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Conducted by Indian Council Of Basic Education

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4TH CYCLE

DVV CLARIFICATION

Criterion 6 –

GOVERNANCE, LEADERSHIP AND MANAGEMENT

Gandhi Shikshan Bhavan's
Smt. Surajba College of Education
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NAAC ACCREDITATION

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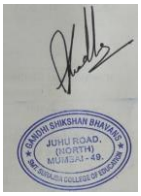
Criterion 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT



6.2.3 Implementation of e – governance are in the following areas of operation

SCREEN SHOTS OF INTERFACES

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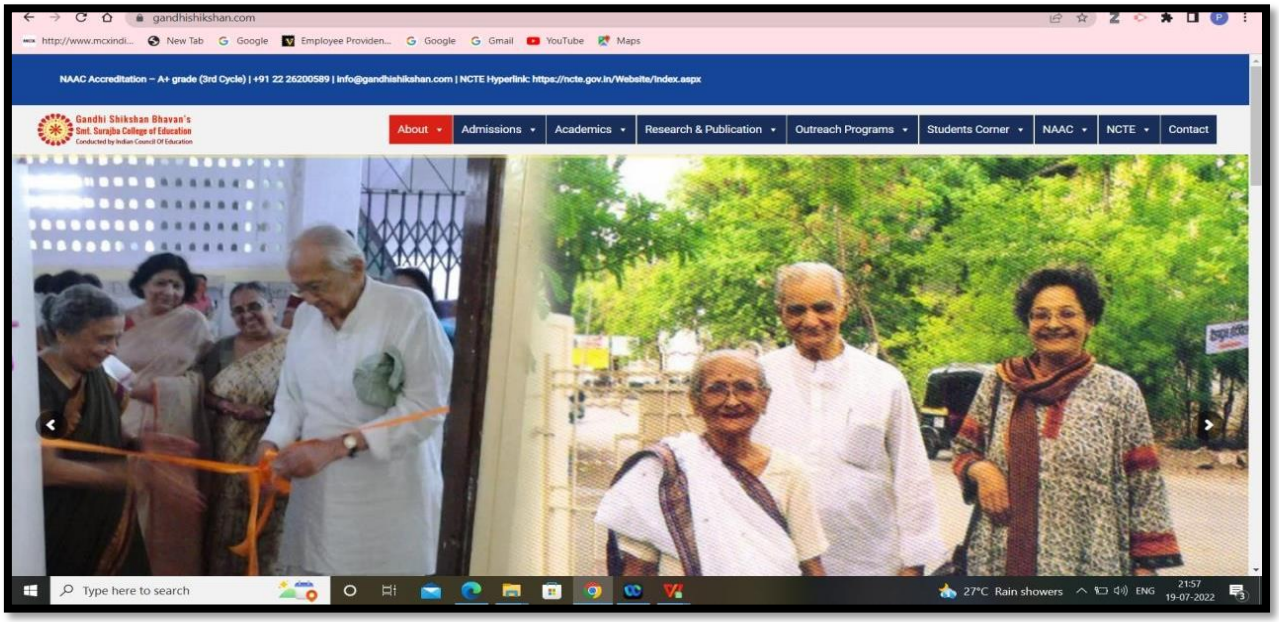

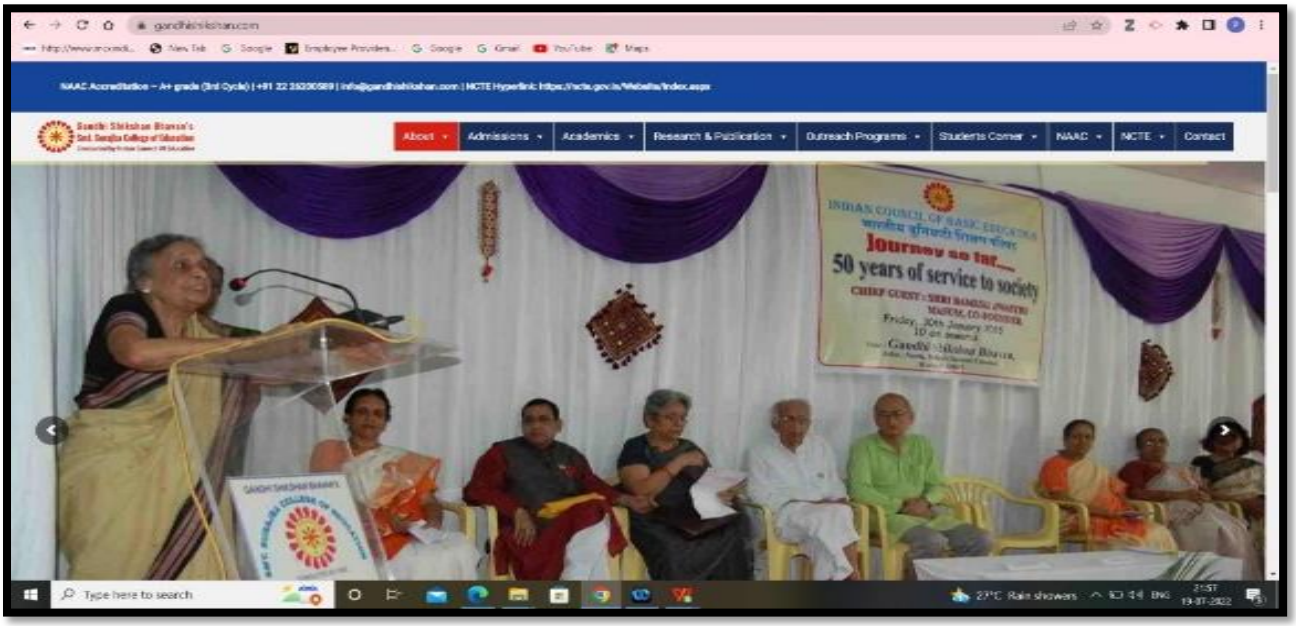

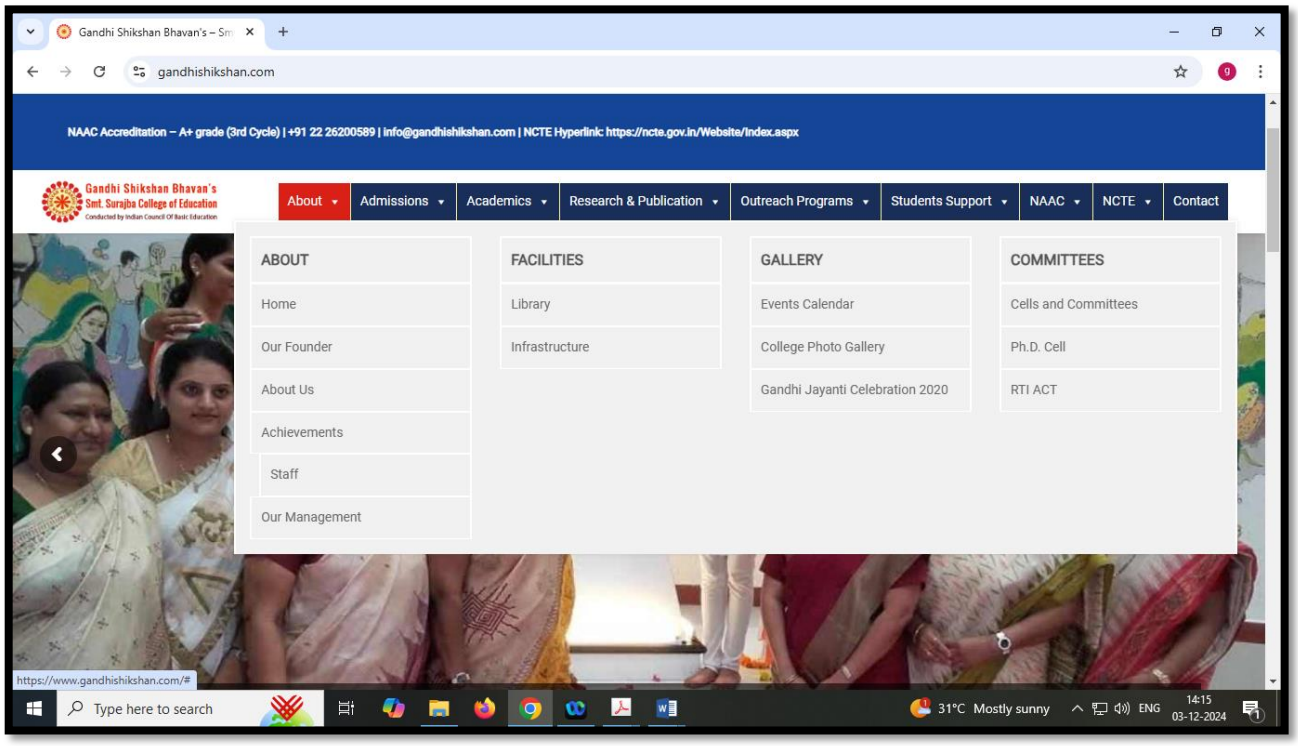
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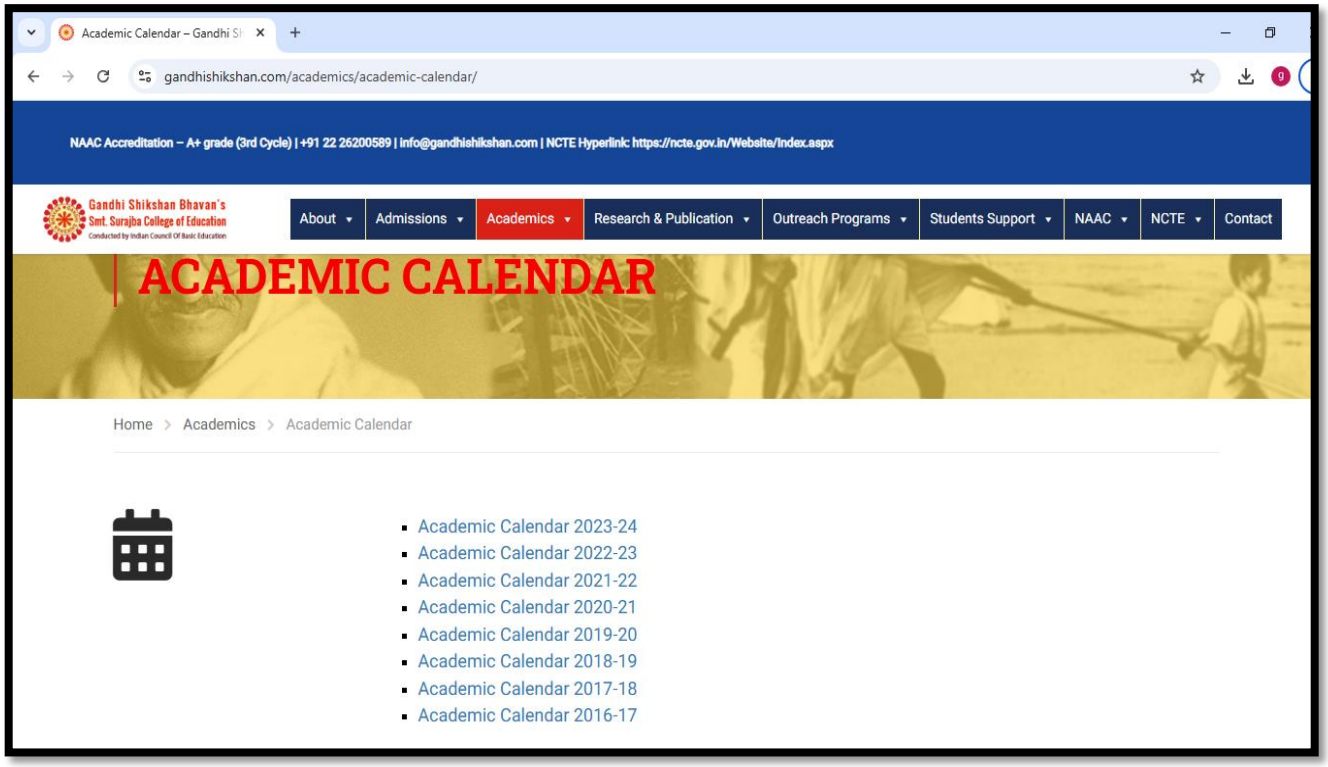
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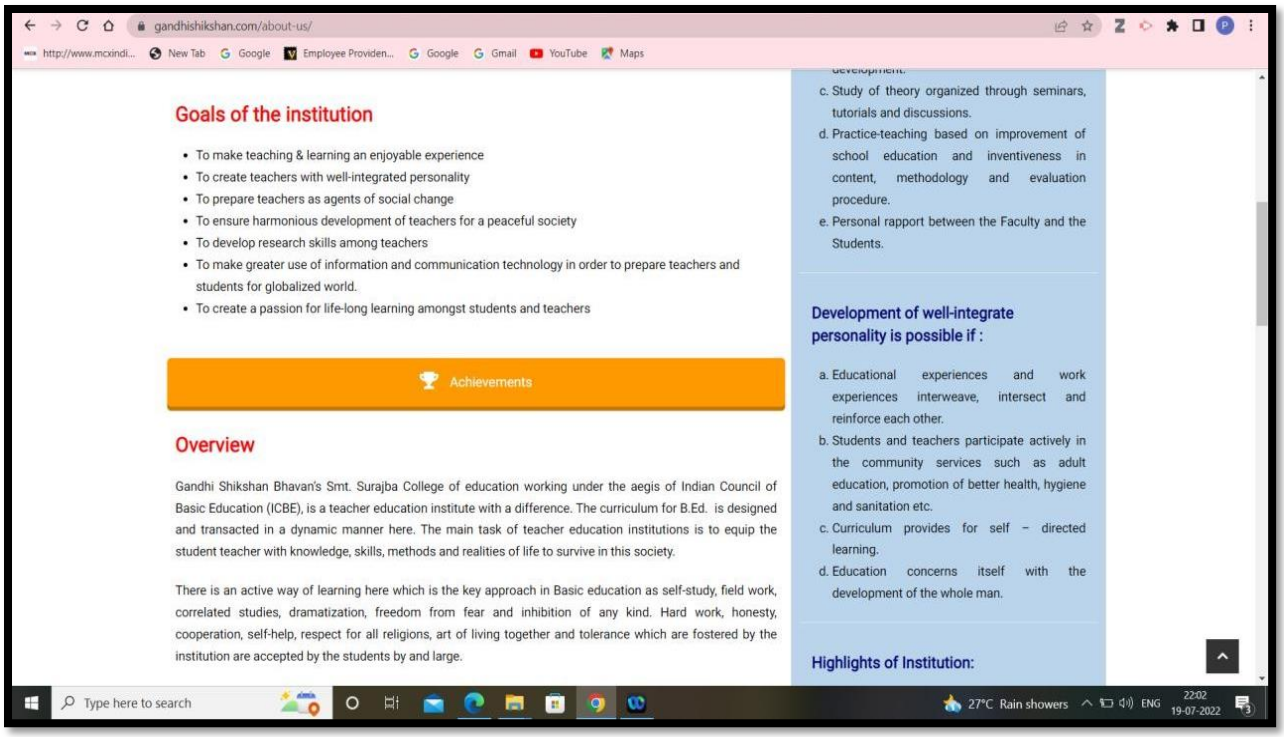
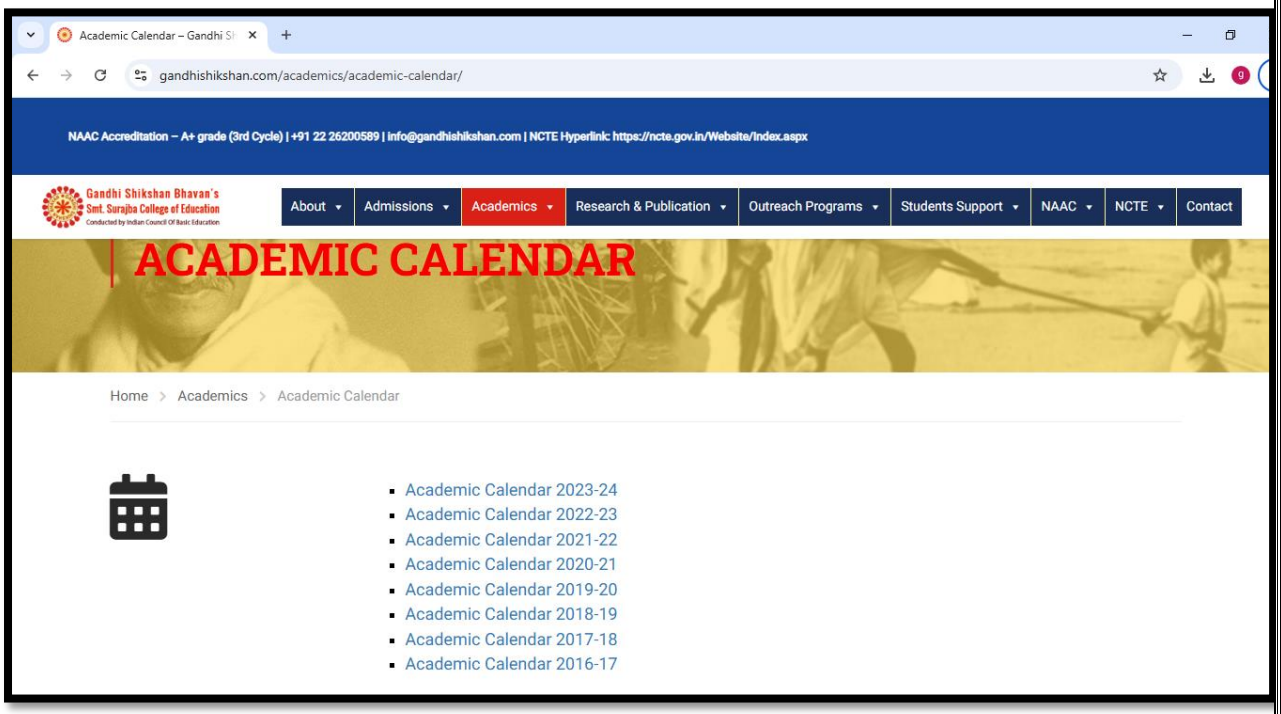
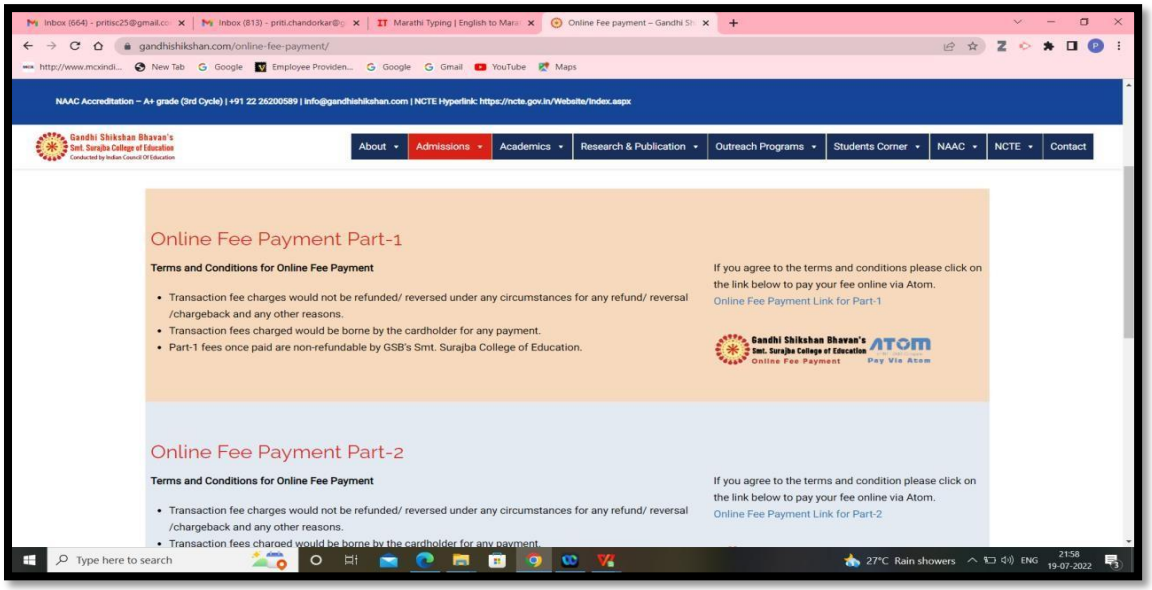
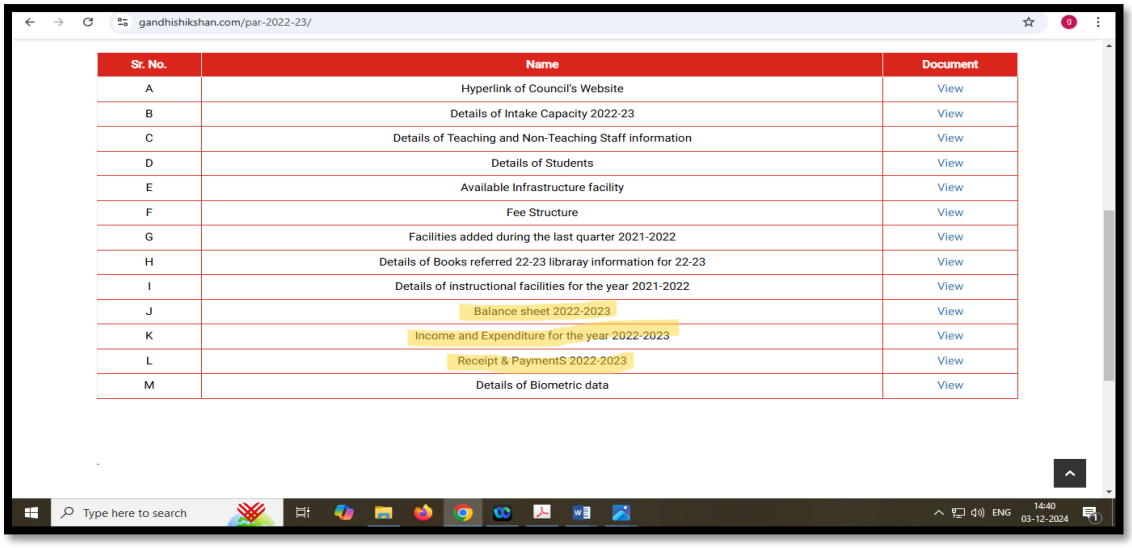
ADMINISTRATION



