



Government of West Bengal  
Office of the Principal  
**GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE**  
PANCHANANTALA, KHUDRUN DIGHI, MANGALKOTE  
P.O. - MAJHIGRAM; BLOCK - MANGALKOTE; SUB DIVISION - KATWA  
DISTRICT - PURBA BARDHAMAN; WEST BENGAL; PIN CODE - 713132; INDIA  
Email: ggdc mangalkote@gmail.com; Website: <https://mangalkotegovtcollege.org>

## **E-Governance Policy**

Government General Degree College, Mangalkote is a Government College under the Department of Higher Education, Govt. of West Bengal. It is also affiliated to 'The University of Burdwan'. As such, the 'E-Governance Policy' of the institution aligns with both the Government of West Bengal and the affiliating University. However, the college has to maintain its own website and admission portal whose expenses are borne by the Department of Higher Education, Govt. of West Bengal. Accordingly, the 'E-Governance Policy' of Government General Degree College, Mangalkote can be elaborated under the following three heads:

1. Those that are controlled, managed and taken care of directly by the Govt. of West Bengal.
2. Those that are controlled, managed and taken care of directly by 'The University of Burdwan'.
3. Those that are managed by the college but the expenditure is borne by the Department of Higher Education, Govt. of West Bengal.

These have been elaborated below:

### **1. Those that are controlled, managed and taken care of directly by the Govt. of West Bengal**

**a. Integrated Financial Management System (IFMS) Portal** – It is a 'Human Resource Management System'-based portal which manages the data of all the State Govt. employees (including those under the 'Department of Higher Education') as well as their salary and allowances. Annual submission of 'Self Appraisal Report' or 'SAR' through this portal helps to keep all the information of the teachers updated. The teachers have their own login id with which they can



*Dr. Pradipta Kumar Basu*  
OFFICER IN CHARGE, W.B.E.S.  
Government General Degree College, Mangalkote  
Dt. Purba Bardhaman, West Bengal-713132

view and download their pay-slips. It also allows them to apply for leaves such as casual leaves, medical leaves, etc. the teachers can also pray for their online nomination related to pension, GPF and other benefits to protect their family from untoward circumstances in case of any unfortunate events. This has been facilitated by the Government of West Bengal keeping in mind the well-being of the employees. The portal also facilitates the application for LTC, loan against GPF and several other benefits as allowed/revised/updated by the Government of West Bengal from time to time. The employees (teaching/non-teaching staffs) also need to submit their 'HRA declaration' to disclose the salary details of their spouse for calculation of their salary following Government norms. Periodic online submission of such declarations ensures smooth functioning of the system. All these come under the 'E-services for employee'.

The 'DDO login'/'HOO login' allows the Head of the Office/HOI/Principal/Officer-in-Charge to keep track of the sanctioned strength of the college against various teaching and non-teaching posts and apply to the Department of Higher Education for filling up the posts that are vacant. This is very important because of the transferrable nature of the service where teaching and/or non-teaching staffs are transferred to different educational institutions under the Department of Higher Education, Govt. of West Bengal as per the transfer policy. The portal also allows the functions related to the bills of salary, wages and arrears of the employees by the HOI. Any other financial component other than salary that needs payment of bills to the treasury (through e-billing) is also carried out by the HOI through this portal.

The DDO/HOI is responsible for accepting/forwarding of all the applications of the employees/teachers submitted to the portal through 'E-services for employee' for further processing. The DDO/HOI is also responsible to forward the 'Self Appraisal Report' or 'SAR' of the employees to the Higher Authority after adding his/her comments to ensure deposition of the details of the employees to the Department of Higher Education, Govt. of West Bengal.

**b. West Bengal Health Scheme (WBHS) Portal** – The portal for WBHS allows the employees to take the health-related benefits as bestowed by the Govt. of West Bengal on its employees. It helps to keep track of the application status of the reimbursement of the medical bills of the employees as well as any changes in the



rules and regulations of the WBHS brought about by the Govt. of West Bengal from time to time.

