



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com
Website: <https://maulanaazadcollegekolkata.ac.in>

Annual Report of e-governance

(Consolidated: 2018-2023)

Introduction:

Maulana Azad College has always emphasized on ICT to modernize teaching-learning process. The indispensable ICT has played a crucial role to make the various processes of running this college in an efficient manner. The college has continuously tried to exploit the modern technology in all spheres of its activities like Administration, Finance and Accounts, Students' Admission and Support, Examination etc. The Principal's office, college office and the departments have adequate computer facility along with internet connection to run its day-to-day activities. Digitalization of information related with all stake holders is an essential part of the college administration. The Central Library with numerous rare and old books and manuscripts are on the process of digitization. The communications of the college with the Governments both at the State and National level have become completely digitalized.

Administration:

The Administration of this college is run by the Principal with full support from the College Office. The Principal along with the College Office is fully computerized with proper Wi-Fi connection. The financial operations like e-billing, HRA declaration, e-pension are done by the College office through WBIFMS portal of the Government of West Bengal, managed centrally by the Department of Finance, Government of West Bengal. The Self Appraisal Report of the Teachers are also processed through WBIFMS portal. The college took regular part in uploading the requisite data and documents in All India Survey of Higher Education (AISHE), National Institute of Ranking Framework (NIRF), and Annual Quality Assurance Report (AQAR) and SSR preparation. The IQAC, well equipped with computer facility, look after the above stated work and the entire faculty and staff related data and documents are collected and preserved digitally. Students' activities like Admission procedure, University registration, scholarship etc are managed by the students' section of the office. All the departments along with the Central Library have adequate number of computers with internet connection for running all their activities. The IQAC, Central Library and some departments have high-speed internet facility for smooth running of their activities. The internet facility is further provided to many classrooms, seminar libraries, laboratories, and the office through Wi-Fi. Furthermore, the IQAC and some departments have LAN connections also.

The admission portal of the college is:

<https://maulanaazadcollegekolkata.ac.in/admission.php>



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through which the admission is done.

The college has a dynamic and interactive Website:

<https://maulanaazadcollegekolkata.ac.in/index.php>

which is used to display the relevant information, both to the current and prospective students of this college. It is also used to announce and manage any activities of the college and thus playing the role of the mirror of the college. In the Central Library, the book lending service is done through OPAC. In recent times the digital library service is being essential with seamless access to e-books and e-journals using databases like INFLIBNET-NLIST and DELNET. The Central library is also becoming fully automated with Koha Integrated Library Management Software. The E-library section is equipped with plenty of desktops, with the provision of additional number of laptops, to serve a large number of students in one go. The college library are in an active stage of digitization of old and rare books of this old college, and all the digitized books along with other repositories are kept in our dynamic website, which can be accessed from anywhere, by clicking on <https://maulanaazadcollegekolkata.ac.in/library-new.php>

Finance and Accounts:

The salary and other financial matters of the Teaching and Non-teaching staff are processed through HRMS module of the WBIFMS portal of the Department of Finance, Government of West Bengal. Beside this, other finance related matters are managed through e-Billing and e-Pradan modules of WBIFMS.

Tax related procedures are executed digitally by the college office and are supervised by the Income-tax sub-committee.

Provision of the Central research and development funds, along with seminar/conference funding are done through PFMS portal of the Government of India.

Student Admission and Support:

Following the guidance of the Department of Higher Education, Government of West Bengal, and the admission procedure of both the undergraduate and postgraduate courses is executed in Online mode. Submission of the application forms, publication of the merit list, selections and deposition of admission fee are processed online. Student's related data is collected and preserved digitally during the admission procedure by the Admission Sub-committee and handed over to the College office and respective departments later. The stored data are used for registration and form fill up before examinations.

Through Learning Management System (LMS), the interactions between the students and teachers have become easier. The teachers can use the LMS to share lesson plans, study



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materials, interactive videos, whereas the students can access them from anywhere, and can ask their queries to the concerned teachers.

Examination:

Internal Marks of the University examination is submitted online through the examination portal of Calcutta University. Tabulation and framing of the marks are done by the respective representatives of the departments digitally. Examination results are preserved digitally by t

he Students Central Database Management System.

The draft **Annual e-governance Report: (Consolidated: 2018-23)** was placed before the IQAC on its meeting held on 15.03.2023. After a thorough discussion, the report was unanimously accepted by the members present. The minutes of the said meeting is thus attached below.

Offline Meeting of the IQAC Date 02.05.2023: Time- 4 p.m.

MINUTES OF THE MEETING

1. Student Admission will be done in online mode as per instruction from Higher Education Department, Government of West Bengal.
2. All information on students, teachers and staff members, facilities and infrastructure as well as seminar, webinars, examinations, results (university portal already exists) IQAC activities etc. will be provided in college website.
3. Measures will be taken to preserve the rare old books and manuscripts digitally as available in the Central library of this college. The daily library operation, e-cataloging are also done as a step forward to make the library fully-automated using KOHA software management. Braille software for visually impaired users is going to be installed very soon. User accounts in INFLIBNET-NLIST are already in use.
4. As a government college, all financial transactions including e-tenders, purchase, vendor payment etc. are done through West Bengal Integrated Finance Management System (WBIFMS) developed by NIC.
5. In future all possible academic and administrative activities will be undertaken in online platform as per regulations of Govt. of WB.



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Members present: (Report prepared by the following members)

1. Dr. Dipak Som, IQAC Coordinator

2. Dr. Shampa Duttagupta

3. Dr. Abhishek Mukherjee

4. Dr. Sanjay Chattopadhyay

5. Dr. Sujit Kr. Bhowal

Approved by the Governing Body

Principal
Secretary Governing Body
Maulana Azad College
Principal
Maulana Azad College
Kolkata
Govt. of West Bengal



Sri Sudip Bandyopadhyay, MP
President, Governing Body
Maulana Azad College
President
Governing Body
Maulana Azad College