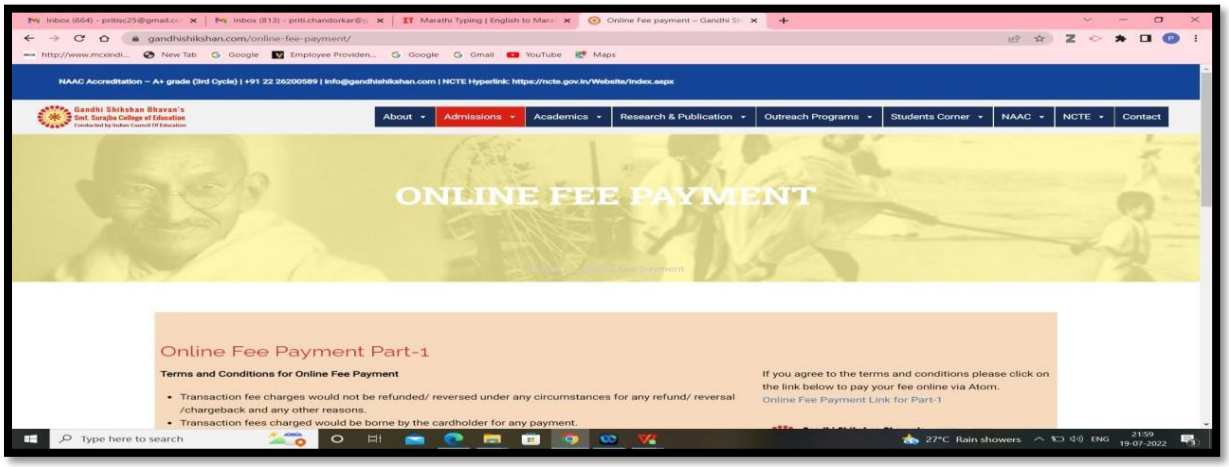


FINANCE AND ACCOUNTS



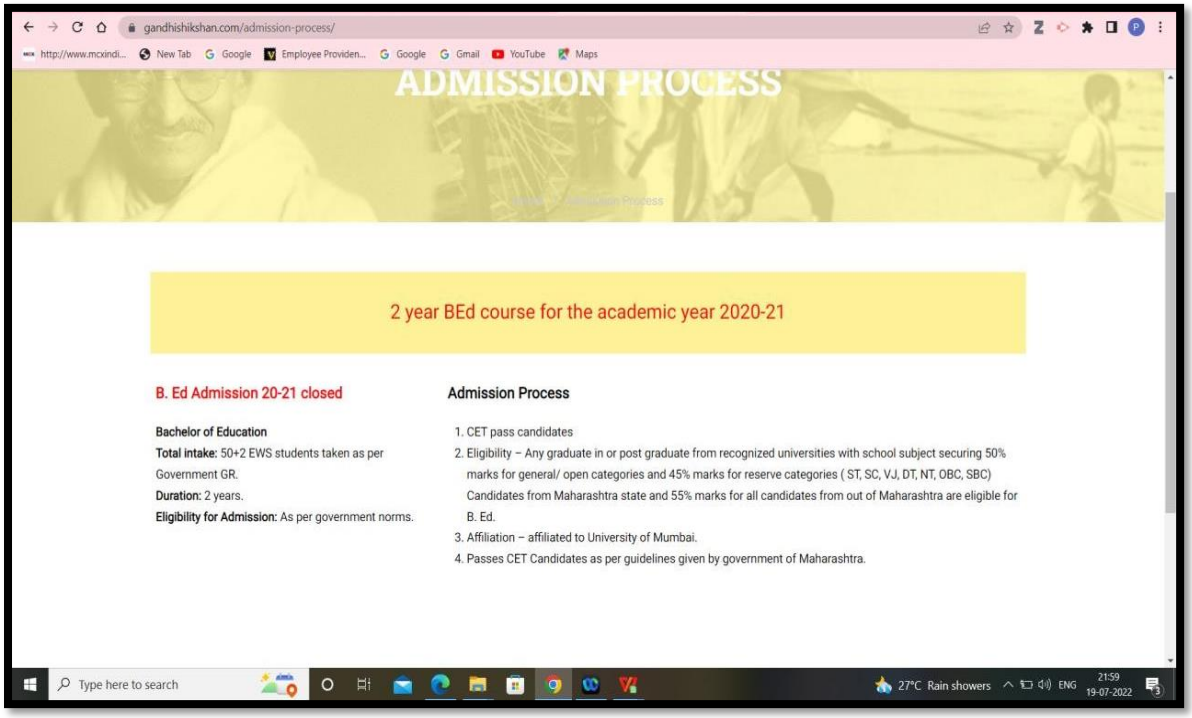


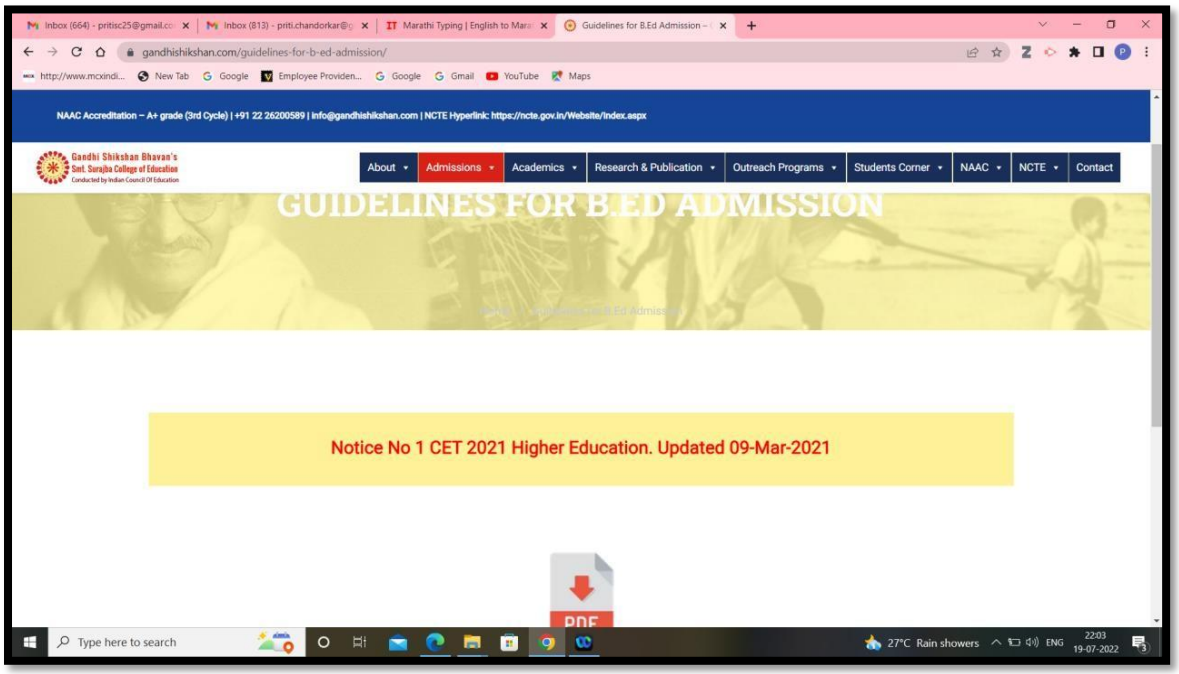
Sr. No.	Name	Document
A	Hyperlink of Council's Website	View
B	Details of Intake Capacity 2022-23	View
C	Details of Teaching and Non-Teaching Staff information	View
D	Details of Students	View
E	Available Infrastructure facility	View
F	Fee Structure	View
G	Facilities added during the last quarter 2021-2022	View
H	Details of Books referred 22-23 libraray information for 22-23	View
I	Details of instructional facilities for the year 2021-2022	View
J	Balance sheet 2022-2023	View
K	Income and Expenditure for the year 2022-2023	View
L	Receipt & PaymentS 2022-2023	View
M	Details of Biometric data	View