**c. Tenders West Bengal Portal** – This portal allows the procurement of e-tenders from various vendors for purchase of equipment, chemicals and other important goods required for proper functioning of the college. It helps in the proper utilization of the Development Grants sanctioned by the Department of Higher Education, Govt. of West Bengal.

**d. Government e-Marketplace (GEM) Portal** – This portal facilitates the purchase of computers and its peripherals for development of the infrastructure of the college. It also helps proper utilization of the Development Grants sanctioned by the Department of Higher Education, Govt. of West Bengal for the said purpose.

**e. Scholarship Portals** – The Govt. of West Bengal has separate portals for various scholarships such as ‘Oasis Scholarship’, ‘Aikyashree Scholarship’, ‘Kanyashree Prakalpa’ and ‘Swami Vivekananda Merit-cum-Means Scholarship’ which enables the students to register and apply for these scholarships as per the rules and regulations of the Govt. of West Bengal. These student-support portals are completely owned and maintained by the Govt. of West Bengal where the colleges under it are given access to carry out the works necessary for processing the application of students and ensuring that they receive/renew their scholarships on time.

**f. Banglar Uchchashiksha Portal** – This portal provides student support by maintaining the details of all the students enrolling to higher education in different colleges under the Govt. of West Bengal in an institution-wise manner. This helps to keep track of the literacy rate in the state and also serves as a platform for announcements of various schemes by the Govt. of West Bengal for the benefit of the students enrolling to higher education.

**g. West Bengal Student Credit Card Scheme (WBSCC) Portal** – This portal is an initiative of the Govt. of West Bengal to provide ‘Collateral security free loan up to ₹10 Lakhs @ Nominal Simple Annual interest’ to support the expenses of higher education of a student in case he/she is facing financial crises. The applications are forwarded by the colleges to these portals for further processing



and checking the eligibility of the students for the loan. This portal for student support is completely owned and maintained by the Govt. of West Bengal.

**h. Centralised Admission Portal** – This is the latest initiative of the West Bengal State Council of Higher Education which enables a student to choose from approximately 461 colleges/HEIs in West Bengal for UG level Courses/Programmes. This is meant for student support and is completely owned and maintained by the Govt. of West Bengal.

## **2. Those that are controlled, managed and taken care of directly by ‘The University of Burdwan’**

**a. Communication through e-mails** – All the notifications of the affiliating University, ‘The University of Burdwan’ is maintained through e-mail communications to the college which are shared by the HOI to the respective department(s) or student(s) for further action. This includes the notifications related to the process of registration and form fill-ups for exams, commencement of exams, review of answer scripts and all such related issues.

**b. Examination Portal of the affiliating University with institutional login** – This portal of the University is meant for uploading the marks secured by the students in the internal assessments along with the University exams which are held and evaluated at the home-centre as per the notification of the affiliating University. The same portal also allows the download of various forms related to exams, reviews, etc.

## **3. Those that are managed by the college but the expenditure is borne by the Department of Higher Education, Govt. of West Bengal**

**a. College Website** – The college maintains its own website which hosts and updates all the details regarding administration, academics, activities, policies, notifications, etc. The college website also maintains various avenues (including phone numbers and email addresses) for complaint management such as ICC, RTI, Anti-Ragging Cell and Collegiate Student Grievance Redressal Committee.



*Dr. Pradipta Kumar Basu*


Dr. Pradipta Kumar Basu  
OFFICER IN CHARGE, W.B.E.S.  
Government General Degree College, Mangalkote  
Dt. Purba Bardhaman, West Bengal-713132

The expenditure for maintenance of the college website is borne by the Department of Higher Education, Govt. of West Bengal.

**b. Admission Portal** – Prior to the ‘Centralised Admission Portal’ the college had its own admission portal to enable willing students to apply for various Courses/Programmes to pursue higher education in the college. The expenditure for this portal was borne by the Department of Higher Education, Govt. of West Bengal.



**Officer-In-Charge  
GGDC, Mangalkote**



*Dr. Pradipta Kumar Basu*  
OFFICER IN CHARGE, W.B.E.S.  
Government General Degree College, Mangalkote  
Dt. Purba Bardhaman, West Bengal- 713132