



e-Governance Policy

Vivekananda College, Thakurpukur

Vivekananda College, Thakurpukur is committed to promoting decentralized and participative management in administrative, financial, and examination-related affairs. The implementation of e-governance at the College aims to leverage digital technologies to streamline administrative processes, enhance academic services, provide comprehensive support to students, and facilitate effective communication among various stakeholders.

Policy Purpose and Objectives

The purpose of this e-Governance policy is to:

- Ensure effective implementation of e-governance across all functions within the college.
- Review, replace, complement, and/or supplement the existing physical governance infrastructure with e-Governance facilities to improve the efficiency of various functions within the college.
- To create a paperless environment in the college

Scope and Applicability of the Policy

This policy encompasses the day-to-day operations of various functions and processes within Vivekananda College, such as

- a) General Administration including
 - Data management of Student and staff members
 - Student Administration
- b) Accounts and Finance Management
- c) Purchases
- d) Library



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- e) Admissions and Student-support including
 - o Student Enrichment
 - o Teaching-Learning process (Online Classes)
- f) Examinations
- g) ICT enabled infrastructure.
- h) E-Waste Management
- i) Hardware and software infrastructure

It will facilitate all stakeholders in the college, including administrative staff, teaching faculty, non-teaching staff, and students.

Elements of Policy

e-Governance in Administration

- **ICT-Enabled Systems:** All administrative offices will be equipped with ICT-enabled systems, licensed software, and internet facilities for necessary connectivity.
- **ERP Solution:** A customized, user-friendly Enterprise Resource Planning (ERP) solution will manage student attendance, annual fee submission, and internal assessment. Scholarship schemes are to be handled through government e-portal and ERP software. Student and staff database is to be stored digitally so that data can be retrieved easily using ERP software.
- **Administration Login for Payroll and Provident Fund System** will be functional to streamline administrative processes for payroll and provident fund management.
- **Integration of WBIFMS Portal for Staff Management at Vivekananda College, Thakurpukur:** Vivekananda College, Thakurpukur, will implement the West Bengal Integrated Financial Management System (WBIFMS) portal to streamline and enhance the management of staff-related databases and processes. The following functionalities will be available to staff members through the WBIFMS portal:
 - I. **Payroll and Financial Statements:** Employees can download their pay slips, Income Tax (IT) statements, and statements of their General Provident Fund (GPF) accounts through the WBIFMS portal.
 - II. **Pay Fixation:** The fixation of pay for staff members will be carried out through the Human Resource Management System (HRMS) module of the WBIFMS portal.



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- III. **GPF Loan Applications:** Staff members can apply for loans from their General Provident Fund (GPF) via the WBIFMS portal.
 - IV. **Income Tax Calculation:** The Income Tax calculator module within the WBIFMS portal will be utilized for the computation of employees' Income Tax.
 - V. **Leave Management:** Leave management will be conducted online through the Teacher's online diary.
 - VI. **E-Pension:** All pension files of teaching and non-teaching staff will be processed through online portals of IFMS as guided and developed by the Government of West Bengal
- **Alumni webpage:** The college will have a dedicated alumni webpage that helps strengthen relationships with its distinguished alumni.
 - **Grievance Redressal and Anti-ragging E-Form:** The college will implement an online Grievance Redressal and Anti-ragging E-Form to ensure a transparent and efficient grievance redressal process for all its stakeholders.
 - **Surveillance:** CCTV cameras will be installed and maintained at strategic locations for proper surveillance.
 - **Interactive Website:** The college will maintain a user-friendly, interactive website to disseminate general information and updates to students, staff, and the public. College website must contain all information related to the college and the web site is to be updated on regular basis. All notices are to be displayed in the college website. It will provide comprehensive information on the college's mission and vision, academic offerings including courses and programs from different departments, and detailed faculty profiles. The website will also highlight the activities and achievements of the college and its stakeholders, posts notifications about upcoming events, and features the college's history and distinctiveness. The website will be periodically reviewed by the Website Committee.
 - **Official Communications:** All official communications and notices will be sent via email and other online platforms. Additionally, all communications with the Higher Education Department, the Government of West Bengal, UGC, the affiliating university, and other funding agencies will be conducted through email alongside physical correspondence.
 - **ICT Training:** Faculty and non-teaching staff will receive special ICT training programs for continuous growth. Students will also be trained to benefit from ICT-enabled systems.