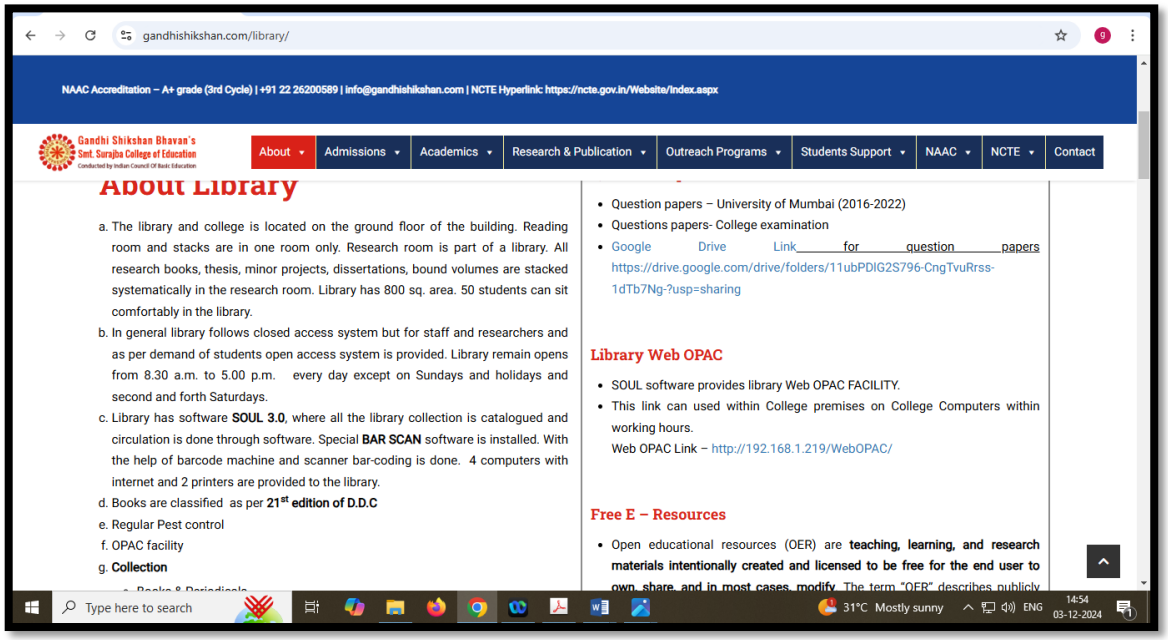


STUDENT ADMISSION AND SUPPORT

Admission Process



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About Library
a. The library and college is located on the ground floor of the building. Reading room and stacks are in one room only. Research room is part of a library. All research books, thesis, minor projects, dissertations, bound volumes are stacked systematically in the research room. Library has 800 sq. area. 50 students can sit comfortably in the library.
b. In general library follows closed access system but for staff and researchers and as per demand of students open access system is provided. Library remain opens from 8.30 a.m. to 5.00 p.m. every day except on Sundays and holidays and second and forth Saturdays.
c. Library has software SOUL 3.0, where all the library collection is catalogued and circulation is done through software. Special BAR SCAN software is installed. With the help of barcode machine and scanner bar-coding is done. 4 computers with internet and 2 printers are provided to the library.
d. Books are classified as per 21st edition of D.D.C
e. Regular Pest control
f. OPAC facility
g. Collection
Question papers – University of Mumbai (2016-2022)
Questions papers- College examination
Google Drive Link for question papers https://drive.google.com/drive/folders/11ubPDlG2S796-CngTvuRrss-1dTb7Ng-?usp=sharing
Library Web OPAC
SOUL software provides library Web OPAC FACILITY.
This link can used within College premises on College Computers within working hours.
Web OPAC Link – http://192.168.1.219/WebOPAC/
Free E – Resources
Open educational resources (OER) are teaching, learning, and research materials intentionally created and licensed to be free for the end user to
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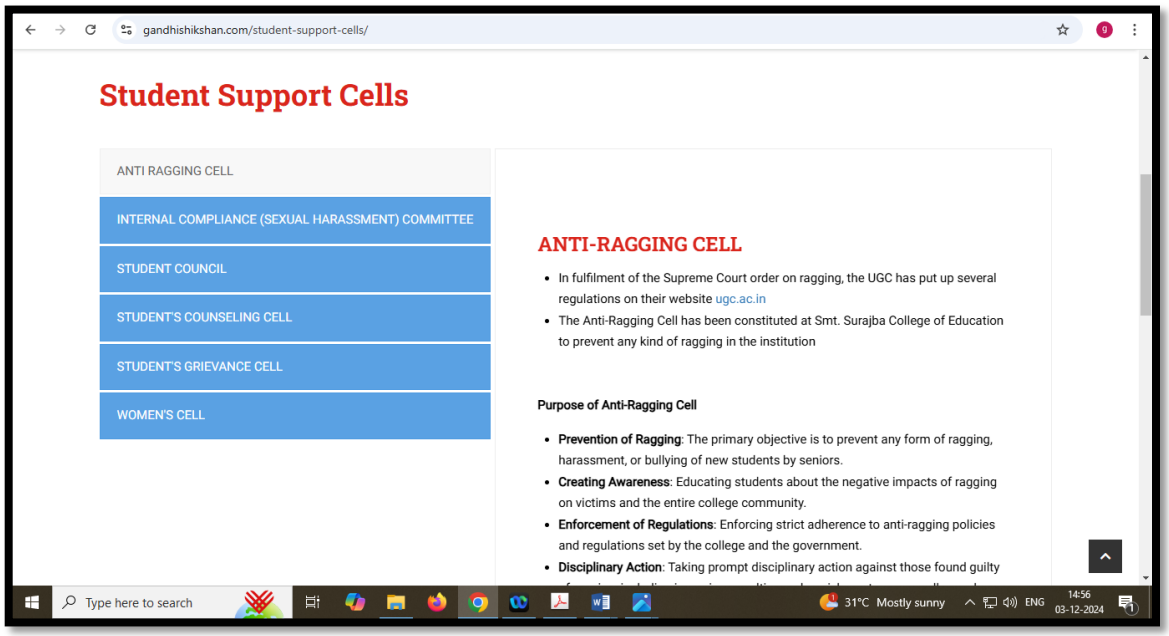
gandhishikshan.com/student-support-cells/
Student Support Cells
ANTI RAGGING CELL
INTERNAL COMPLIANCE (SEXUAL HARASSMENT) COMMITTEE
STUDENT COUNCIL
STUDENT'S COUNSELING CELL
STUDENT'S GRIEVANCE CELL
WOMEN'S CELL
ANTI-RAGGING CELL
In fulfilment of the Supreme Court order on ragging, the UGC has put up several regulations on their website ugc.ac.in
The Anti-Ragging Cell has been constituted at Smt. Surajba College of Education to prevent any kind of ragging in the institution
Purpose of Anti-Ragging Cell
Prevention of Ragging: The primary objective is to prevent any form of ragging, harassment, or bullying of new students by seniors.
Creating Awareness: Educating students about the negative impacts of ragging on victims and the entire college community.
Enforcement of Regulations: Enforcing strict adherence to anti-ragging policies and regulations set by the college and the government.
Disciplinary Action: Taking prompt disciplinary action against those found guilty
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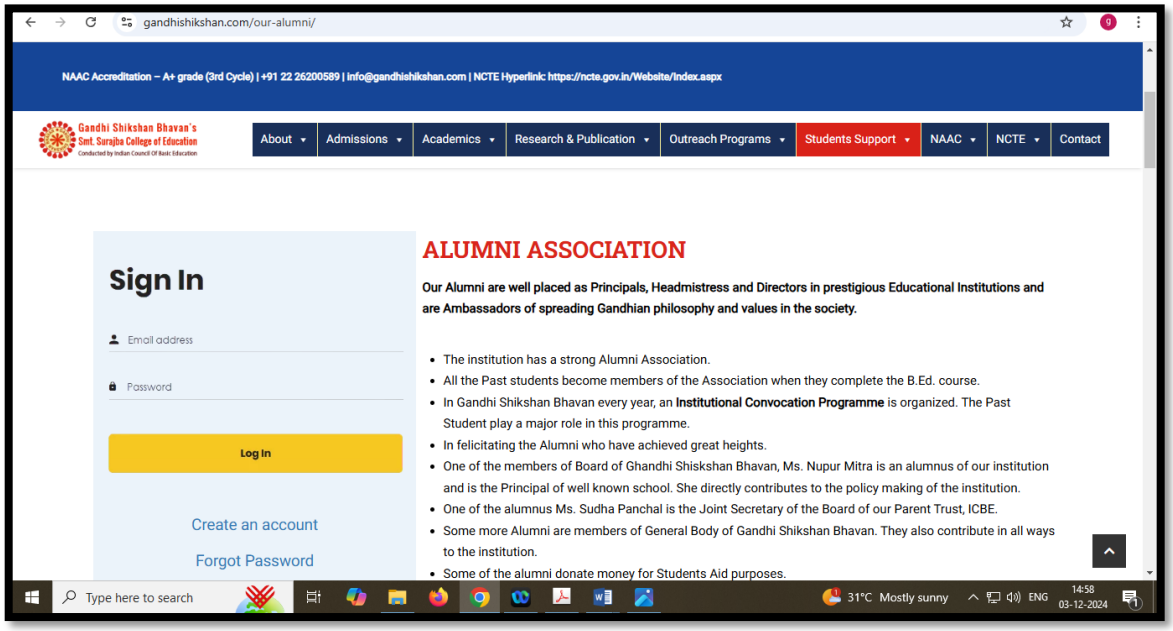
gandhishikshan.com/our-alumni/
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ALUMNI ASSOCIATION
Our Alumni are well placed as Principals, Headmistress and Directors in prestigious Educational Institutions and are Ambassadors of spreading Gandhian philosophy and values in the society.
The institution has a strong Alumni Association.
All the Past students become members of the Association when they complete the B.Ed. course.
In Gandhi Shikshan Bhavan every year, an Institutional Convocation Programme is organized. The Past Student play a major role in this programme.
In felicitating the Alumni who have achieved great heights.
One of the members of Board of Ghandhi Shiskshan Bhavan, Ms. Nupur Mitra is an alumnus of our institution and is the Principal of well known school. She directly contributes to the policy making of the institution.
One of the alumnus Ms. Sudha Panchal is the Joint Secretary of the Board of our Parent Trust, ICBE.
Some more Alumni are members of General Body of Gandhi Shikshan Bhavan. They also contribute in all ways to the institution.
Some of the alumni donate money for Students Aid purposes.
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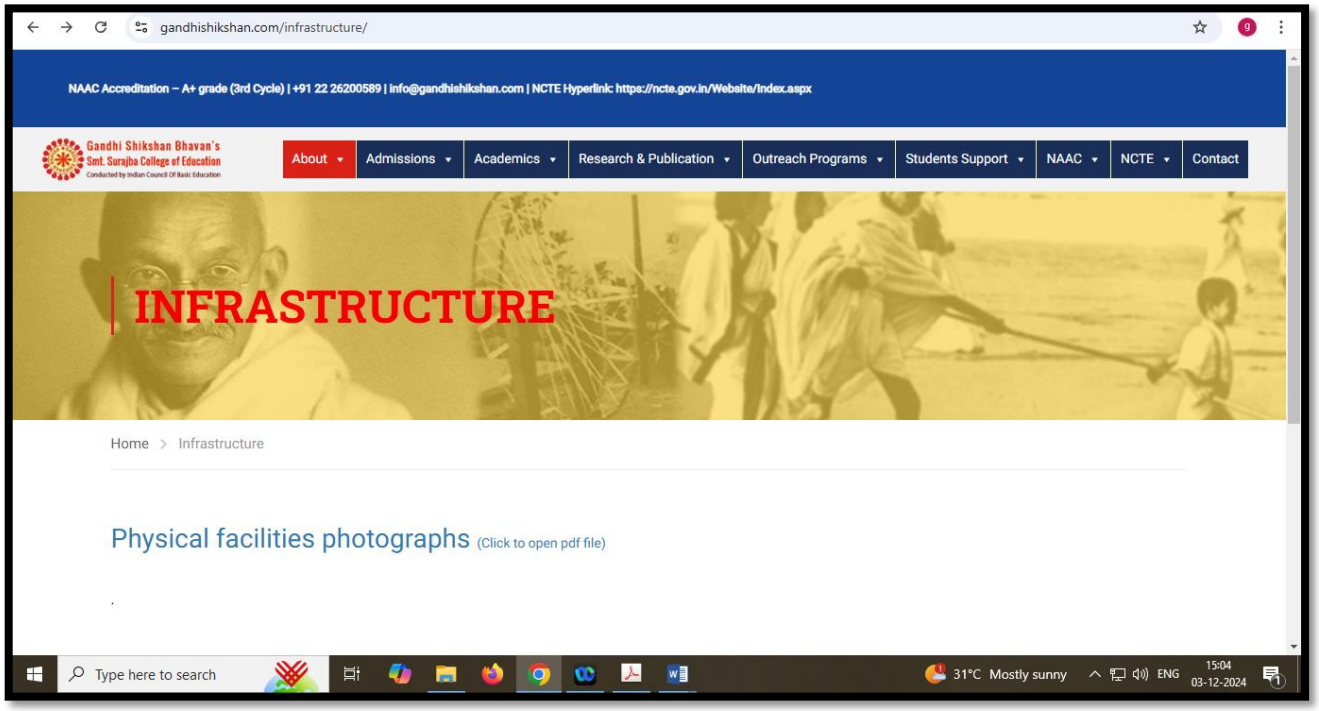
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INFRASTRUCTURE
Home > Infrastructure
Physical facilities photographs (Click to open pdf file)
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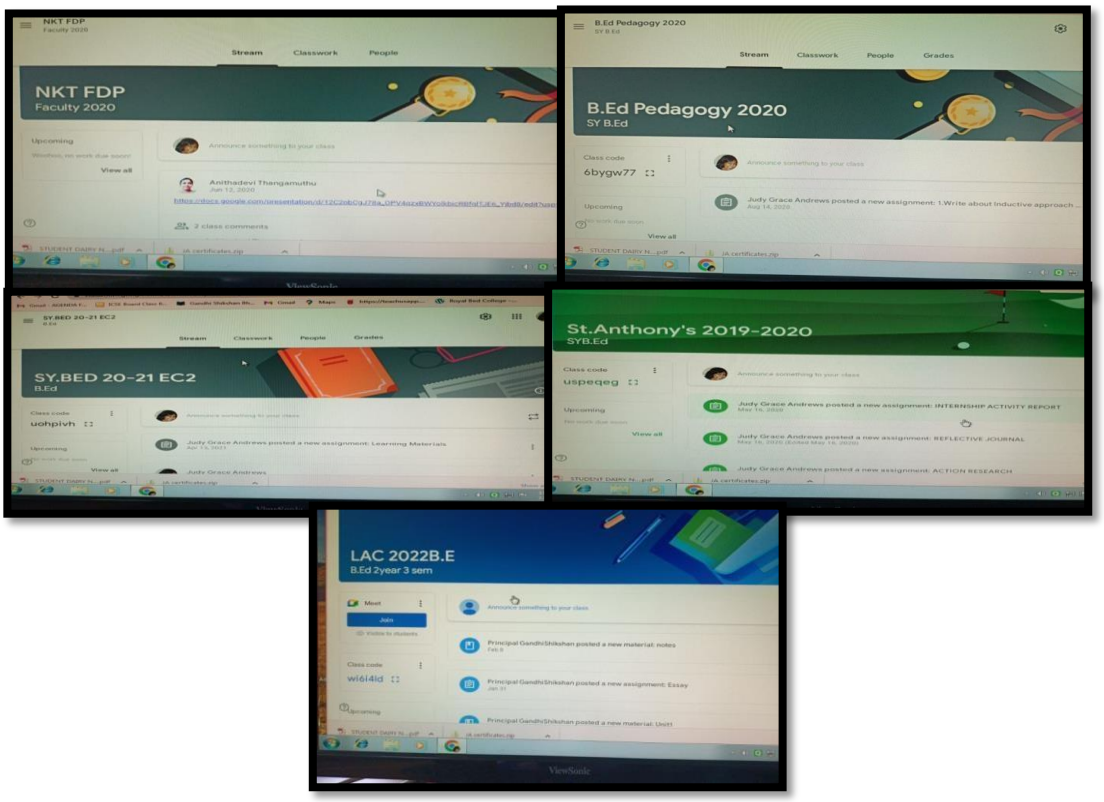
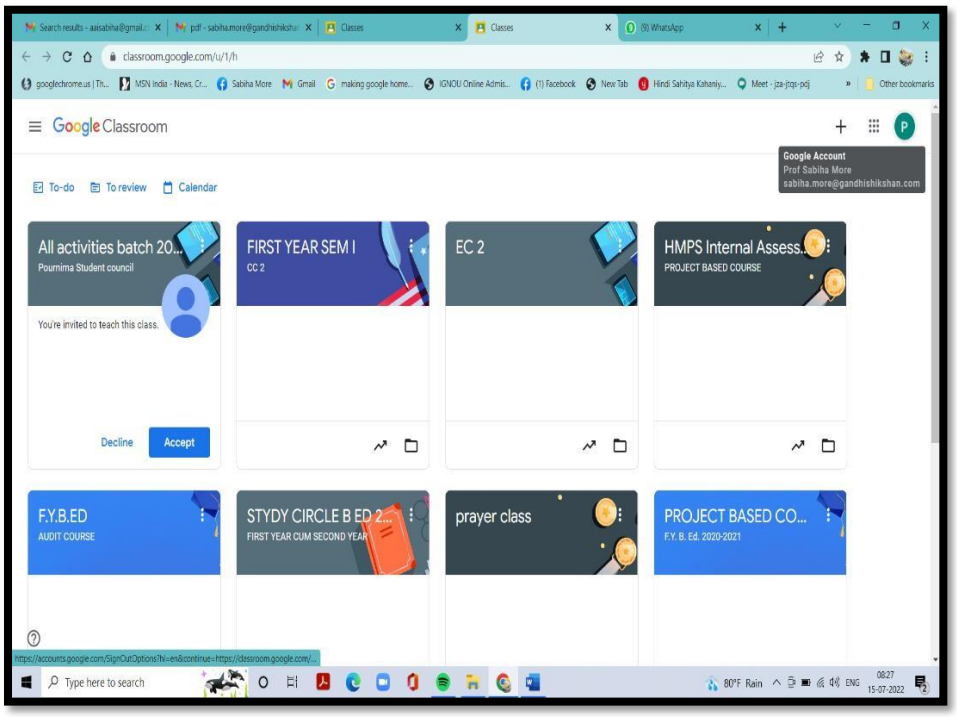
STUDENT SUPPORT

