GOVERNMENT COLLEGE OF ENGINEERING AND CERAMIC TECHNOLOGY

Established 1941

Accredited by NAAC with Grade A

(2015)

73, Abinash Chandra Banerjee Lane

Kolkata-700010

West Bengal, India

E-mail: gcectwb@gmail.com

Annual e-Governance Report
For the academic sessions 2017-18 to 2021-22

Administration

- College staff uses the technology for administration purpose such as use of Smartphone with inbuilt social apps like **Gmail, WhatsApp** through which they remain connected to teachers, students, staffs and others.

- The Principal liaises with Governing Body members as well as the teaching and non-teaching staff through email.

- Important administrative information and notices are regularly published in the college website.

- College has **purchased access to G-Suite**, through which all academic activities such as taking classes, sharing documents to students and forwarding topic of assignments etc. are conducted through the Google Classroom.

- **E-tendering** is done in online portal

- Purchase process is also possible through **e-market place** using the **gem portal**.

- **Urgent notice** of any event to be happened on college are notified through the **Google Classroom portal or the SMS Gateway**.

- **Online meetings** are held, often in the Google Meet platform regarding various administrative and academic issues

- The college campus is equipped with **CCTV cameras** at strategic locations of the institute; by which the entire college could be monitored conveniently.

- **High speed in campus internet facility** upto 100 MBPS enables smooth running of e-learning for the students.

- **High speed in campus Wi-Fi support** enables the teachers, students, staffs and other members to access internet at any point inside the campus.

- The college authorities is able exercise partial supervision of service modules through the MIS software

- **Central computing lab** of the college is also well connected through high speed internet to facilitate online programming classes; as well as, for holding programmes of students such campus interview.

- There is a provision made in the portal of the institute **where students can register their complaints**, if any.

Finance and Accounts

- The institute uses the portal of Government of West Bengal, **Integrated Financial Management System (IFMS)** for management of finance and human resources. All details of fund allocation to the institute are available in **IFMS** portal. The personal management such as **service book, viewing of pay slip, income tax statement, PF statement including submission of SAR (Self-Assessment Report)** of teaching staff and non-teaching staff are done in the portal

- The College uses **finance management software (FMS)** to operate different accounts of the college and run the accounts works smoothly

- **Salary** of the college staff and faculties are done online through the **HRMS portal** of the Government of West Bengal

- **Leave sanction** of the staff and faculties are also done online through the **HRMS portal** of the Government of West Bengal

- The college conducts **regular annual audit** of accounts.

Student Admission and Support

- The institute has procured **learning management software (LMS)** from 2018-19 onwards. The records of the students from admission to passing out are managed by the software. There is a provision of recording the attendance of the students and messaging the same to respective guardian of the students to make them aware about the participation of the students in the class. This software also manages examination related activities. The communication that to be made with the students from the institute are also done by SMS through the software

- Academic activities such as taking classes, sharing documents to students and forwarding topic of assignments etc. are conducted through the Google Classroom.

- Application/Admission Form is uploaded online.

- College has 5 numbers of **smart classrooms**; and most of the other class rooms are equipped with **projector** facility to enable e-learning.

- **Language Lab** of the college is well connected through internet to enhance the communication skills among the students

- **Central computing lab** of the college is also well connected through high speed internet to facilitate online programming classes; as well as, for holding programmes of students such campus interview

- There is a provision of payment of College fees in online mode.

- The students can access of e-journals and e-learning resources in the college library. The digital library of the college provides holds the storage of digital documents of learning resources and video lectures for student access.

- The issue, return and stock of books of **library** are maintained with the help of **'Libsys'.** Library automation has been updated from 2019-20 onwards with the help of open source software **'KOHA'**. The software has been customized to fulfill the requirement of the library of the institute

Examination

- The **preparation of results** of students is done with the help of **customized software**

- Examination Forms are filled online.

- College examination of all semesters (Theory and Practical), including mid term-I, mid term-II and semester end examination, was conducted online during Covid-19 pandemic in the **Google platform using G-Suite**, purchased by college.

- Students have sent assignments online for internal assessment.

- Marks obtained by the students (both Theory and Practical) is sent online to the controller section by the teachers, from where, results are also published online using the same Google platform during Covid-19 pandemic

- Results of all semesters could be viewed on the college website under the result tab.

E-Governance Policy

of

Government College of Engineering and Ceramic Technology

Scope:

The scope of this policy extends to the following areas:

1. General Administration
2. Student Admission
3. Examination
4. Library
5. Accounts and Finance
6. ICT Infrastructure

Objectives:

➢ Implementation of E-governance in all functioning of the Institute in order to provide simpler and efficient system of governance within the institute.