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- **Online Platforms:** The college will subscribe to online platforms to support online teaching, learning processes, training sessions, lectures, webinars, and other official interactions.
- **Internet-Enabled Computer Facilities for All Departments and Library:** All departments of Vivekananda College, Thakurpukur, along with the library, will be equipped with computers connected to the internet.
- **Internet Connectivity and Central Computer Laboratory:** The college will ensure internet connectivity throughout the college campus. It will arrange for a central computer laboratory equipped with sufficient computers and internet access.
- **Awareness of College Committees and Cells:** Students at Vivekananda College, Thakurpukur, will be informed about the Internal Complaints Committee Cell, Anti-Ragging Cell, Grievance Redressal Cell, RTI Cell, Minority Cell, SC/ST Cell, and Other Backward Classes Cell through the college website. Detailed information about each cell will be provided for transparency and accessibility.
- ICT infrastructure is to be updated on a regular basis.
- **Online Collection of Admission and Student Fees via ERP Software at Vivekananda College, Thakurpukur:** Admission fees and other student-related charges, including examination fees, are to be collected online through our ERP software.
- **Biometric Attendance System:** Implementation of the Matrix Comsec Biometric Attendance System for all staffs at Vivekananda College, Thakurpukur.
- **Digital Notice board:** The digital notice board will be installed as a central communication hub, strategically located near the main academic block. Its purpose will be to disseminate vital informations and highlight institutional achievements promptly and conveniently, ensuring effective communication for all stakeholders.
- The college will regularly upload requisite data and documents to key national platforms, ensuring compliance and facilitating quality assurance.
 - I. **All India Survey of Higher Education (AISHE):** The college will regularly upload necessary data and documents to AISHE, contributing to a comprehensive database of higher education in India.



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- II. **National Institutional Ranking Framework (NIRF):** To maintain and enhance our institutional ranking, the college will consistently submit relevant information and documentation to the NIRF.
 - III. **Annual Quality Assurance Report (AQAR):** In alignment with the guidelines of the National Assessment and Accreditation Council (NAAC), the college will prepare and submit the AQAR, ensuring continuous improvement in quality.
 - IV. **Self-Study Report (SSR) Preparation:** The college will engage in the regular preparation and submission of the SSR, a critical document for NAAC accreditation, showcasing the institution's adherence to academic and administrative standards.
 - V. To streamline and enhance the management of NAAC-related documentation, Vivekananda College, Thakurpukur, will implement a dedicated online portal. This will serve as a central repository for all NAAC-related documents, enabling easy upload, retrieval, and management of files. It will ensure that all necessary documentation is organized and readily available for accreditation processes.
 - VI. Vivekananda College, Thakurpukur, has implemented an online **Student Satisfaction Survey (SSS)** in accordance with the guidelines of the National Assessment and Accreditation Council (NAAC). This initiative is focused on evaluating the Teaching – Learning and Evaluation processes within the institution.
- **Banglar Uchchashiksha Portal-** The college will use the portal for a streamlined and transparent digital interface for various administrative, academic, and financial processes, significantly enhancing operational efficiency and accountability.

