



# MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

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## Policies & Procedures

### Mugberia Gangadhar Mahavidyalaya

#### E-Governance Policy

E-Government seeks to improve governance for the benefit of the college by digitizing several areas.

#### Objective:

1. To assist in the establishment of an efficient and successful college governance structure.
2. To guarantee responsibility and openness in every aspect of college operations
3. to encourage a paperless, environmentally friendly campus culture
4. To make the information quickly and easily accessible.
5. to create a library that is completely automated.

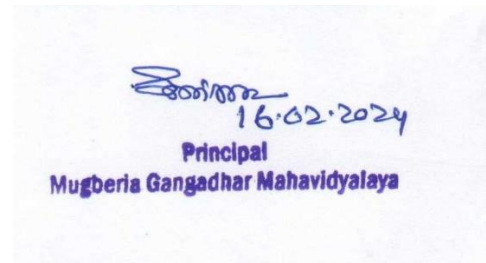
#### Domain implementation:

To implement e-governance in domains like Administration, Finance & accounts, Students support and admission, examination, and library.

- a) **Administration:** Utilizing AIMS ERP software's e-governance system, it is possible to ensure effective administration by storing and retrieving student and staff databases, academic calendars, and timetables for various tasks. If necessary, remedial action can be taken.
- b) **Finance and Accounting:** Using AIMS ERP software to facilitate the upkeep of physical and academic facilities, budgetary allocation, personnel compensation, and easy management and retrieval of data related to finance and accounting.
- c) **Students support and admission:** E-Governance (AIMS Cloud/ERP) is used for the creation of the admissions portal, payment of student fees, maintenance, analysis, and

retrieval of data from the student database. ZOOM software is employed in online education. For UG and PG students, the mathematics department uses LATEX, MATLAB, and C programming. The Physics department uses software written in Python. In order to maintain continuous communication with the students about instruction, learning, notices, etc., social media platforms like WhatsApp are used. The students have access to NDL. The departments of B.P.Ed. and M.P.Ed. have produced systems of bio-metric attendance for students according to the guidelines of the NCTE.

- d) **Examination:** An online portal for exam-related things has been established by the affiliated university. The college adheres to the same guidelines for activities pertaining to exams. The Principal, Head Examiners, and Examiners have uploaded the results of internal and final semester exams through this portal. The university provides teachers with a user ID and password that they can use to upload marks. However, in the past, each department used Google Form to administer surprise tests. Apart from this, examination software (MGM Marks input site) is utilized by the M.P.Ed. and PG departments to create student marksheets.
- e) **Library:** Access to e-resources and e-journals, is given to all students & teachers through INFLIBNET. All activities of the library like book issue, book return, catalogue maintenance, staff and student membership database are fully automated.



Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya