



# P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)  
Phone : (033) 2592 1327, Fax : (033) 2592 1326, e-mail : pndc.principal11@gmail.com  
Website : www.pndacollege.in

NAAC ACCREDITED - 2016

Ref.: .....

Date .....

## ANNUAL E-GOVERNANCE REPORT

### 2021-22

E-Governance is the use of Information and Communication technology in the field of administration for increased efficiency and proper record keeping. It promotes easy tracking and dissemination of information and transparency. E Governance in all areas is the demand of the day.

Implementation of E- Governance has been the strategic plan of P.N. Das College. To supplement the same the college updates the ICT facilities and improves the IT infrastructure. Training programs for the staff members are arranged to equip them with the latest technological development. The Teaching Aids and Computer Sub Committee in collaboration with the IQAC is responsible for various training programs.


The following areas have been identified and developed accordingly.

#### Administration:

- Disclosure of information relevant to the stakeholders and society.
- Dynamic website.
- Complete Automation of Library
- Towards complete Automation through implementation of ERP module.
- All Government schemes, salary, pension through dedicated portals of Government
- Correspondence by e mail, Whatsapp and Telegram groups
- Development of ICT infrastructure.
- Wi-Fi enabled campus.
- All activity reports, data from departments, teachers are collected online and stored in specific folders in the Google Drive.

#### Finance and Accounts:

- Online payment of fees
- Finance data available on AIMES cloud
- Regular training programs on different modules arranged.

  
President,  
GOVERNANCE BODY  
P. N. Das College, Palta

  
10/01/2023  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.



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## Student Admission and Student records:

- Online admission started from the academic session 2014-15. Presently payment of fee for all semesters is online.
- The admission guidelines, eligibility rules, intake capacity and all relevant information are displayed on the institutional website.
- The college website is dynamic and all important information are posted on the college website.
- Learning Management System enables students to have information about fees, gives access to the Learning Materials posted by the departments.
- All Government scholarships are managed online.

## Student Support:


- ICT enabled classrooms
- wi-fi enabled campus
- e resources in library
- access to automated library
- ICT training for students

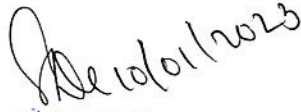
## Examination:

- Online filling up of forms and online payment for University Examinations
- Download of Admit Card
- Upload of marks by teachers on the University portal
- Declaration of results
- On line Review application

The year of implementation of the respective modules is mentioned below.

- Student admission and support: AIMS CLOUD, 2017.
- Finance and Accounts: AIMS CLOUD, 2017.
- Library: KOHA, 2015.
- Learning Management System: AIMS CLOUD, 2019-20.

  
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- Biometric Attendance for staff : 2019-20.
- G-Suite for educational institutions was procured in 2019-20 for increased cloud storage.

## **Additional Information:**

The institution has strengthened its IT infrastructure resulting in the installation of 17 LCD projectors (13 fitted in classrooms, one smart board, and one each in the Principal's Chamber, Auditorium and IQAC Room), and 14 Wi-Fi access points throughout the campus with speed ranging up to 200 Mbps extending free high-speed internet access to stakeholders.

Sharing of study materials (TLM) and evaluation through Google Classroom started in 2017-18. Use of Google Forms, Google Docs and Google Sheets for teaching-learning-evaluation (including CIE & self-assessment), and preparation of e-modules also started simultaneously. Thereafter, class-wise WhatsApp and Telegram groups were created for sharing TLMs, necessary official information and off-campus interaction between teachers and students.

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