The Banglar Uchchashiksha portal will significantly enhance the e-governance framework of Vivekananda College, Thakurpukur, fostering a more efficient, transparent, and accountable educational environment through:

- Comprehensive Admission and Seat Information
- Detailed Scholarship Information
- Enhanced Data Accessibility for the Higher Education Department
- Streamlined Employee and Payroll Management
- Optimized Infrastructure and Resource Management
- Simplified Compliance and Reporting



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- Transparent E-Tendering and Procurement
- Efficient Management of Academic Records and Documentation

College automation software- College automation software is a comprehensive digital solution designed to streamline and manage the administrative, academic, and financial operations of educational institutions. It integrates various functions into a single platform, automating routine tasks and improving efficiency across the board. Vivekananda College will implement software which will help the students to take admission, give feedback, also staff to upload question bank, assignments etc. (<https://vckolkata63.in/webapps/>)

- **360° Teachers Appraisal System Portal** – Vivekananda College will implement a 360° Teachers Appraisal System which will be pivotal component of the college's commitment to excellence in education. Through this comprehensive evaluation process, the college seeks to foster an environment of continuous improvement, professional development, and high-quality teaching.
 - i. **360° Teachers Appraisal System**, will be utilizing a comprehensive and multi-faceted approach to evaluate and enhance teaching performance.
 - ii. **Self-Appraisal of Teachers:** Teachers will conduct self-assessments to reflect on their performance, identify areas for improvement, and set personal and professional development goals.
 - iii. **Principal Feedback on Teachers:** The Principal will provide constructive feedback on each teacher's performance, offering insights and recommendations for growth based on observations and evaluations.
 - iv. **External & Internal Peers Feedback on Teachers:** Feedback will be gathered from both external and internal peers to provide a well-rounded evaluation.
 - v. **Students' Feedback on Teaching of Teachers:** Students will provide feedback on their learning experience and the effectiveness of teaching methodologies. This feedback will be collected through structured surveys to ensure comprehensive and unbiased input.
 - vi. **Implementation**

Data Collection: Feedback will be collected through digital platforms to ensure efficiency and confidentiality.



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Analysis and Reporting: The collected feedback will be systematically analyzed, and detailed reports will be generated to provide a clear overview of performance.

Review Meetings: Regular review meetings will be held with teachers to discuss feedback, address concerns, and develop action plans for continuous improvement.

- **Teachers' Online Diary portal-** Teacher's Online E-Diary will be implemented at Vivekananda College, Thakurpukur, as a part of the significant advancement in the college's e-governance initiatives. By digitizing the leave application process, class record-keeping, and the logging of duties performed, the college aims to enhance administrative efficiency, ensure transparency, and improve overall management of teacher activities.

Features of Teacher's Online E-Diary

- ✓ **Dashboard:** Provides a centralized view of all relevant information and activities for teachers.
 - ✓ **Profile Management:** Allows teachers to manage and update their personal and professional information.
 - ✓ **Holiday Details:** Displays a list of holidays with dates and names
 - ✓ **Leave Application**
 - i. **Create Leave Application:** Enables teachers to apply for leave online with the following details:
 - ii. **Leave due to / account of:** Specify the reason for the leave.
 - iii. **Leave Type:** Select the type of leave (e.g., sick leave, casual leave).
 - iv. **Start Date:** Enter the start date of the leave.
 - v. **End Date:** Enter the end date of the leave.
 - ✓ **Class Taken / Duties Performed Entry**
 - a) **Class Taken:** Record the classes taken and duties performed.
 - b) **Select Working Date:** Choose the specific date for the class or duty entry.
- **Feedback system-**Feedback System at Vivekananda College, Thakurpukur, will be a crucial part of our e-governance strategy, aiming to foster continuous improvement and excellence in education. By systematically gathering and analyzing feedback from all key stakeholders, the college will ensure that it remains responsive to the needs of its community and committed to providing high-quality education.

Feedback Components

- a) **Students Feedback:** Collecting insights from students on curriculum design, academic performance, and the overall ambience of the institution.
- b) **Teachers Feedback:** Gathering feedback from faculty members regarding curriculum design, teaching experiences, and institutional environment.





- c) Alumni Feedback: Obtaining perspectives from alumni on their educational experience, curriculum relevance, and institutional impact.
 - d) Employers Feedback: Receiving input from employers on the performance and preparedness of graduates, as well as feedback on curriculum alignment with industry needs.
 - e) Every year Annual Feedback Reports will be made, feedback data will be systematically analyzed, and comprehensive reports will be generated to facilitate decision-making. Based on the feedback analysis, action plans will be developed and implemented to address identified issues and enhance institutional performance.
- **Learning Management System (LMS)**-A comprehensive LMS will be implemented. LMS will be utilized effectively to enhance teaching and learning, streamline administrative processes, and provide a superior educational experience for all stakeholders.