GOOGLE CLASS – 2020-2021

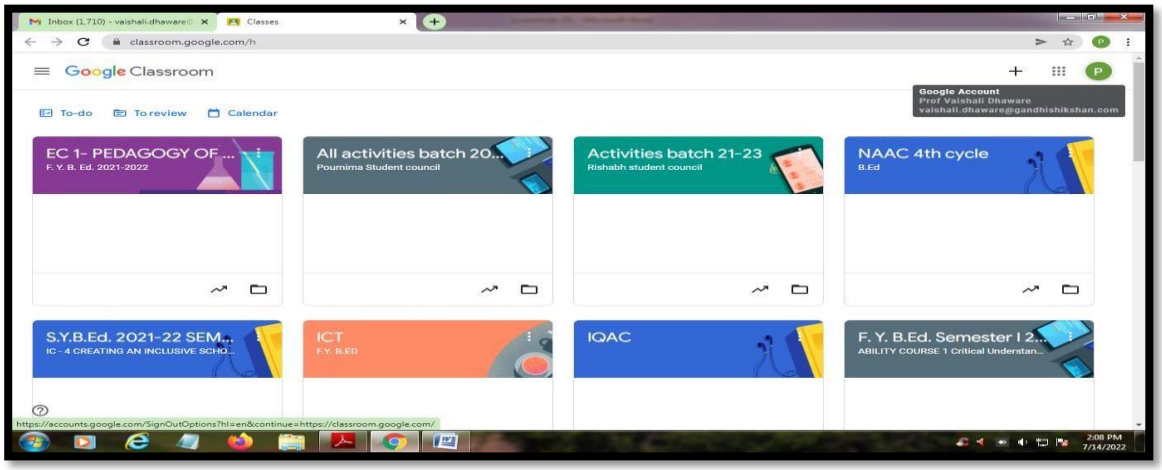
PRINCIPAL - DR. JUDY GRACE ANDREWS

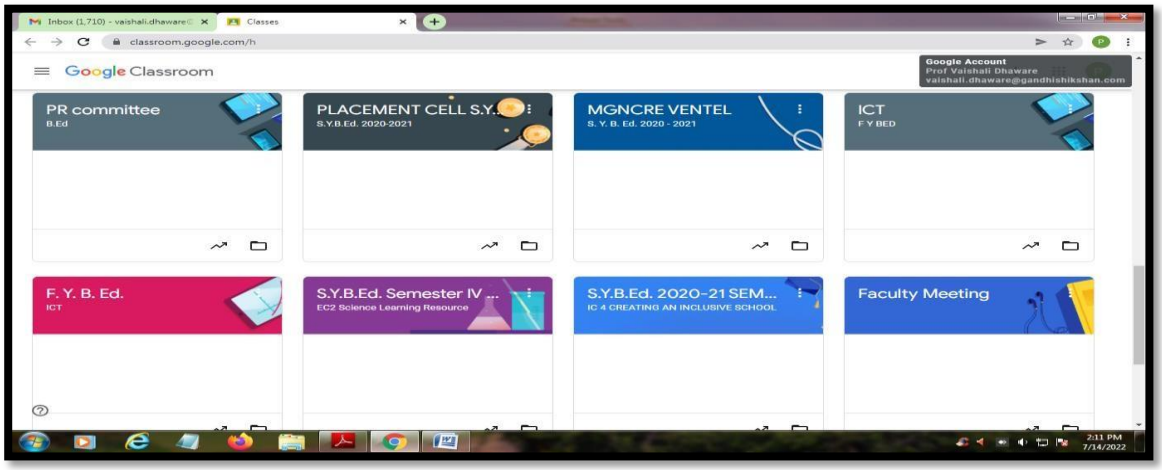


MS. SABIHA MORE

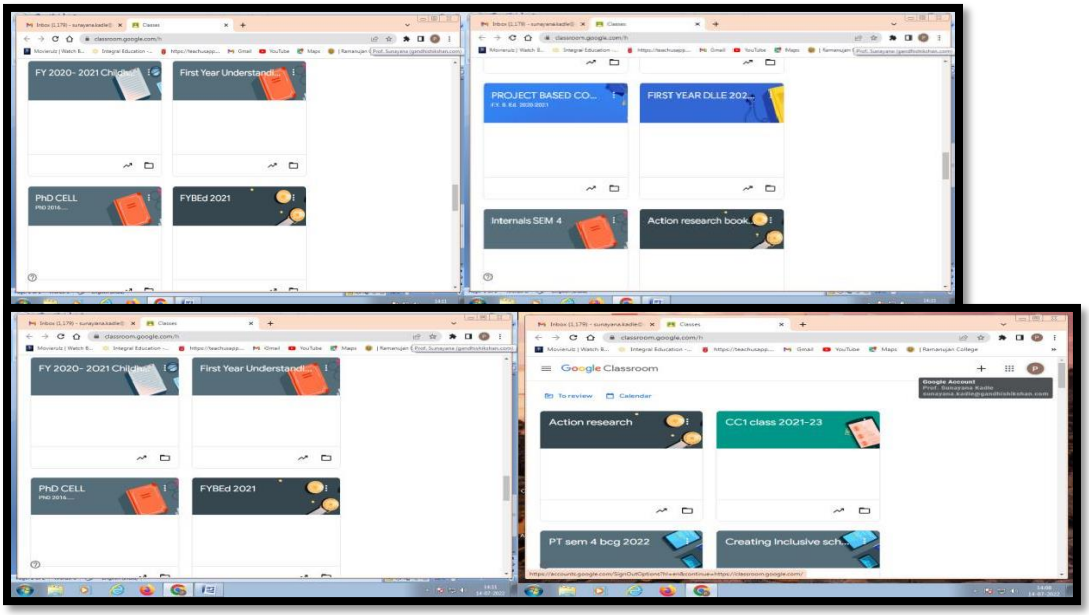


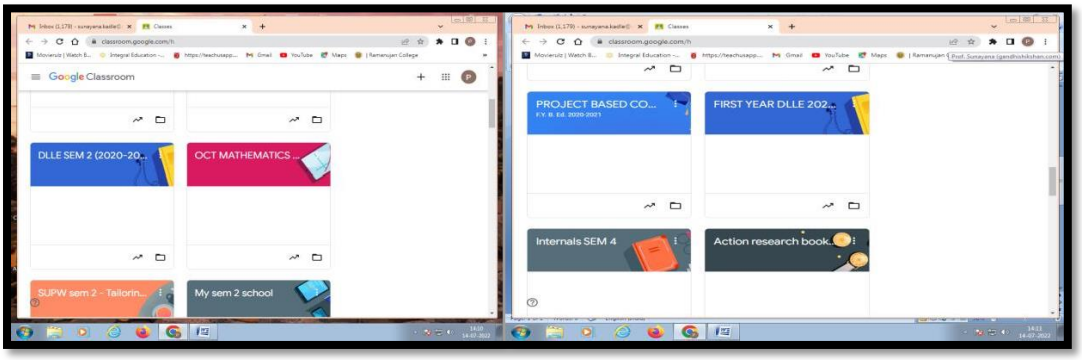
MS. VAISHALI DHAWARE



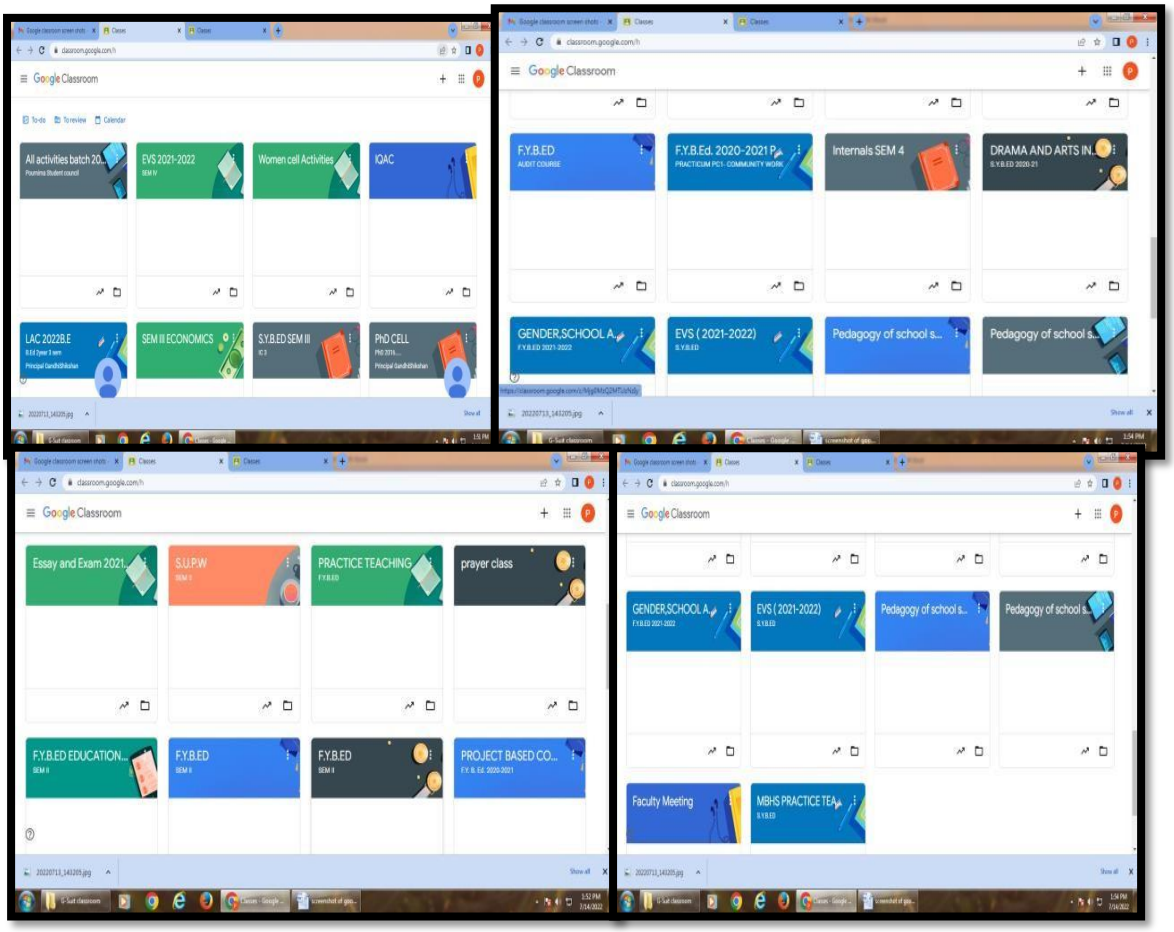


Dr. Sunayna Kadle

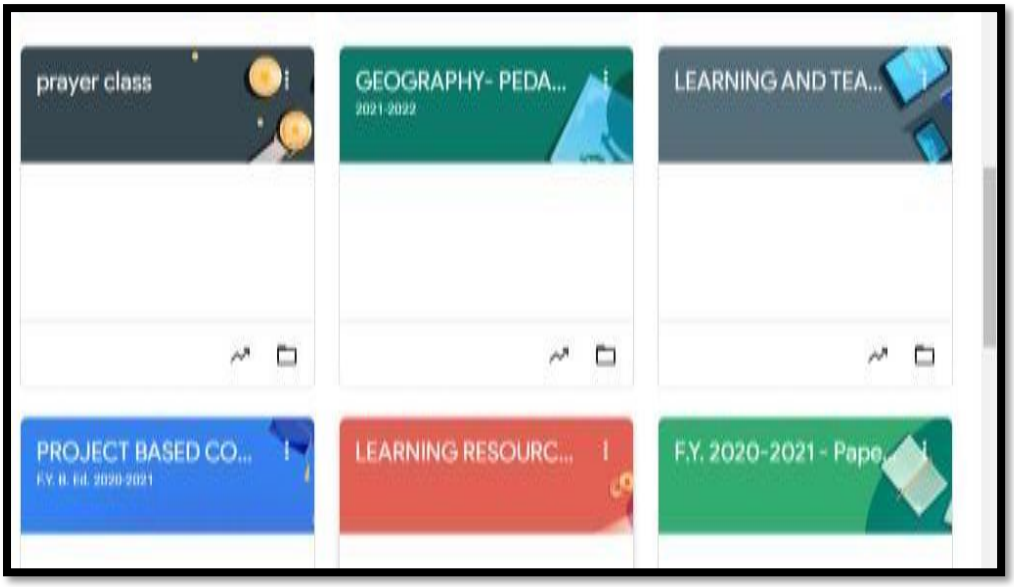


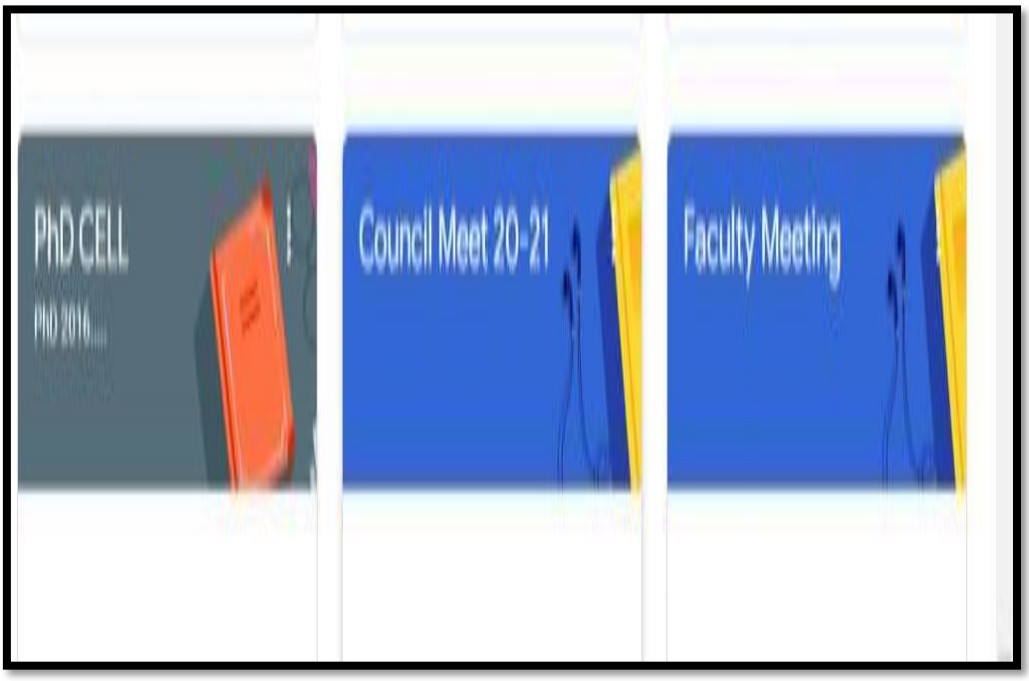


MRS. PRITI SURESH CHANDORKAR

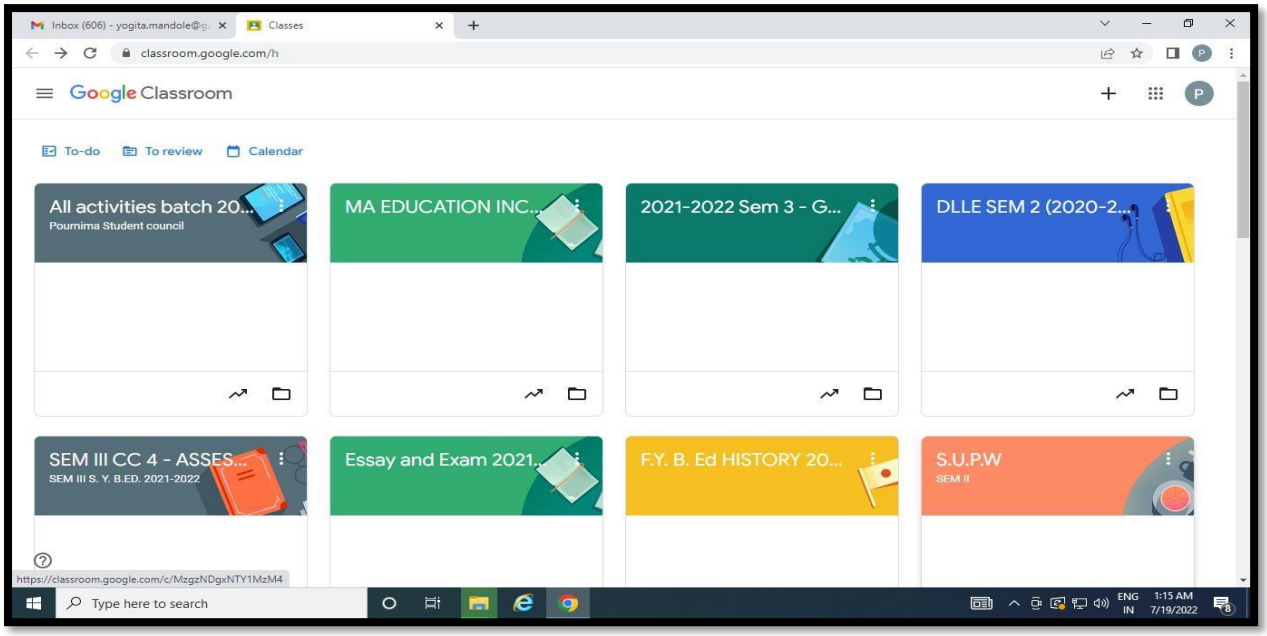


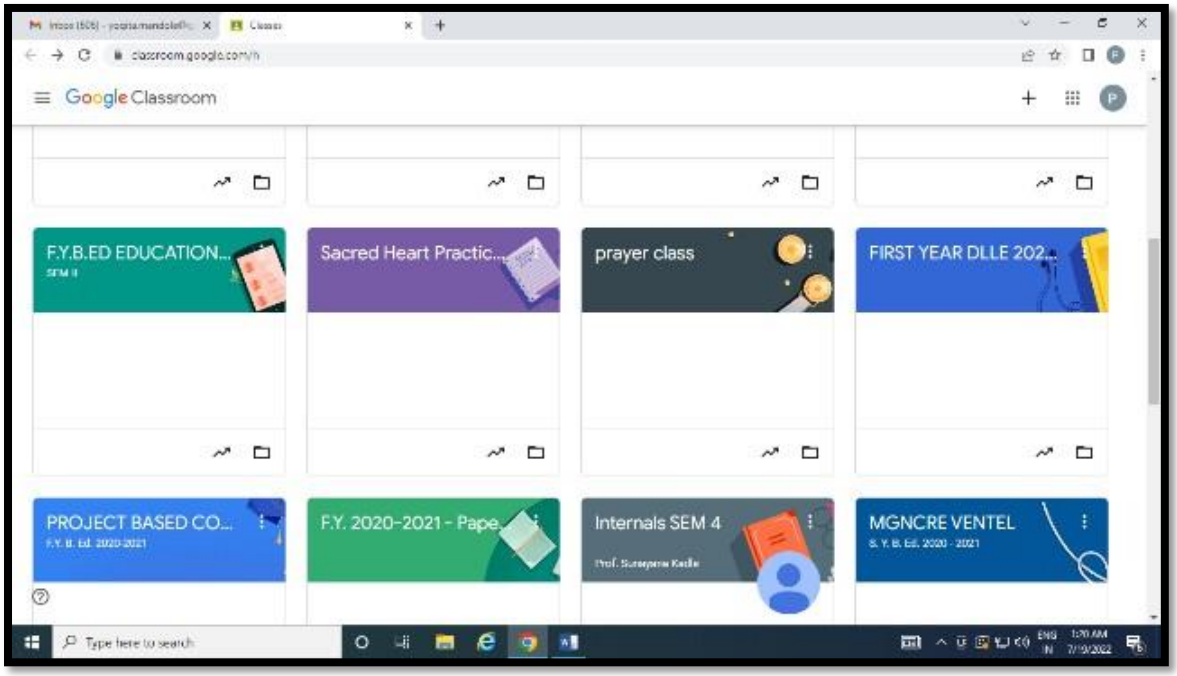
DR. FRANCES VAIDYA

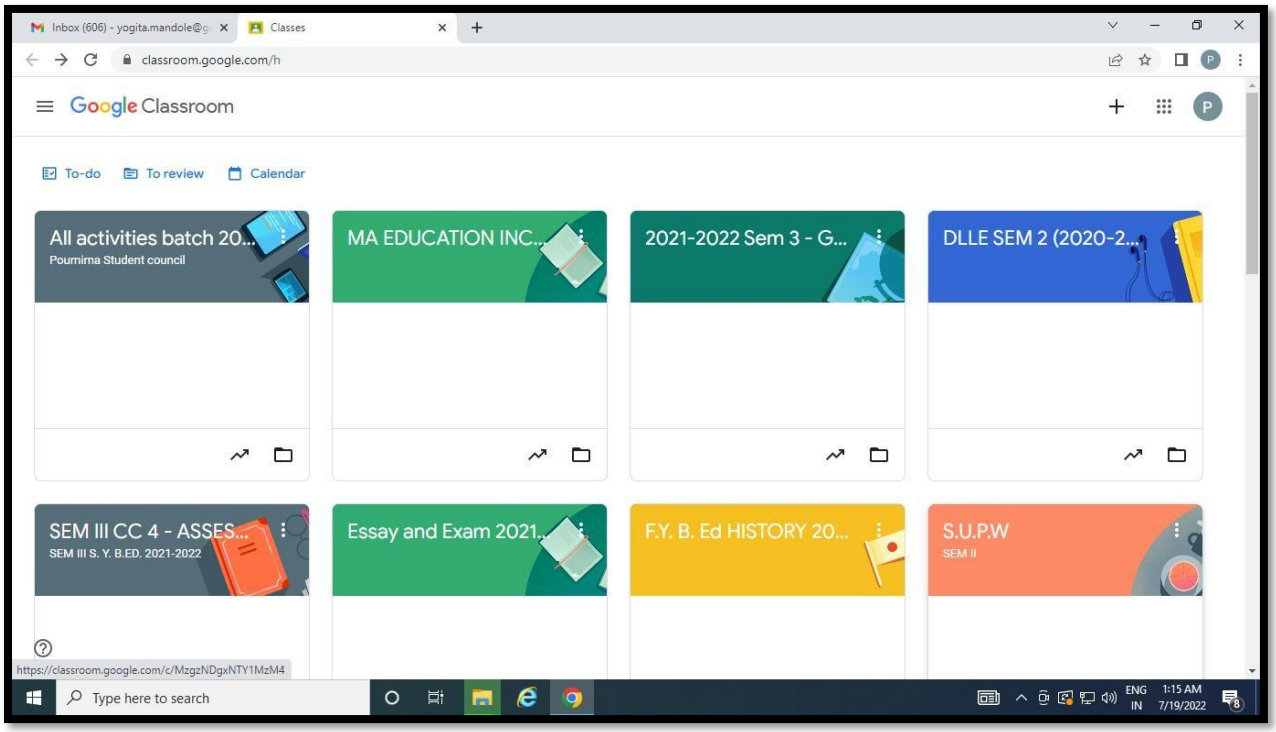




DR. YOGITA MANDOLE



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Classes
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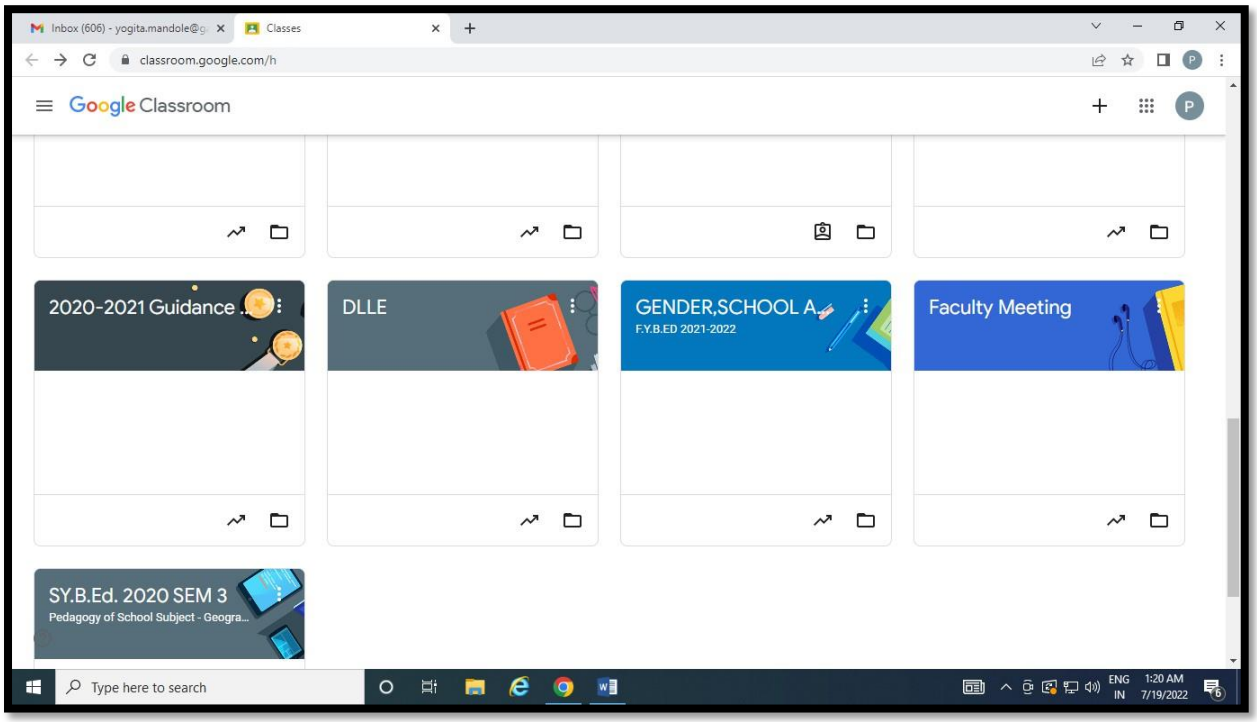
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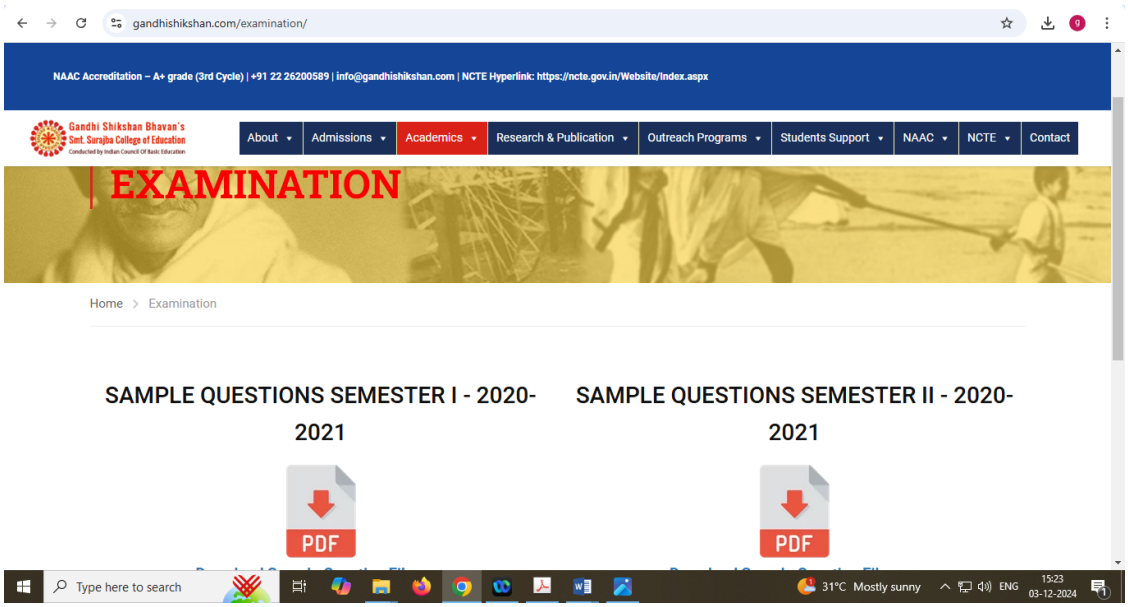
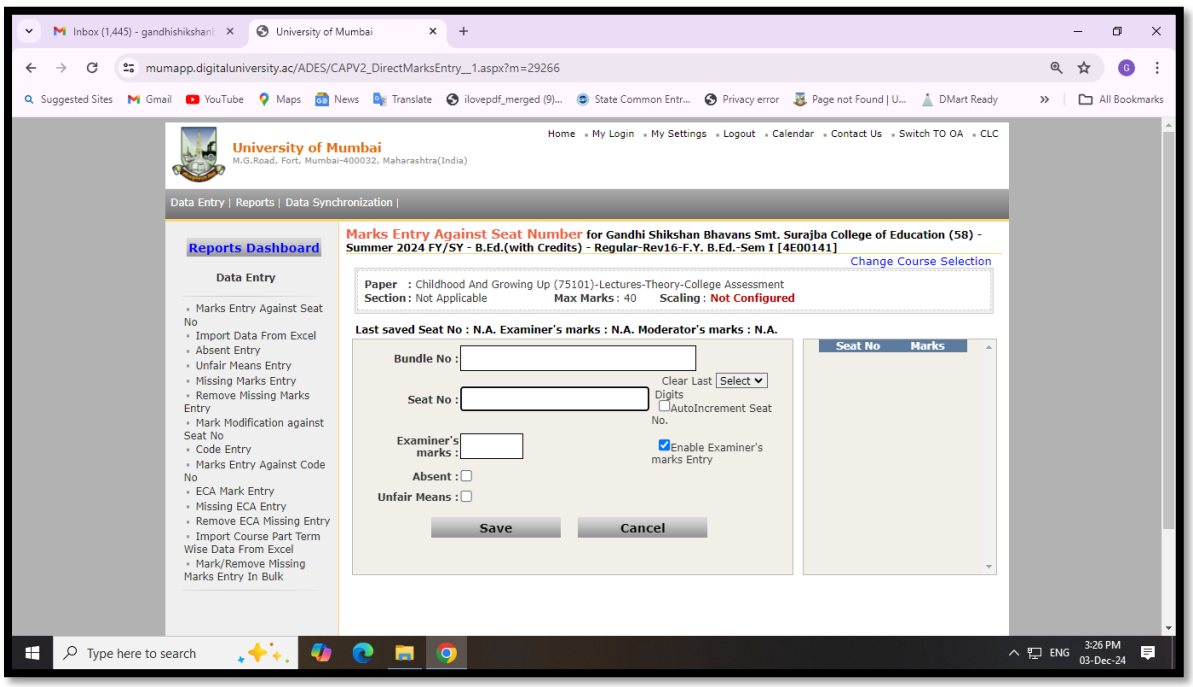
EXAMINATION SYSTEM





Biometric / digital attendance for staff and students

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4TH CYCLE

DVV CLARIFICATION

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Criterion 6 –

GOVERNANCE, LEADERSHIP AND MANAGEMENT

GANDHI SHIKSHAN BHAVAN'S

SMT.SURAJBA COLLEGE OF EDUCATION

NAAC REACCREDITED A+ (3.54)

ANNUAL E-GOVERNANCE REPORT (2022-2023)

Good governance is the essence of success for every organization. In the global education sector, India holds an imperative place. The definition of education is redefining and empowering the people. As it well said by the Rabindranath Tagore, Education is not only about knowledge, it means discipline development curiosity, creativity, etc. It helps to break the circle of ignorance and poverty. As per new education policy 2020 e-governance in educational sector facilitate the processing and maintenance of information, improves transparency in administration and provides faster information dissemination.

1. **Planning and development:** Online official communication related to planning and development is realized through e-mails, MIS system, fax, and messages. Proposals for infrastructural development, seminar & workshop Brochures, various grants and scholarships are prepared and submitted online through MIS system to concerned organisation. Admission Fees are also taken by digitally trough net banking and other online modes. Various MIS modules are an integral part of the data and information transfer process between college and the higher education department. Monthly issues of MIS reporting to relating to admin office and head of the institution and concern technical team.

Following are the activities are carried out online-

- Working with various web-based MIS modules
- Communication with emails to government, higher education and other agencies
- Proactive disclosure of continues information on its web-page
- Computerization
- Programmes for computer awareness and computer training programme for teacher and students
- E-library Management
- Endless such functions as components for e-governance scheme
- A dedicated what sap group has been created at institution level for sharing information.
- Proper utilization is ensured with utmost transparency within limited time.

- Other than maintaining online MIS and other data formats and keeping hardware and software inventory of college up -to date and accurate, new proposals for conduction of online courses and development is also initiated by the college.

2. **Administration:** Administration of the college always follow the philosophy of Mahatma Gandhiji while adapting all information and communication technology we Stepped ahead in the direction of paperless administration and almost all communication with higher authorized are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance programme can be outlined as -

