



## **ANNUAL E-GOVERNANCE REPORT**

**SESSION- 2022-23**

### **Implementation of e-governance in areas of operation**



#### **Administration**

- Taki Government Colleges adheres to the Government portals for digital administrative operations. All communication and workflow are made digital as far as possible. All government orders, notices, information were circulated online.
- Administrative work and teaching-learning were done through online or blended mode. Urgent matters were discussed through online mode, preferably through Google Meet.
- Annual self-appraisals, leave applications were digitally submitted through HRMS portal.
- Website is dynamic and interactive where the information and notices are disseminated. The website is managed by the service provider Infotech Lab.
- All activity reports, data from departments, committees were collected online and digitally stored in Databank of College.
- Student feedback are collected through google forms.
- Central Library is partially digitized. The college has renewed the annual membership of the N-LIST programme of INFLIBNET to provide access to students and teachers.

#### **Finance and Accounts-**

- Institute adheres to the use of Government Portals for all kinds of financial matters. Financial operations are done by e-billing through WBIFMS portal of West Bengal Government (<https://www.wbifms.gov.in/>). Bills are submitted to treasury, and receipts are distributed in a cashless manner.
- Along with e-billing, HRMS module of WBIFMS is operated for dealing the financial matters. All staffs have access to WBIFMS for generation of payslips, tax statements and other related documents.
- Tax related procedures were digitally executed and supervised.
- Tenders were called electronically through West Bengal government portal (<https://wbtenders.gov.in/nicgep/app>). Relevant notices are put up in the college website and published in newspapers for wide publicity.
- All employees avail cashless facility through West Bengal Health Scheme (WBHS) Portal.
- Dealings with RUSA 2.0 funds is performed through PFMS portal of Government.

#### **Student admission and support-**

- The institution adheres to the online admission process as per direction provided by Department of Higher Education, Government of West Bengal. The UG and PG admission portal is managed by service provider Infotech Lab.
- All payments are collected online through Billdesk. Record of each student is maintained digitally by assigning a student ID.
- Admission guidelines, eligibility rules, intake capacity and all relevant information were displayed on the institutional website.
- All information and important notifications were displayed in college website for students.
- Learning Management System (LMS) was introduced during the period of COVID Pandemic. College continued using the module in 2022-23 session which provides access to the learning materials for the students. Students were also able to access e-resources through N-LIST.



Government of West Bengal  
**TAKI GOVERNMENT COLLEGE**

P.O. Taki, North 24 Parganas, Taki-743429, West Bengal  
Phone: (03217)-234474; Fax: (03217)-234566; Website: <http://www.tgc.ac.in/>



- Being a Government College, the portals of Government Scholarship schemes are digitally operated for the purpose of verification as a part of standard protocol. Verified credentials of all beneficiaries are uploaded in Banglar Uchchashikha Portal (<https://banglaruchchashiksha.wb.gov.in/>)





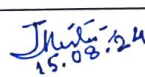
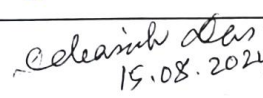

**Examination-**

- Taki Government College is affiliated to West Bengal State University. Marks of all internal assessments are submitted online by the teachers through the dedicated portal <https://www.wbsuexams.net/>.
- All notices related to examinations are published through University portal. Examination form fill-up, distribution of admit cards, review are also executed through the university portal.
- Students can view and download UG result from the university portal.
- Teachers use LMS portal for continuous evaluation of students by taking MCQ tests.
- Assignments/ projects for few Skill Enhancement Courses are submitted and evaluated digitally.



  
Officer-in-Charge  
Taki Government College  
Officer-in-Charge  
Taki Government College  
Taki, 24 Parganas (N)

Approved by:

Members of the Governing Body	Signature
1. The President, Governing Body, SDO, Basirhat, North 24 Parganas.	 Dy Magistrate & Dy Collector Basirhat, North 24 Parganas
2. The Member Secretary, Officer-in-Charge, Taki Government College.	 Officer-in-Charge Taki Government College Taki, 24 Parganas (N)
3. The Executive Engineer, Social Sector, P.W.Dte. North 24 Parganas.	 Assistant Engineer Basirhat Sub Division Social Sector, P.W.Dte.
4. Dr. Saptarshi Banerjee, Hon'ble MLA, Basirhat.	 DR. SAPTARSHI BANERJEE Member West Bengal Legislative Assembly
5. Dr. Jayanta Mistri, Associate Professor, Dept. of Bengali.	 15.08.24
6. Dr. Debasish Das, Assistant Professor, Department of Zoology.	 Debasish Das 15.08.2024.
7. Sri Shibnath Mondal, LDC.	 Shibnath Mondal