LMS Features and Functionalities

- Student Query: Facilitates communication and query resolution between teachers and students.
- Teaching Plan: Allows teachers to create, manage, and share their teaching plans.
- Question Bank: Enables the creation and management of a repository of questions for various assessments.
- Continuous Internal Evaluation (CIE): Manages the continuous assessment of students' performance.
- College Exam: Tools for setting, conducting, and grading college examinations.
- University Question: Access to previous years' university exam questions for reference.
- Instructional Material: Upload and share various instructional materials, including notes, presentations, and readings.
- PPT: Creation and sharing of PowerPoint presentations for lectures.
- Video Lesson: Recording and uploading of video lessons for student access.
- Notification: System for sending out important notifications and updates to students.
- E-Book: Access to a library of e-books for reference and teaching.
- Student Details: Access to student information and academic records.

e-Governance in Finance and Accounts



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- **ERP for Accounting:** The accounts section will manage all accounting operations, including pension and payroll processing, on ERP software.
- **HRMS Module (WBIFMS Portal):**
 - 1) Salary Bill Processing: The salary bills of all employees will be processed through the Human Resource Management System (HRMS) module available on the West Bengal Integrated Financial Management System (WBIFMS) portal.
 - 2) Salary Credit: Once processed, the salaries will be credited directly to the respective bank accounts of employees via the e-Pradan module under the WBIFMS portal.
- **Use of Tally-ERP 9:**
 - 1) Accounting Records- The college will maintain all its accounting records using the Tally-ERP package, which is procured from a licensed vendor.
 - 2) License Renewal- The license for the Tally-ERP package will be renewed annually to ensure continuous and uninterrupted use.
 - 3) Account Maintenance- The college accountant is responsible for maintaining and updating the entire accounts in the Tally-ERP package.
 - 4) This system manages various aspects including **TDS, Provident Fund, allowances**, and more. It enables the generation of reports for all staff members through the Integrated Financial Management System.

Through Human Resource Management System (IFMS-HRMS), a wide range of services can be efficiently mobilized, including:

- i. Salary Slip Generation: Automated creation of salary slips for all employees.
- ii. Disbursement Reports: Detailed reports on the disbursement of salaries and other dues.
- iii. Bill Success/Failure Reports: Comprehensive reports on the success or failure of bill processing.
- iv. Fund Allotment Reports: Reports detailing the allocation of funds.
- v. Provident Fund Reports: Monthly and date-specific balance reports for Provident Funds.
- vi. Beneficiary Lists: Generation of lists of beneficiaries for various financial transactions.
- vii. Income Tax Deduction (TDS) Reports: Quarterly reports on Income Tax deductions at source.
- viii. Employee Salary Details: Detailed reports of salary information for each employee.



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- ix. Salary Component Details: Breakdown of individual salary components for each employee.
 - x. Funds Availability Reports: Detailed reports on the current availability of funds at the treasury or with the Drawing and Disbursing Officer (DDO).
- **Government e-finance (PFMS):** The college will conduct all financial transactions via the Public Financial Management System (PFMS), adhering to the current guidelines set forth by the Government of West Bengal.
 - **Digital Signatures:** Financial transactions and tendering processes will utilize digital signatures to enhance processing efficiency.
 - **Online Payment Portal:** A customized portal will be developed to enable students to pay their annual fees, examination fees, and other charges online.
 - **e-tendering:** Vivekananda College Thakurpukur will adhere to the e-governance policy mandated by the State Government for procurement processes. As part of this policy, the college will utilize the government e-tendering portal for its purchasing needs. A dedicated Purchase Committee will oversee the implementation of these guidelines to ensure transparency and efficiency in the tendering process.

e-Governance in Student Admission and Support

- In line with the directives of the Higher Education Department, Government of West Bengal, Vivekananda College, Thakurpukur, has transitioned to an online mode for the admission process of undergraduate and postgraduate courses. The following points outline the digital functions and support activities related to student admissions and the various support systems provided by the college.
- **Online Admission Process:** The college will adopt an online mode of the admission process as mandated by the university.