- E-service book of employees
- Supervision of various scholarship schemes
- Maintenance & disclosure of comprehensive information on its web-page
- Development of ICT based infrastructure in the college
- Wi-Fi campus and biometric attendance system
- Fully computerize office and academic departments
- Conduction of seminars, workshop, training on digital literacy
- Organisation of computer awareness programms
- Availability & monitoring LAN/internet connection
- Salary slip and GPF, e-slips
- Salary payment to employees throughout net-banking
- Management of college web site (https://www.gandhishikshan.com)

3. Finance and Account

As a basic part of e-governance concept and as per instruction of the government, all kind of financial transaction has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS.Not only is that the payment of scholarships and all purchasing transaction are executed necessarily cashless to maintain transparency and financial accountability in the system. Following are some of the assignments being performed digitally at college level-

- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes.
- All kind of payment including salaries to staff- members
- Disbursement of salary certificates and accounting of GPF

- Conduction of computer awareness programs for office staff
- All the accounts are being maintained in nationalized banks with maintenance of proper ledger at college level.

4. Student's Admission and support:

Entry level admission to F.Y.B.Ed class is realized through online process and it is managed & regulated by higher education department through its web-portals .in and www.emahapravesh.in annually since 2012-13. To 2022-23, admission to higher classes and examination fee deposition has also been initiated online through a software system developed exclusively for Govt. Institutional assignments for online admission to various courses/classes are performed with support of qualified and skilled staff with orderly transparency on merits.

- Onlinene admission and support activities include the followings as such-
- Disclosure of admission rules/schedule on web-page, Verification of documents, payment of fees & other admission formalities,
- Preparation & publication of admission rolls and related statistics,
- Admission related data management through web-based MIS & e-mails,
- Management of different scholarship schemes for students,
- Disclosure of students-centrist information/data/materials on web-site,
- Wi-Fi campus & Availability of internet/e-resources in library,
- Running of computer based programs/courses,
- Conduction of computer awareness/digital literacy programs for students,
- ICT based teaching in smart class-rooms, and
- Maintenance of students' attendance in web-based formats.

Above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

5.Examination System

After new normal once again examinations held by university of Mumbai. Digitalization of examination done by following all the procedure of university.

The digital features of exam system include-

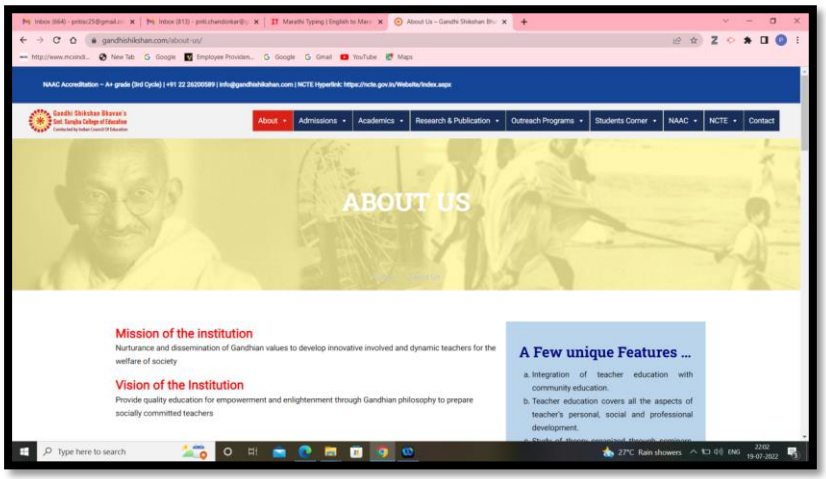
- Online registration, fee payment & issuance of admit cards on web address
- Intranet for entering CCE marks and other data,
- Declaration of results on web-site,

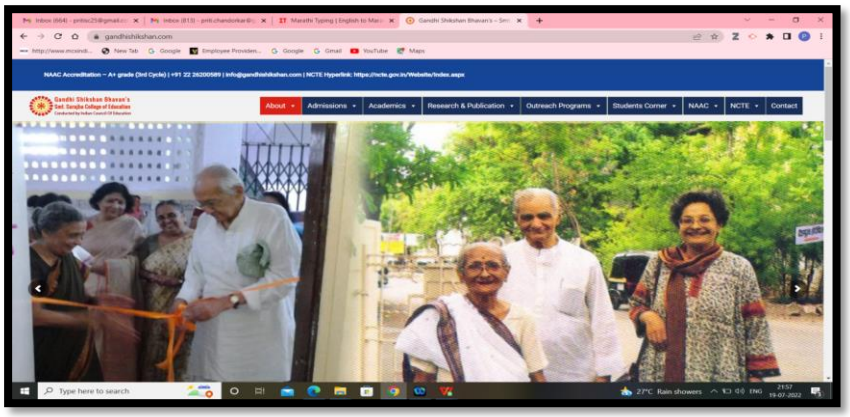
The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability & efficiency in the system and eventually to improve the quality of education.

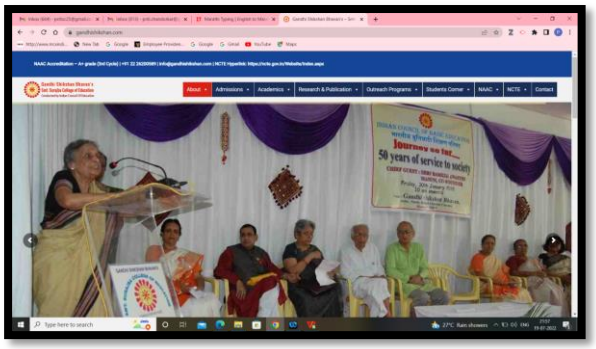
5. Screen Shots of User Interfaces

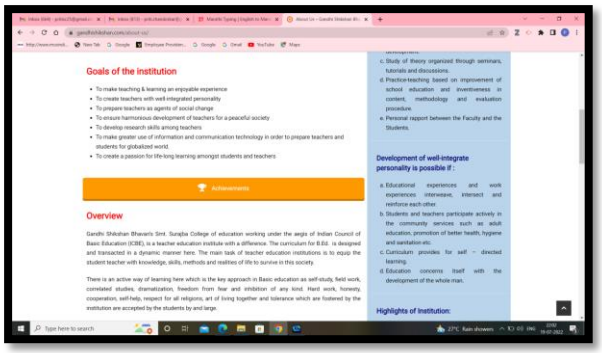
Various user friendly interfaces are students to realize IT appreciating these e-governance technologies is tremendous in terms of time and money. Not only have these IT in the system of working, they some of such interfaces which are following