➢ To promote transparency and accountability in all the functions of the Institute.

➢ To achieve and create a paperless environment in the Institute.

➢ To provide easy and quick access to information.

➢ To make campus Wi-Fi enabled.

➢ To make Classrooms ICT enabled.

➢ To establish a fully automated Library.

Policy:

The Institute will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

The Institute decides to make the following policies and procedure:

- **Website:**

  The website acts as an information center which displys the important notices, vision-mission of the institute, courses offered, academic regulation, syllabi, policies etc. For this purpose, a separate service provider/web designer is appointed by the Institute. A Website Committee is formed for the administration of the institute's website. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The committee also looks for other changes that are required on the website. The Institute strives to showcase all activities of the institute through its website. All important notifications go live on the website as and when they are released.

- **Student Admission:**

  An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations. The admission notice is displayed on the website that has guidelines for the admission process. An admission Portal is used to manage the admissions in the Institute. Students are required to submit a separate Online Application form for taking admission to the institute. For decentralised admission, notice inviting application, the merit list and instructions for admission are displayed on the website.

- **Accounts:**

  The accouns of the institute are managed through Integrated Finanncial Management System (IFMS) of the Government of West Bengal.The Government of West Bengal in Finance Department restructured the existing systems of fund allocation to the Administrative Departments and Drawing & Disbursing Officers (DDOs) and financial transactions including entire Treasury Management System to ensure transparency, accuracy, and efficiency in fund and financial management. Accordingly, the government introduced the 'Integrated Financial Management System' [IFMS] for on-line real time management monitoring and control of all fund allocations and financial transactions in different Departments and their subordinate offices under the State Government.

  The modules and the facilities available that comprise the IFMS are summarised below:

A. e-Bantan [e-Allocation of Fund]:

a) Allotment of Fund from Department to Administrative Departments and to DDOs:

(i) Allotment /release of fund including budgetary allocation to the Administrative Departments are uploaded from time to time by the Finance Department in e-Bantan.

(ii) The Administrative Departments does allotment of the fund to the DDOs directly or through their Directorates/ Subordinate Offices using e-Bantan module..

(iii) Allotment of fund made to the DDOs is made available to the concerned Treasury and DDOs through e-Bantan module.

B) Billing:

(i) Submission of all bills electronically to the Pay Accounts Offices/ Treasury by the DDO are routed through this module only. DDO are required to log on to the web-based e-Bantan module for submission of bills.

C) Human Resource Management System (HRMS):

(i) The work of manpower planning and management, personal information, personal claims, loans, leave, transfer, posting and joining, promotion, retirement, etc. are mandatorily processed through this module.

- T**he Library:**

  The Library has   ILMS software which has an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval. The Circulation module of the software covers all the operations of circulation, right from creating member records to printing of reminders for outstanding books. The Database Maintenance module covers all operations of database creation and maintenance. The library has RFID enabled gate and issue-return system. Radio Frequency Identification (RFID) refers to a wireless system comprised of two components: tags and readers. The reader is a device that has

one or more antennas that emit radio waves and receive signals back from the RFID tag.

To encourage original writing among students and teachers, the institute provides access to fully automated software for plagiarism check.

- **Academics:**

(i) Attendance Management Software is used by the faculties to monitor the attendance of students in the class. The attendance of the students is shared with the guardian of the student from time to time by SMS.

(ii) The classes are ICT enabled.

(iii) Online classes are conducted as and when necessary by licensed G-Suite.

(iv) Recorded lectures are shared with the students for future reference.

(v) The examination results are processed by Examination software.

(vi) The attainment of course outcome is done by software.

(vii) WhatsApp group are used for exchange of information.

(viii) Google forms are used for collecting feedback and other informations.

.

- **Administrative Office:**

(i) Uses Email, WhatApp for comminication and information interchange.

(ii) The Institute is to be made paperless.

(iii) Students must be able to obtain maximum services in online mode.

(iv) The Institute will look into opportunities to automate some of its functions related to administration.

(v) Administrative Staff to be provided with adequate training to keep them abreast with the new technology.

(vi) The e-governance policy of the Institute to be adopted for examination and publication of results.

(vii) In order to strengthen alumni relationships, a separate website is created by the Alumni association of the institute to provide facilities like registration, profile and information of alumni of the institute, feedback and many other aspects.