Admission Process

- I. Online Admission Portal: The college will hire a specialized software company to create and manage the admission portal.
- II. Publication of Admission Rules/Schedule: Admission rules and schedules will be disclosed on the college website.
- III. Application Submission: Applicants must apply strictly through the college's Admission Portal.
- IV. Help Desk Management: An online help desk will assist applicants, and merit lists will be published online.



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- V. Fee Payment and Admission Formalities: Payment of fees and other admission formalities will be conducted online.
- VI. Document Verification: Verification of documents will be managed through the online portal.
- VII. Data Management: Admission-related data will be managed through ERP software.

Support Activities

- I. Library Automation: Library functions will be automated and digitized to support contactless procurement, accession, and issue/return of books, as well as provide e-resources for remote access. The library functions will be automated to support contactless procurement, accession, and the issue/return of books. E-resources will be provided for remote access through the INFLIBNET portal.
- II. Digital Literacy Programs: Computer awareness and digital literacy programs will be conducted for students.
- III. ICT-Based Teaching: Teaching will be conducted in smart classrooms using ICT-based infrastructure. Selected classrooms, conference rooms, and seminar rooms will be furnished with ICT-enabled projectors and screens.
- IV. Notification System: Notices will be displayed on the college website, and students will be notified of new notices via SMS.
- V. Scholarship Management: Scholarship management for students under different schemes will be conducted online through various government portals.

Online Services

- I. Admission Fees and Other Fees: Admission fees, tuition fees, examination fees, and other fees will be collected online through ERP software. Adjustments to fees, if required, will also be done online.
- II. University Registration: Registration with University of Calcutta will be done online through the university portal.
- III. E-Resources: E-resources will be made available in the central library via the INFLIBNET portal.
- IV. In addition to the Learning Management System (LMS), Vivekananda College has acquired Google Workspace to function as a robust Management Information System (MIS). This integrated suite will support diverse online activities including meetings, seminars, and collaborative work. Teachers will utilize multiple platforms such as MS Teams, Google Meet, Zoom, Google Classroom Recorded Classes and YouTube Videos for conducting classes as per requirement.



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Student Information

- I. Committees and Cells: Information about NSS, NCC, Quiz Club, Rock Climbing, Counselling Cell, Job and Placement Cell etc. will be provided on the college website.
- II. Program Outcomes (PO) and Course Outcomes (CO): The knowledge and skills students should acquire after completing their graduation, irrespective of discipline, will be displayed as Program Outcomes on the college website. The knowledge and skills students acquire after completing any particular course in any discipline will be displayed as Course Outcomes on the college website.
- III. Program Specific Outcomes (PSO): The knowledge and skills students acquire after completing their graduation in any particular discipline will be displayed as Program Specific Outcomes on the college website.

e-Governance: Examination Management

- I. **Online Examination Processing:** Vivekananda College is affiliated with the University of Calcutta, and examinations are conducted according to the instructions of the affiliating university. The uploading of marks for continuous evaluation and other examination-related procedures, including online examinations, are managed through the examination portal of the University of Calcutta.

University Examination Management

User login with specific rights includes the following functionalities:

- Generate and download exam application forms
- Issue and download admit cards
- Enter examination attendance
- Conduct examinations
- Enter grades
- Generate results
- Promote and demote students
- Monitor semester-wise student performance
- Generate exam fee application reports
- Report on exam fee paid and pending students





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- Create department-wise exam timetables
 - Create session-wise exam timetables
 - Provide individual exam timetables for students
 - Generate overall exam timetables
 - Prepare end-semester exam timetables
 - Report on exam absentees and student status
 - Count students by subject code
 - Generate reports based on exam dates
 - Provide exam attendee signature copies
 - Marks are entered in the Attendance and Internal Examination sections based on the Award List.
- II. The college will adopt an online mode for examination-related processes, such as generating admit cards and conducting examinations, as mandated by the university.
- III. University examination registration, fee remittance, application processing and sorting according to university rules, document scanning and uploading, and marks uploading will all managed through the university examination portal.
- IV. Vivekananda College will implement an Examination Portal to manage online examinations during emergency situations, such as lockdown periods.