College website

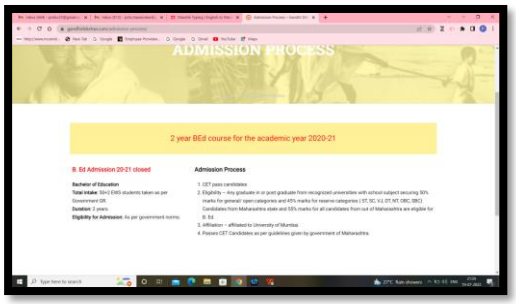


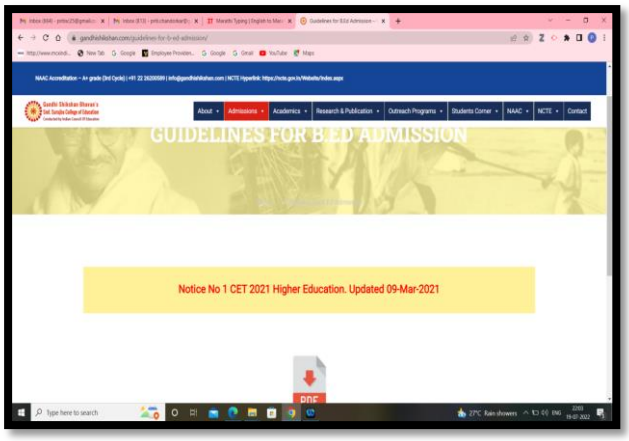




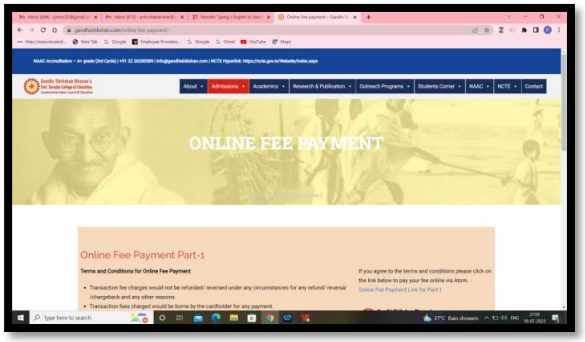


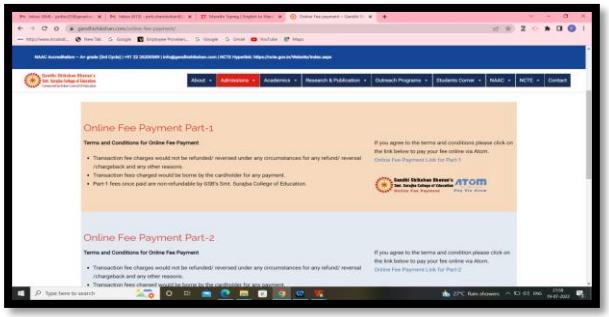
Admission Process



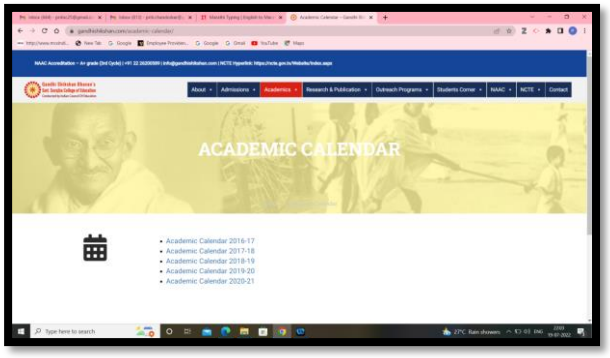


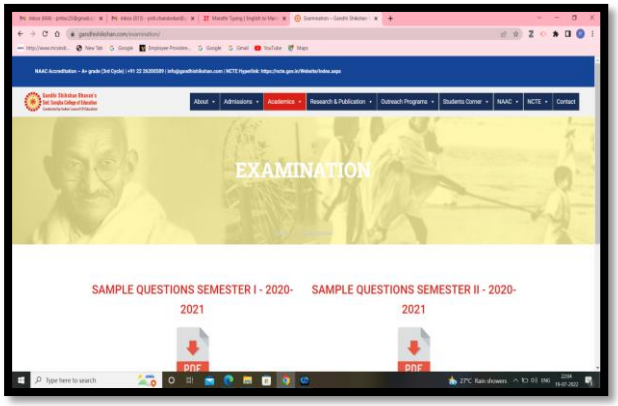
Online fee Payment

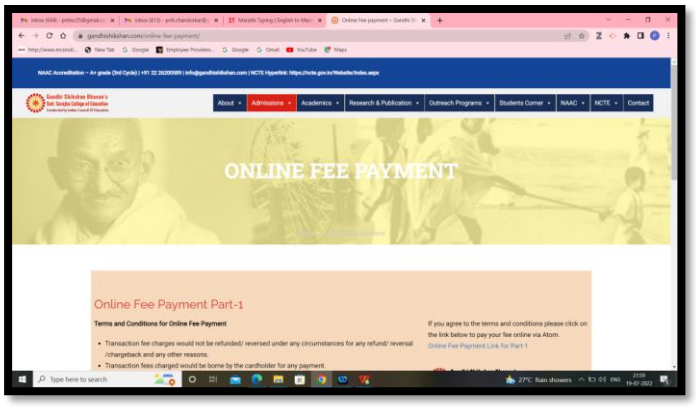




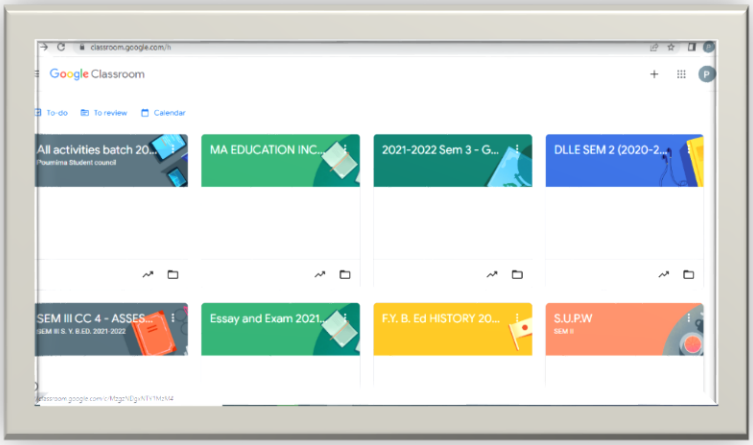
Academic Calendar

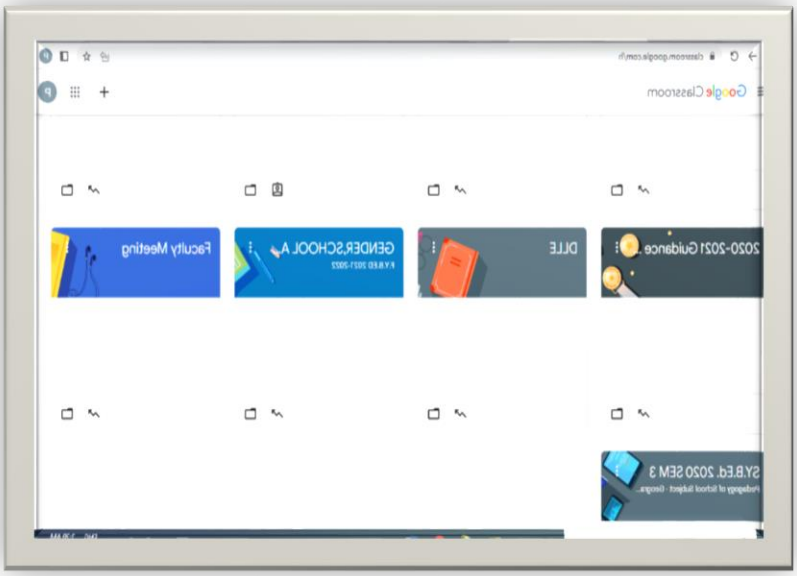






G-Class


Google Classroom
To-do
To review
Calendar
All activities batch 20...
MA EDUCATION INC...
2021-2022 Sem 3 - G...
DLLE SEM 2 (2020-2...
SEM III CC 4 - ASSES...
Essay and Exam 2021...
F.Y. B. Ed HISTORY 20...
S.U.P.W


Google Classroom
Faculty Meeting
GENDER,SCHOOL A...
DLLE
2020-2021 Guidance...
SY.B.Ed. 2020 SEM 3

STAFF BIOMETRIC ATTENDANCE
PARADIGM
Mumbai, Maharashtra,India
4r8g+6gh,Juhu Versova Link Rd, sainath Nagar, Mhada Colony, Juhu, Mumbai, Maharashtra 400049, India
Lat 19.115788° Long 72.826206°
22/06/24 02:22 PM GMT +05:30
Google

STUDENT BIOMETRIC ATTENDANCE
STAFF BIOMETRIC ATTENDANCE
PARADIGM

Gandhi Shikshan Bhavan's
Smt. Surajba College of Education
Conducted by Indian Council Of Basic Education

NAAC

ACCREDITATION

4TH CYCLE

Criterion 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

GANDHI SHIKSHAN BHAVAN'S

SMT.SURAJBA COLLEGE OF EDUCATION

NAAC REACCREDITED A+ (3.54)

ANNUAL E-GOVERNANCE REPORT

(2021-2022)

In the global education sector, India holds an imperative place. The definition of education is redefining and empowering the people. As it well said by the Rabindranath Tagore, Education is not only about knowledge, it means discipline development curiosity, creativity, etc. It helps to break the circle of ignorance and poverty. As per new education policy 2020 e-governance in educational sector facilitate the processing and maintenance of information, improves transparency in administration and provides faster information dissemination.

1. **Planning and development:** Online official communication related to planning and development is realized through e-mails, MIS system, fax, and messages. Proposals for infrastructural development, seminar & workshop Brochures, various grants and scholarships are prepared and submitted online through MIS system to concerned organisation. Admission Fees are also taken by digitally trough net banking and other online modes. Various MIS modules are an integral part of the data and information transfer process between college and the higher education department. Monthly issues of MIS reporting to relating to admin office and head of the institution and concern technical team.

Following are the activities are carried out online-

- Working with various web-based MIS modules
- Communication with emails to government, higher education and other agencies
- Proactive disclosure of continues information on its web-page
- Computerization
- Programmes for computer awareness and computer training programme for teacher and students
- E-library Management
- Endless such functions as components for e-governance scheme
- A dedicated what sap group has been created at institution level for sharing information.
- Proper utilization is ensured with utmost transparency within limited time.

- Other than maintaining online MIS and other data formats and keeping hardware and software inventory of college up -to date and accurate, new proposals for conduction of online courses and development is also initiated by the college.

2. **Administration:** Administration of the college always follow the philosophy of Mahatma Gandhiji while adapting all information and communication technology we Stepped ahead in the direction of paperless administration and almost all communication with higher authorized are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance programme can be outlined as -

- E-service book of employees
- Supervision of various scholarship schemes
- Maintenance & disclosure of comprehensive information on its web-page
- Development of ICT based infrastructure in the college
- Wi-Fi campus and biometric attendance system
- Fully computerize office and academic departments
- Conduction of seminars, workshop, training on digital literacy
- Organisation of computer awareness programms
- Availability & monitoring LAN/internet connection
- Salary slip and GPF, e-slips
- Salary payment to employees throughout net-banking
- Management of college web site (https://www.gandhishikshan.com)

3. Finance and Account

As a basic part of e-governance concept and as per instruction of the government, all kind of financial transaction has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS.Not only is that the payment of scholarships and all purchasing transaction are executed necessarily cashless to maintain transparency and financial accountability in the system. Following are some of the assignments being performed digitally at college level-

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- Maintenance of students' attendance in web-based formats.

Above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

Examination System

Under the scheme of cluster examination system in panda mic there is a fully computerized exam cell which conducts exams, and publish results online for different courses/programs. Results processing is realized through internally developed software the complete exam management is done through fully customizable software with stringent security features (developed by Teach- us). The digital features of exam system include-

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- Declaration of results on web-site,

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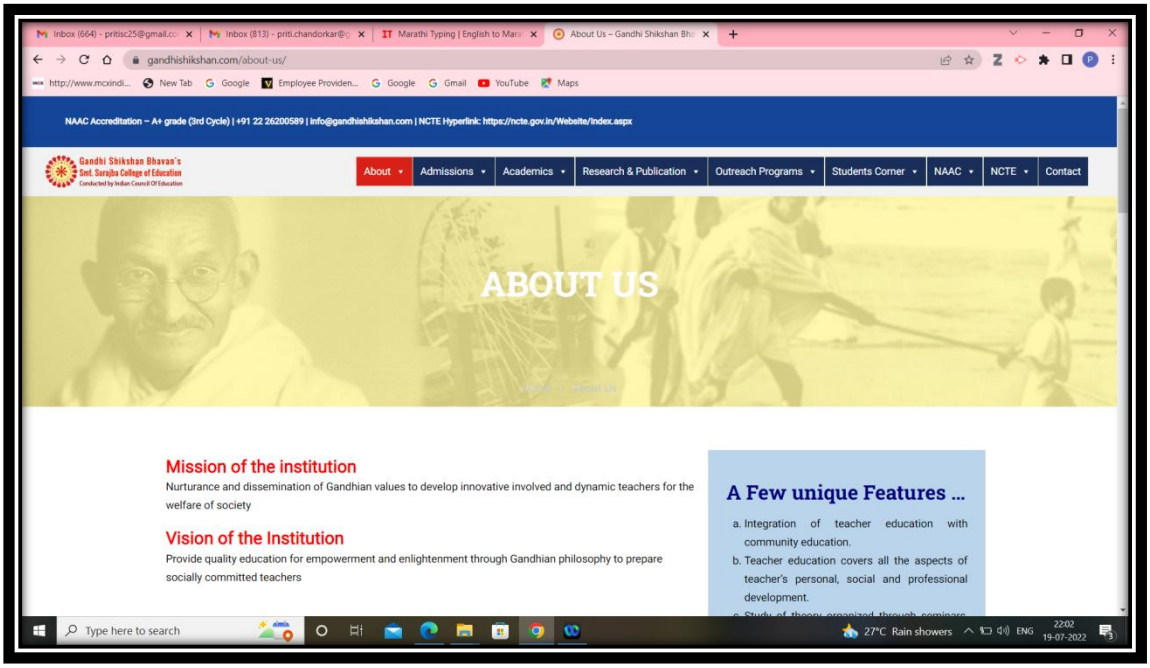

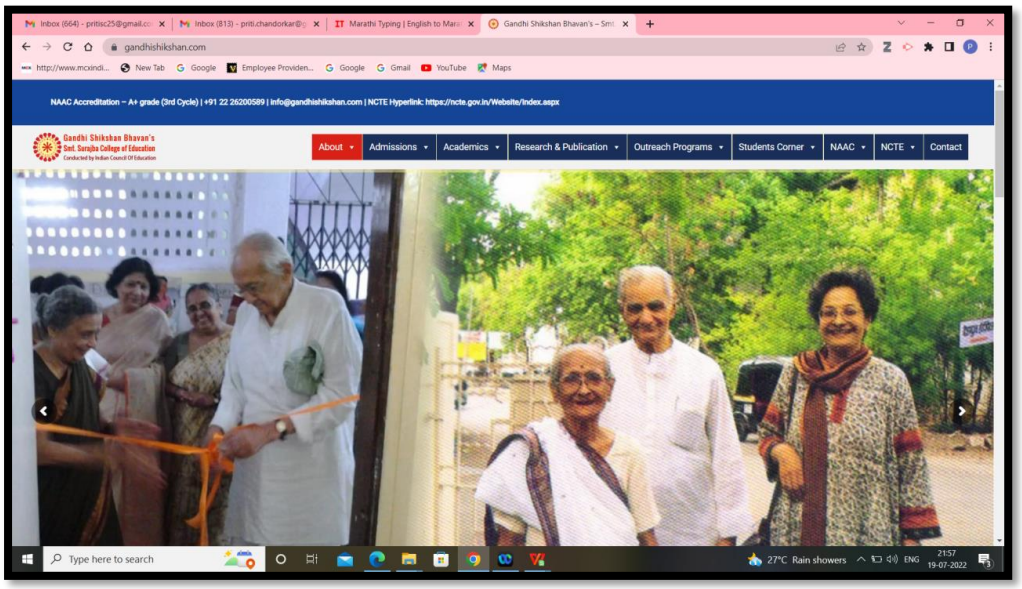

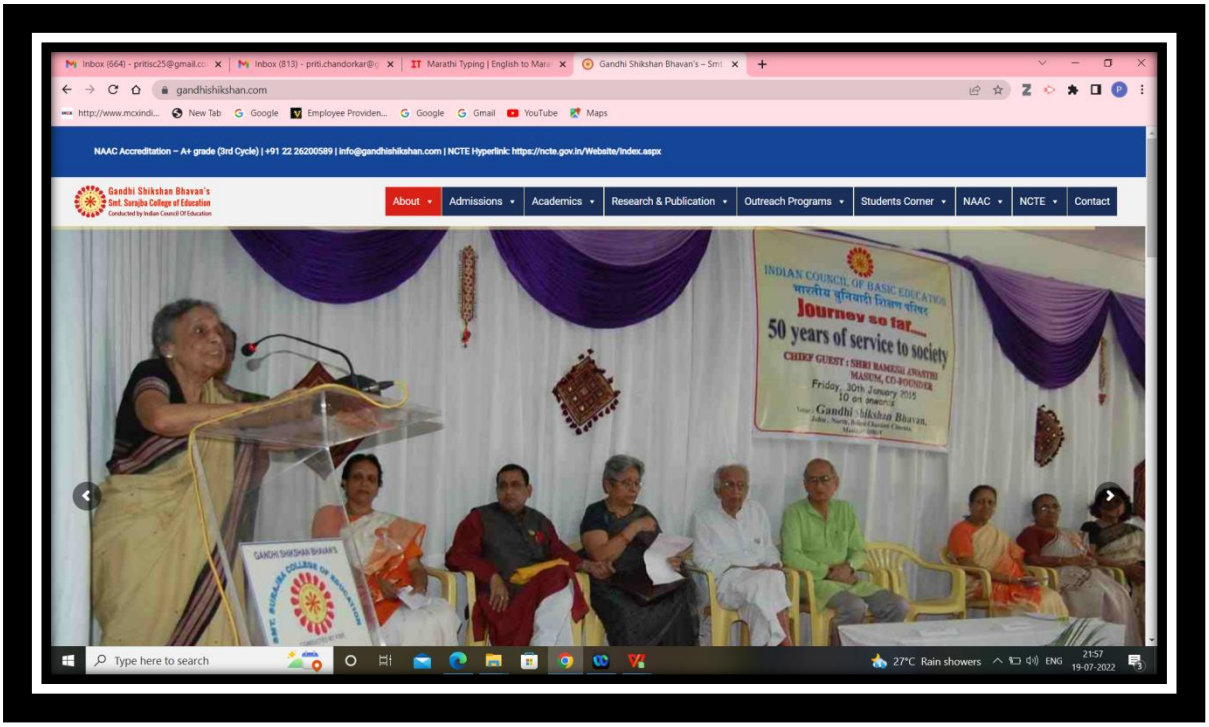
gandhishikshan.com
NAAC Accreditation – A+ grade (3rd Cycle) | +91 22 26200589 | info@gandhishikshan.com | NCTE Hyperlink: https://ncte.gov.in/Website/index.aspx
Gandhi Shikshan Bhavan's
Smt. Surajba College of Education
About
Admissions
Academics
Research & Publication
Outreach Programs
Students Corner
NAAC
NCTE
Contact
INDIAN COUNCIL OF BASIC EDUCATION
Journey so far...
50 years of service to society
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27°C Rain showers
ENG
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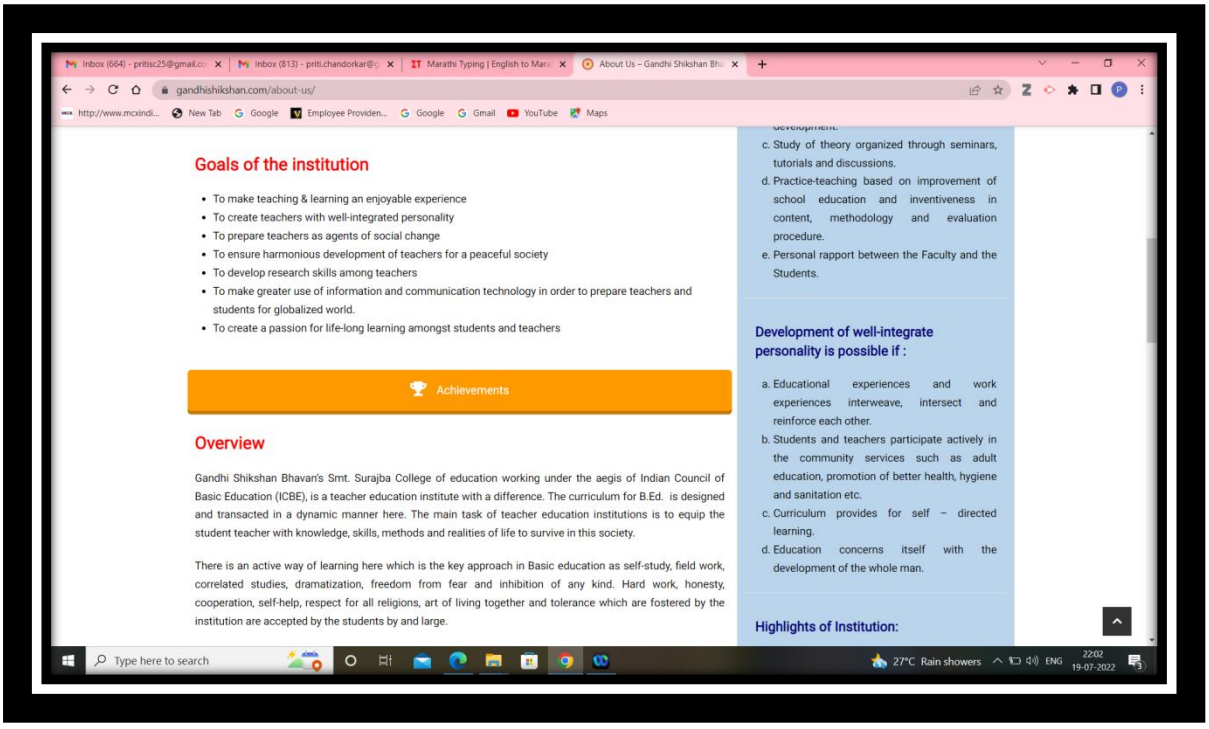
19-07-2022


