration of the college.
- Facilitating online internal and external communication between various stakeholders of the institution .

During the Session- 2021-2022 our areas of Implementation of e-governance are as follows:

1. Website:


Co-ordinator
I.Q.A.C

Haldia Govt. College

Dated-02/08/2022
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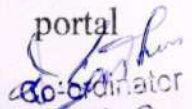
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Dated-02/08/2022.


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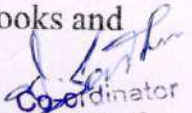
In this session most of the communication has been made through WhatsApp and e-mail with all stakeholders.

5. Library:

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Debhog, Purba Medinipur, Pin-721657



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journals. Access to e-journals & E-resources are provided within the campus by using N-list. During the session physical use of library resumed but students were encouraged to use different e-books, pdf notes etc along with hard copy of Books and notes.

- 6. Online Video Lectures and E-Content:** During the session various departments and several faculty members have used YouTube lectures and e-learning videos for better understanding of the topic. Along with offline seminars/ workshops this session also several online lecture series, online seminars was arranged by several departments for the students. Teaching faculties also attended several seminars, workshops, Orientation Programmes, FDP, Short-term courses only through online mode.

Date: 02/08/2022


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Haldia Govt. College
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Officer-in-Charge
Haldia Government College
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Dated-02/08/2022.



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**ANNUAL E-GOVERNANCE REPORT
2022-2023**

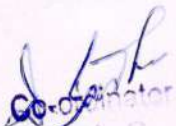
E-Governance in Haldia Government College is used as a platform for efficient, transparent and timely delivery of services to all the stakeholders mainly for Students, Teaching and Non-Teaching staff.

As per the e-governance policy of our College, we trying our best to implement e-governance in :

- To provide simpler and efficient system of governance within the college.
- To achieve and create a paperless environment in the college.
- To maintain the data on a secured system.
- To provide easy and quick access to academic & administrative information.
- Promoting transparency, efficiency and accountability in governance and administration of the college.
- Facilitating online internal and external communication between various stakeholders of the institution .

During the Session- 2022-2023 our areas of Implementation of e-governance are as follows:

1. Website:


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During this session students friendly interface of our website (<https://www.haldiagovtcollege.org.in/>) acted as first line of communication with upcoming students regarding our Mission-Vision, Courses offered, Departmental Profile including Teacher's' Profile, Subject offered, Admission related notice different Scholarship related information, picture of different academic programmes etc. Apart from this, admitted students have connected to Higher Education Department's website (<https://banglaruchchashiksha.wb.gov.in/>), Vidyasagar University (<https://www.vidyasagar.ac.in/>) and UGC website (<https://www.ugc.gov.in/>) through link from our college website portal for Anti-Ragging rules details, Syllabus, University sports notice, University Examination fees, Exam schedule, Results, Review, Scholarships etc.

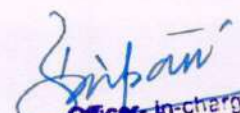
Also different tender related information have been displayed through this portal.

2. Student Administration including Hostels:

In this Session entry level admission to B.A./ B.Sc. & M.Sc. classes is realized through online process and it is managed & regulated by Higher Education Department, Government of West Bengal (<https://banglaruchchashiksha.wb.gov.in/>), Vidyasagar University (<https://www.vidyasagar.ac.in/>) & our college admission portal

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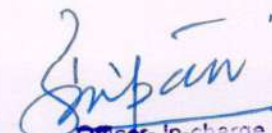
(<https://hgc.collegeadmission.org.in/>). Registration process has been done through Vidyasagar University portal and for anti-ragging declaration students used UGC portal. Online notice for hostel accommodation is also circulated on website with all the details at the time of new admission. This year UG & PG online admission software module purchased from SENSABYTE. This year college renewed purchased AIMS Cloud (ERP Software) Student Fee Management Module and AIMS Cloud (ERP Software) Admin Module for smooth and transparent fees collections and administrative works of students section. Various policies of the college such as Green Campus, Energy and Environment Policies, Anti-Ragging policies, Campus and Hostel Rules and Regulations and Guidelines are displayed prominently on college website. Also for different scholarships and Kanyashree Prakalpa welfare scheme our college has used corresponding portal for application verification and submission process through our nodal officer. In this year along with offline classes some classes Online mode using Zoom, Google Meet platform. Few internal examinations have been conducted online. Study materials soft copy, e-books, online books, different study material's link was given to the students through e-mail and messages along with the use of hard copy.

3. Office, Administration, Finance & Accounts:

For office, administration, finance & accounts in this session 2022-2023 we have used finance department's portal of Govt. of West Bengal (such as WBIFMS, HRMS) for Salary, Wages, State Government's college development fund, contingency funds, Book Grant etc. Also for permanent staffs GPF & IT related Form-16 and 26AS we have used AG Bengal's website and Income Tax India portal.

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Again for the employees service related matter like different leaves (CL, EL, ODL, CCL etc.), Service Book, Self-Appraisal Report, GPF loan etc. all employees have done through WBIFMS portal. Again for Employees and their dependents family members health insurance we used West Bengal Health Scheme Portal.

4. Communication:

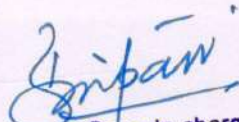
This year online official communications regarding planning and development is realized through e-mails, fax and messages etc. Proposals for infrastructural development, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organisations including state government and sanctions are obtained through the same mode.

In this session most of the communication has been made through WhatsApp and e-mail with all stakeholders.

5. Library:

Though our college central library is not fully automated, still in the session the library has used KOHA software installed for better management of its resources. And library is linked with NLIST consortiums for online books and journals. Access to e-journals & E-resources are provided within the campus by using N-list. During the session physical use of library resumed but

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