Features of Internal Online Examination Management

- Conduct of Examinations
- Capability to create a subject-specific question bank
- Department-wise Exam Timetable
- Comprehensive Exam Timetable
- Student Status Reports
- Student count per subject code
- Uploading of questions
- Uploading and downloading of answer scripts by students and faculty respectively.



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e-Governance in Library

- a) The library will install fully automated ILMS software with an intuitive Graphical User Interface.
- b) The software should support Unicode and offer Multilingual Search capabilities.
- c) The software should provide export facilities for most reports and provides interoperability (Z39.50).
- d) The library will use Koha open-source software (ILMS), which is fully automated.
- e) The Online Public Access Catalogue (Web-OPAC) module allows library users to search the library database via the college portal using preferred terms for information retrieval.
- f) The Circulation module will manage all circulation operations, from creating member records to printing reminders for outstanding books.
- g) The Database Maintenance module will handle all operations related to database creation and maintenance.
- h) The central library subscribes to N-LIST for accessing e-books and e-journals.
- i) Regular demonstrations will be given to students and faculty to increase the use of e-resources.
- j) The library will ensure that users have access to a vast array of information, supporting their academic and research needs.

Open Access E-Books Portals

- Open Textbook Library
- Open Library
- OAPEN
- Project Gutenberg
- Oxford Text Archives
- Free Library
- Directory of Open Access Books

Open Access E-Journals

- Indian Academy of Science
- NISCAIR Online Periodicals Repository (NOPR)





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- Directory of Open Access Journals (DOAJ)
- PubMed Central
- Springer Open Journals
- Open Access Library

Digitized Manuscripts

- National Mission for Digital Manuscript Libraries
- Columbia University Rare Books and Manuscripts
- British Library Digitized Manuscripts
- Illinois University Rare Books and Manuscripts
- Yale University Manuscripts Library

Digital Archives

- Digital Library of West Bengal Secretariat - Archive
- National Archives of India (Abhilekh-patal)
- New York Public Library Digital Collection

Electronic Theses and Dissertations

- Open Access Theses and Dissertations (OATD)
- Networked Digital Library of Theses and Dissertations (NDLTD)
- Shodhganga
- University of Florida Theses and Dissertations
- Shodhgangotri (Research in progress)

e-Governance in E-waste management

Vivekananda College will ensure that its use of technology and generation of e-waste does not negatively impact the environment. The college will sign a Memorandum of Understanding (MoU) with Vital Waste, a recycling and waste management company, for the disposal and recycling of e-waste collected from the college.

Hardware & Software Infrastructure

Vivekananda College will ensure the provision of adequate desktops and laptops for both students and staff.



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- **Computers and Printers:** Will be available in the administrative and academic blocks, with an annual maintenance contract with a vendor to ensure their proper functioning.
- **Projectors and Multimedia Devices:** Will be provided in the auditorium, classrooms, seminar rooms, and laboratories to enhance the learning experience.
- **Servers:** Equipped with adequate configurations to ensure fast data transmission to various computers.
- **Office Automation Packages:** Desktops and laptops will be equipped with regularly purchased and updated software like Windows, TALLY, MS Office, antivirus programs etc.

Expected Outcomes

The expected outcomes of this e-Governance policy include:

- Improved productivity of the college through the simplification and digitization of various processes.
- Enhanced transparency and accountability within all college functions.
- Faster responses to student-centric queries and problems.

Through the implementation of this e-Governance policy, Vivekananda College, Thakurpukur aims to enhance operational efficiency, transparency, and responsiveness, creating a more effective and modern educational environment.

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