gandhishikshan.com/about-us/
Goals of the institution
To make teaching & learning an enjoyable experience
To create teachers with well-integrated personality
To prepare teachers as agents of social change
To ensure harmonious development of teachers for a peaceful society
To develop research skills among teachers
To make greater use of information and communication technology in order to prepare teachers and students for globalized world.
To create a passion for life-long learning amongst students and teachers
Achievements
Overview
Gandhi Shikshan Bhavan's Smt. Surajba College of education working under the aegis of Indian Council of Basic Education (ICBE), is a teacher education institute with a difference. The curriculum for B.Ed. is designed and transacted in a dynamic manner here. The main task of teacher education institutions is to equip the student teacher with knowledge, skills, methods and realities of life to survive in this society.
There is an active way of learning here which is the key approach in Basic education as self-study, field work, correlated studies, dramatization, freedom from fear and inhibition of any kind. Hard work, honesty, cooperation, self-help, respect for all religions, art of living together and tolerance which are fostered by the institution are accepted by the students by and large.
c. Study of theory organized through seminars, tutorials and discussions.
d. Practice-teaching based on improvement of school education and inventiveness in content, methodology and evaluation procedure.
e. Personal rapport between the Faculty and the Students.
Development of well-integrate personality is possible if :
a. Educational experiences and work experiences interweave, intersect and reinforce each other.
b. Students and teachers participate actively in the community services such as adult education, promotion of better health, hygiene and sanitation etc.
c. Curriculum provides for self – directed learning.
d. Education concerns itself with the development of the whole man.
Highlights of Institution:
Type here to search
27°C Rain showers
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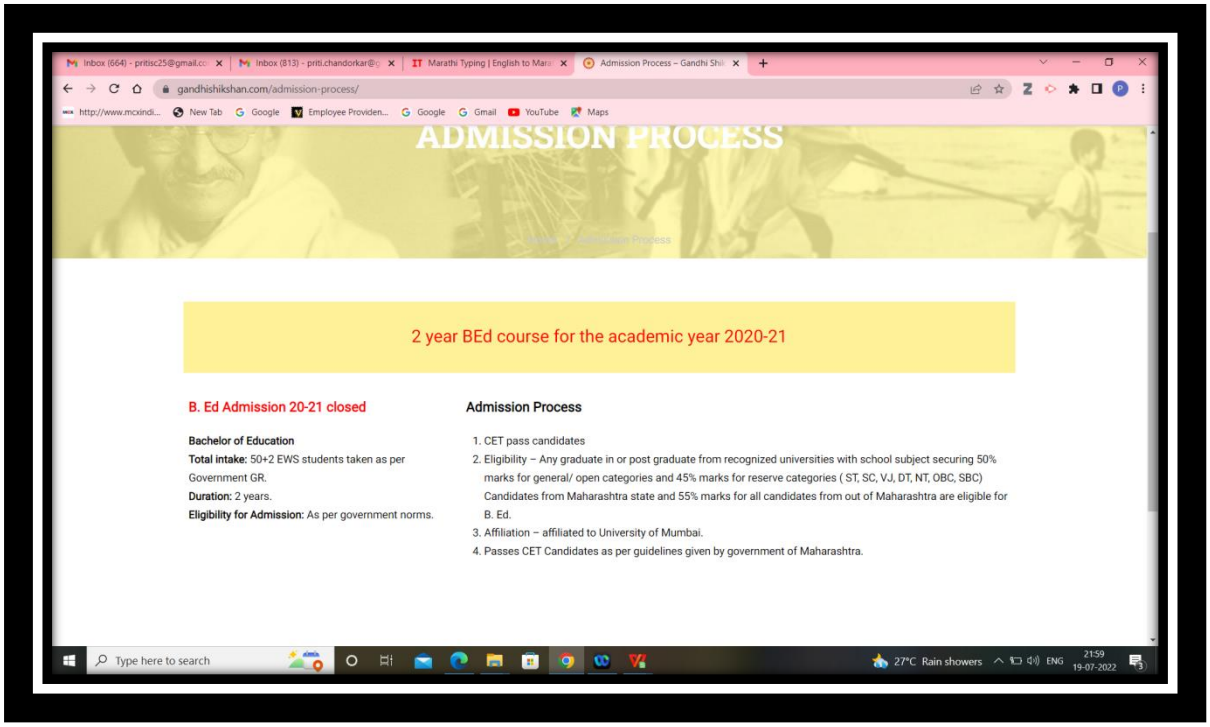
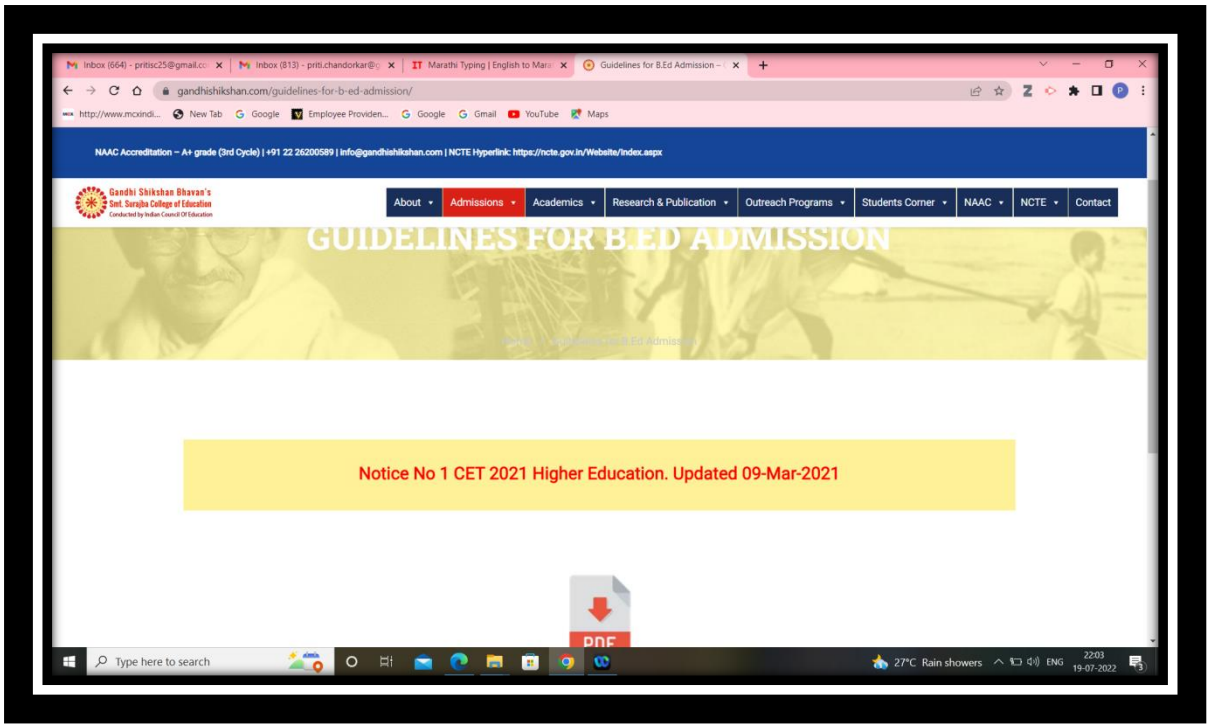
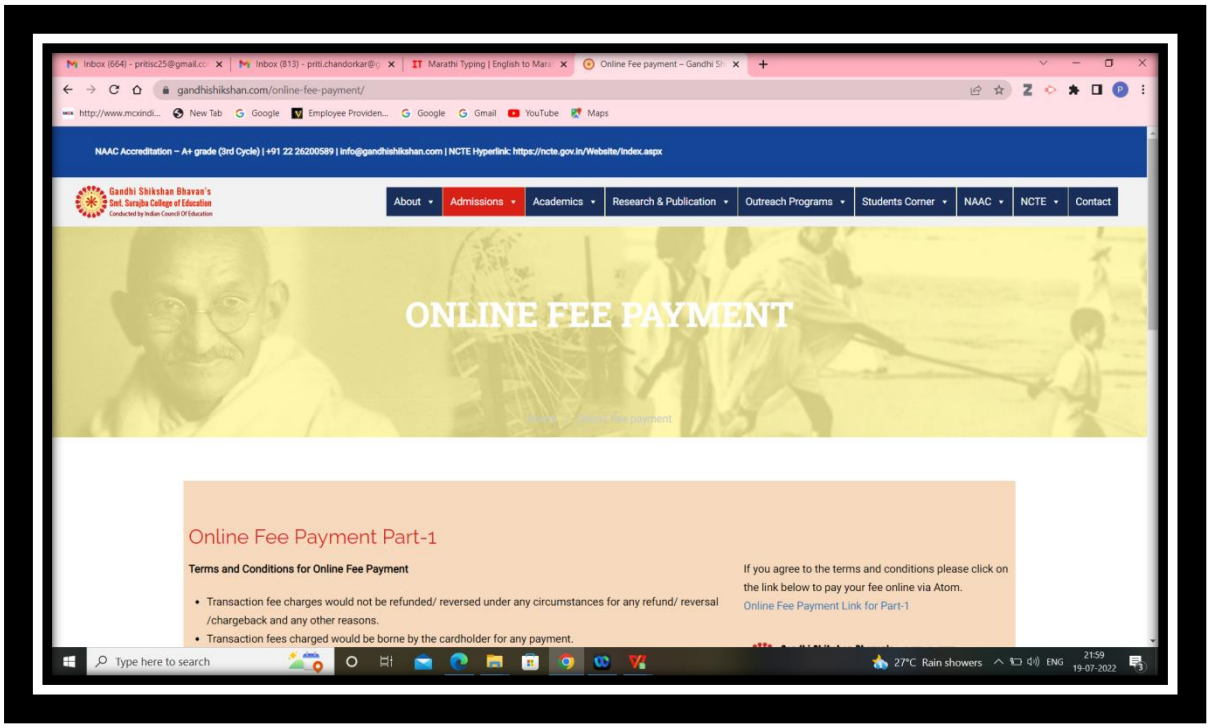
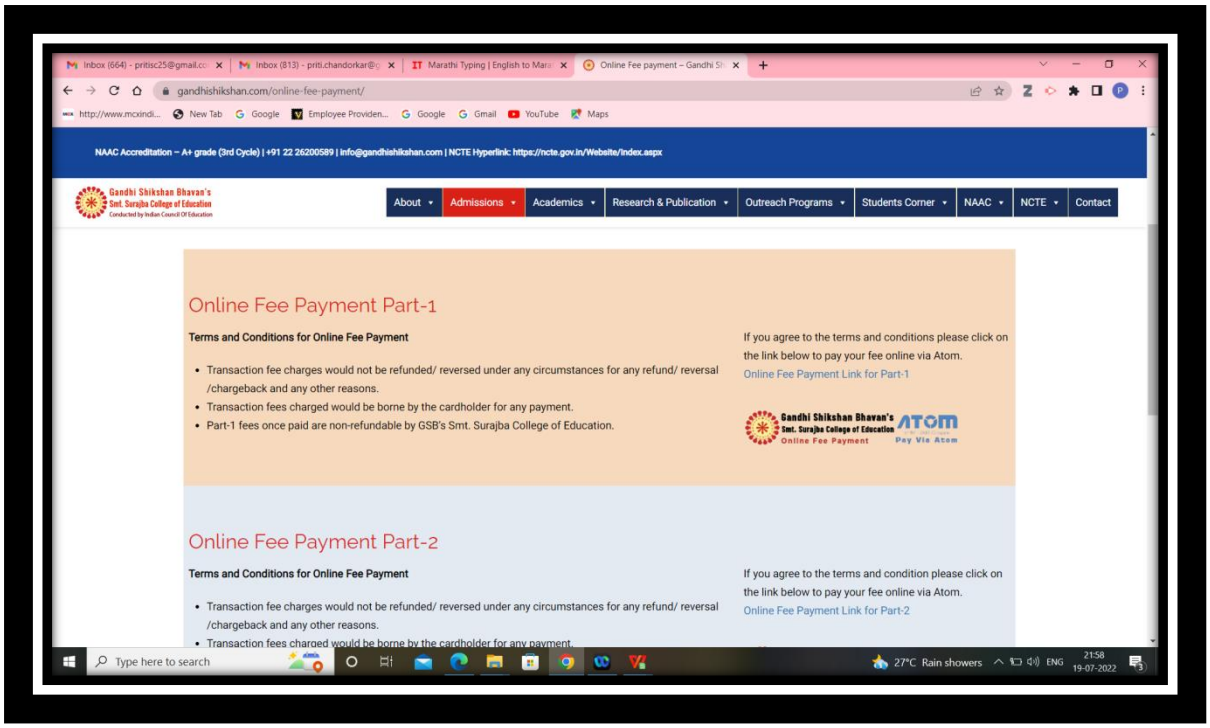
Admission Process



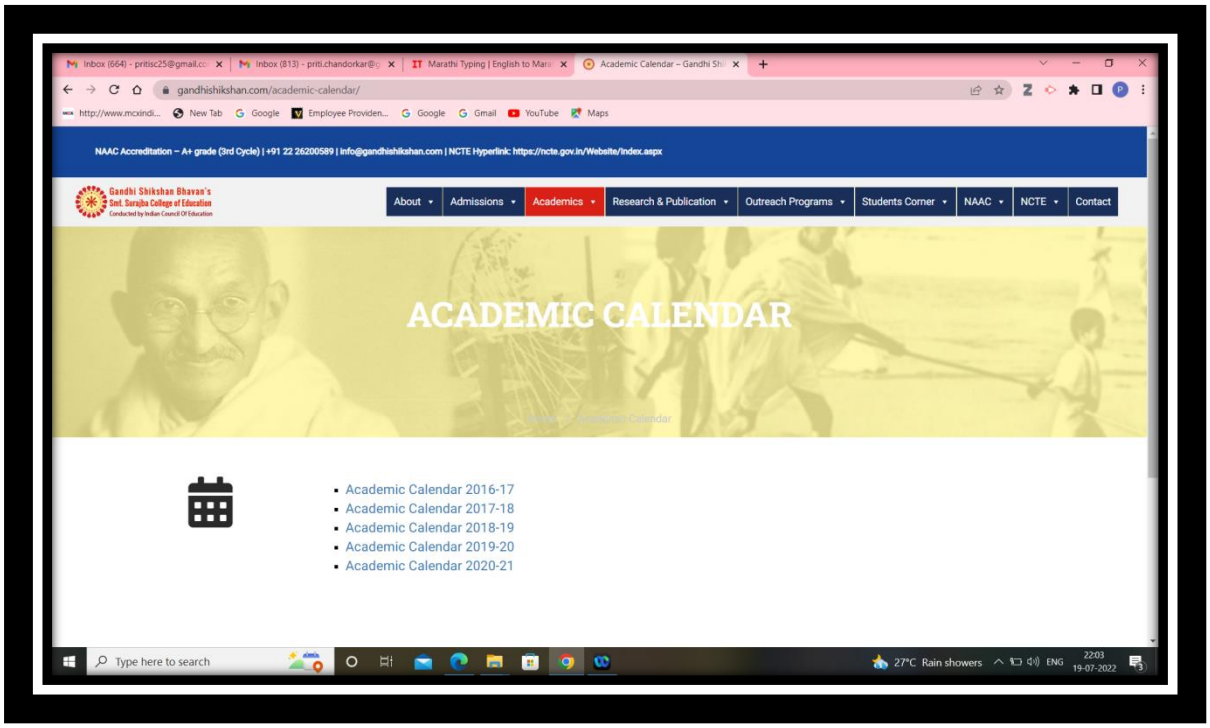


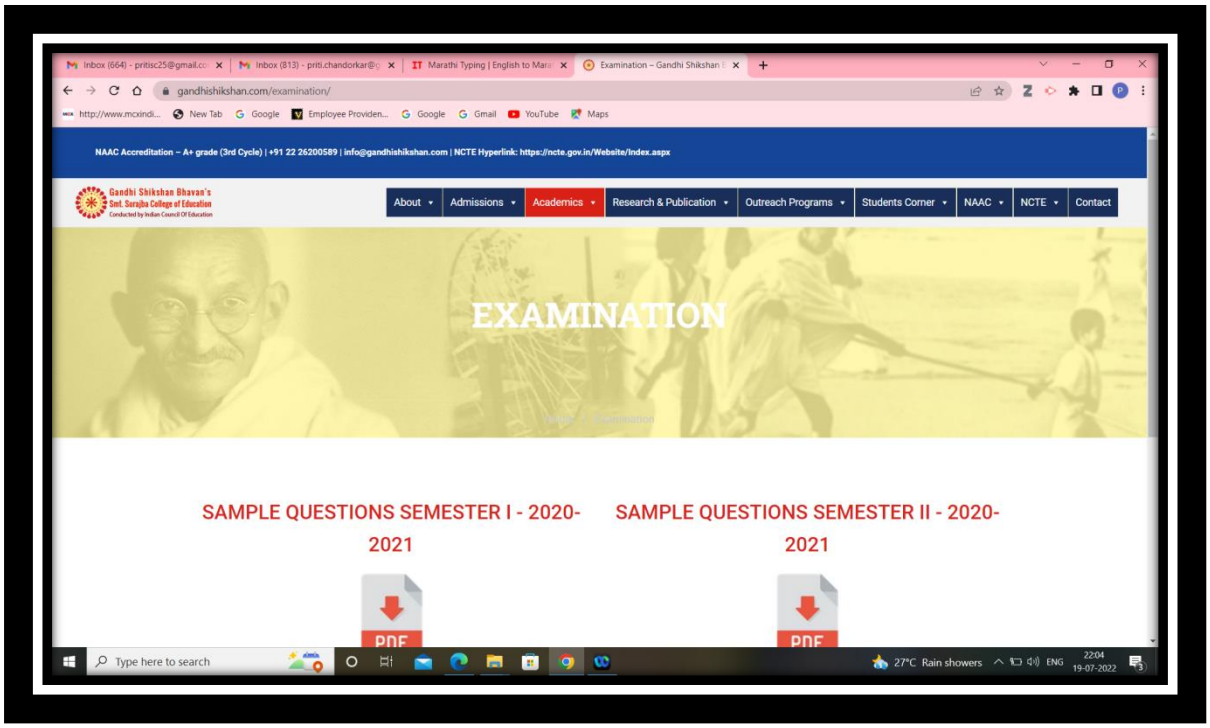
Online fee Payment

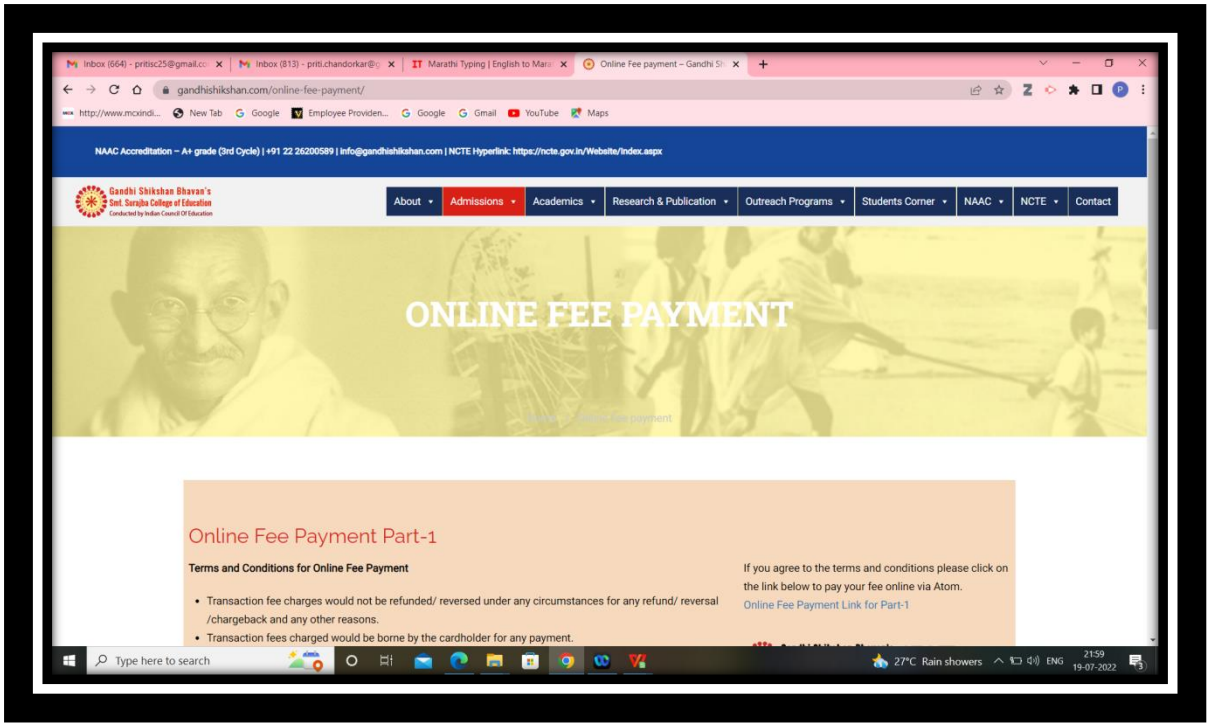




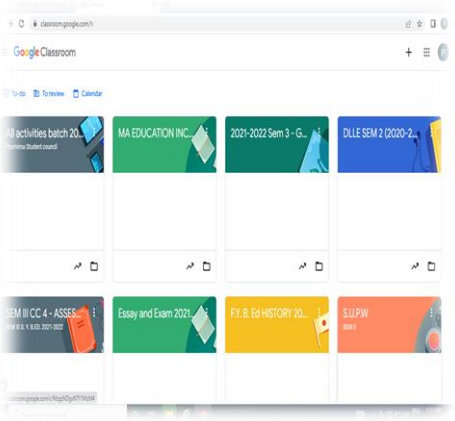
Academic Calendar






gandhishikshan.com/online-fee-payment/
NAAC Accreditation – A+ grade (3rd Cycle) | +91 22 26200589 | info@gandhishikshan.com | NCTE Hyperlink: https://ncte.gov.in/Website/Index.aspx
Gandhi Shikshan Bhavan's
Smt. Surajba College of Education
About
Admissions
Academics
Research & Publication
Outreach Programs
Students Corner
NAAC
NCTE
Contact
ONLINE FEE PAYMENT
Online Fee Payment Part-1
Terms and Conditions for Online Fee Payment
Transaction fee charges would not be refunded/ reversed under any circumstances for any refund/ reversal /chargeback and any other reasons.
Transaction fees charged would be borne by the cardholder for any payment.
If you agree to the terms and conditions please click on the link below to pay your fee online via Atom.
Online Fee Payment Link for Part-1
Type here to search
27°C Rain showers
ENG
21:59
19-07-2022

G-Class


Google Classroom
MA EDUCATION INC...
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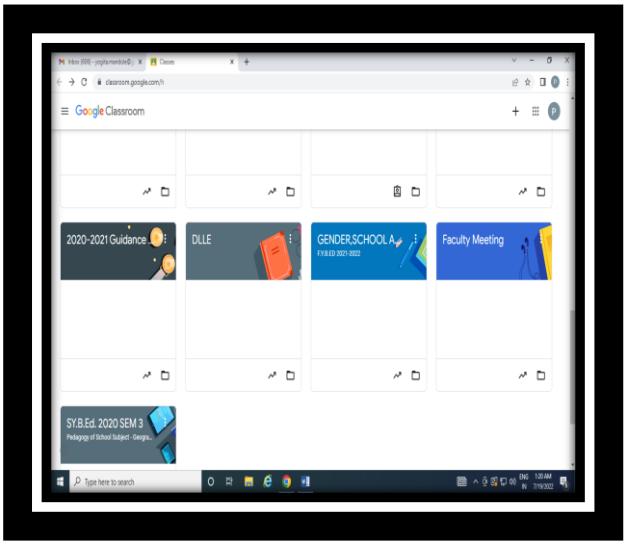
DLLE SEM 2 (2020-2...
Essay and Exam 2021...
F.Y. B. Ed HISTORY 20...
S.U.P.W


Google Classroom
2020-2021 Guidance...
DLLE
GENDER,SCHOOL A...
Faculty Meeting
SY.B.Ed. 2020 SEM 3

STAFF BIOMETRIC ATTENDANCE
PARADIGM

STAFF BIOMETRIC ATTENDANCE
PARADIGM
Mumbai, Maharashtra,India
4r8g+6gh,Juhu Versova Link Rd, sainath Nagar, Mhada Colony, Juhu, Mumbai, Maharashtra 400049, India
Lat 19.115788° Long 72.826206°
22/06/24 02:22 PM GMT +05:30
Google

Gandhi Shikshan Bhavan's
Smt. Surajba College of Education
Conducted by Indian Council Of Basic Education

NAAC

ACCREDITATION

4TH CYCLE

Criterion 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

GANDHI SHIKSHAN BHAVAN'S

SMT.SURAJBA COLLEGE OF EDUCATION

NAAC REACCREDITED A+ (3.54)

ANNUAL E-GOVERNANCE REPORT (2020-2021)

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- E-service book of employees
- Supervision of various scholarship schemes
- Maintenance & disclosure of comprehensive information on its web-page
- Development of ICT based infrastructure in the college
- Wi-Fi campus and biometric attendance system

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- Salary payment to employees throughout net-banking
- Management of college web site (https://www.gandhishikshan.com)

3. **Finance and Account:** As a basic part of e-governance concept and as per instruction of the government, all kind of financial transaction has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS.Not only is that the payment of scholarships and all purchasing transaction are executed necessarily cashless to maintain transparency and financial accountability in the system. Following are some of the assignments being performed digitally at college level-

- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes.
- All kind of payment including salaries to staff- members
- Disbursement of salary certificates and accounting of GPF
- Conduction of computer awareness programs for office staff
- All the accounts are being maintained in nationalized banks with maintenance of proper ledger at college level.

4. **Student's Admission and support:** Entry level admission to F.Y.B.Ed class is realized through online process and it is managed & regulated by higher education department through its web-portals .in and www.emahapravesh.in annually since 2012-13. To 2021-22, admission to higher classes and examination fee deposition has also been initiated online through a software system developed exclusively for Govt. Institutional assignments for online admission to various courses/classes are performed with support of qualified and skilled staff with orderly transparency on merits.

- Onlinene admission and support activities include the followings as such-
- Disclosure of admission rules/schedule on web-page, Verification of documents, payment of fees & other admission formalities,
- Preparation & publication of admission rolls and related statistics,
- Admission related data management through web-based MIS & e-mails,
- Management of different scholarship schemes for students,
- Disclosure of students-centrist information/data/materials on web-site,
- Wi-Fi campus & Availability of internet/e-resources in library,
- Running of computer based programs/courses,
- Conduction of computer awareness/digital literacy programs for students,
- ICT based teaching in smart class-rooms, and
- Maintenance of students' attendance in web-based formats.

Above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

5.Examination System: Online registration, fee payment & issuance of admit cards on Under the scheme of cluster examination system in panda mic there is a fully computerized exam cell which conducts exams, and publish results online for different courses/programs. Results processing is realized through internally developed software the complete exam management is done through fully customizable software with stringent security features (developed by Teach- us). The digital features of exam system include- web address

- Intranet for entering CCE marks and other data,
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The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability & efficiency in the system and eventually to improve the quality of education.

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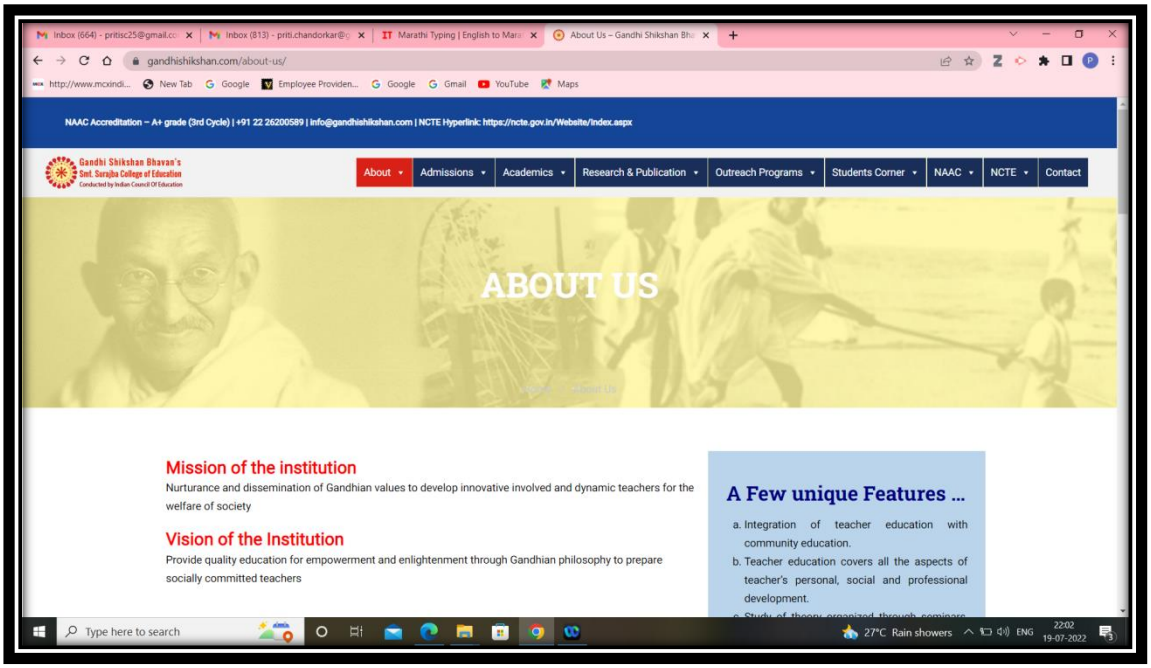
Various user friendly interfaces are students to realize IT appreciating these e-governance technologies is tremendous in terms of time and money. Not only have these IT in the system of working, they some of such interfaces which are following

College website



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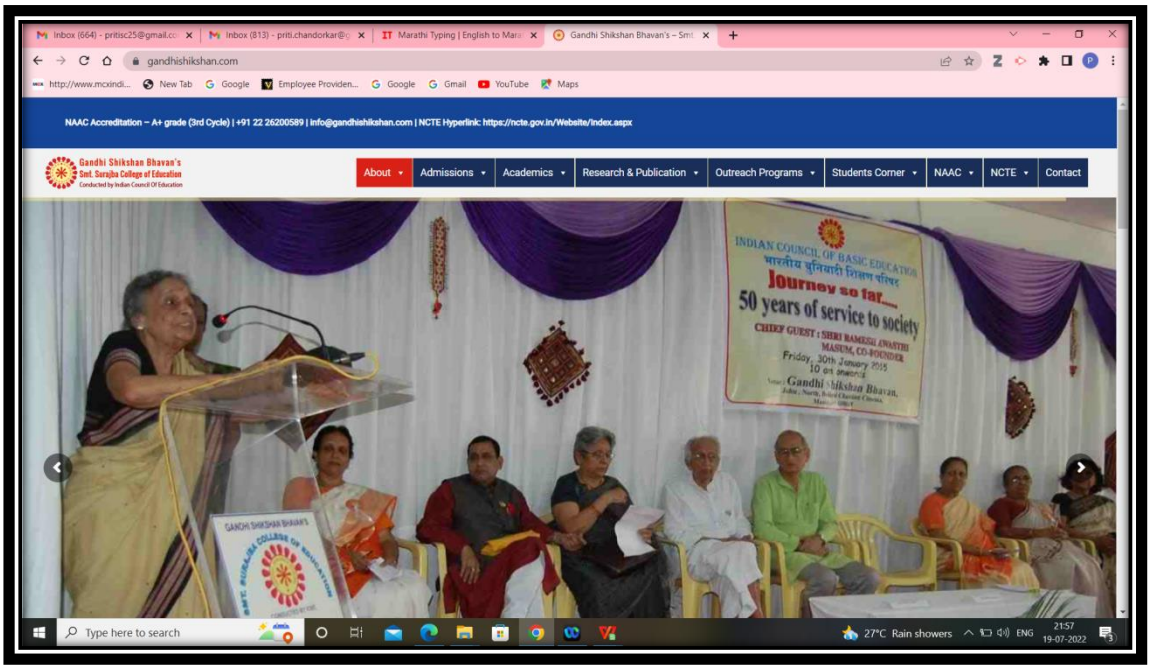
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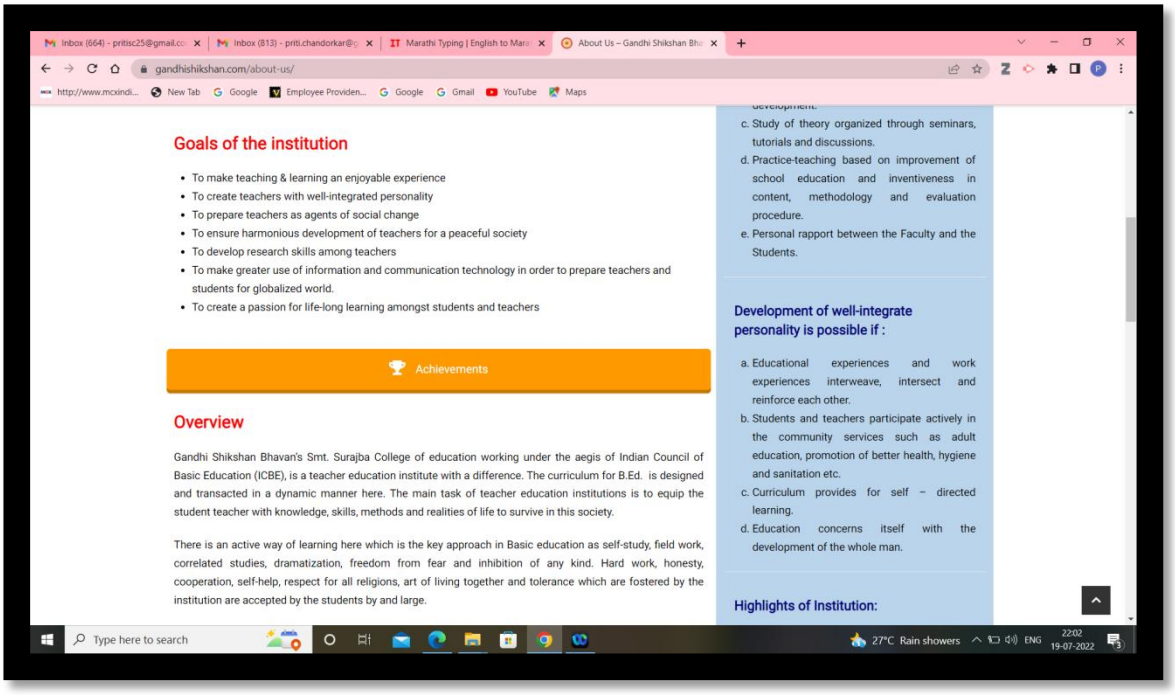

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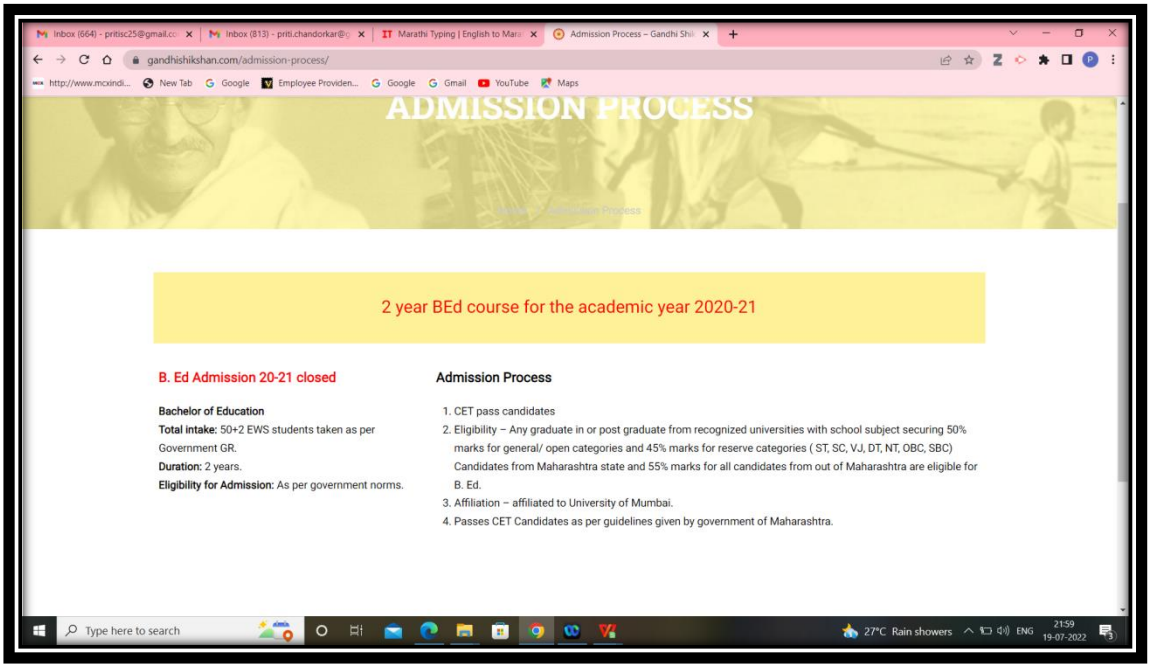

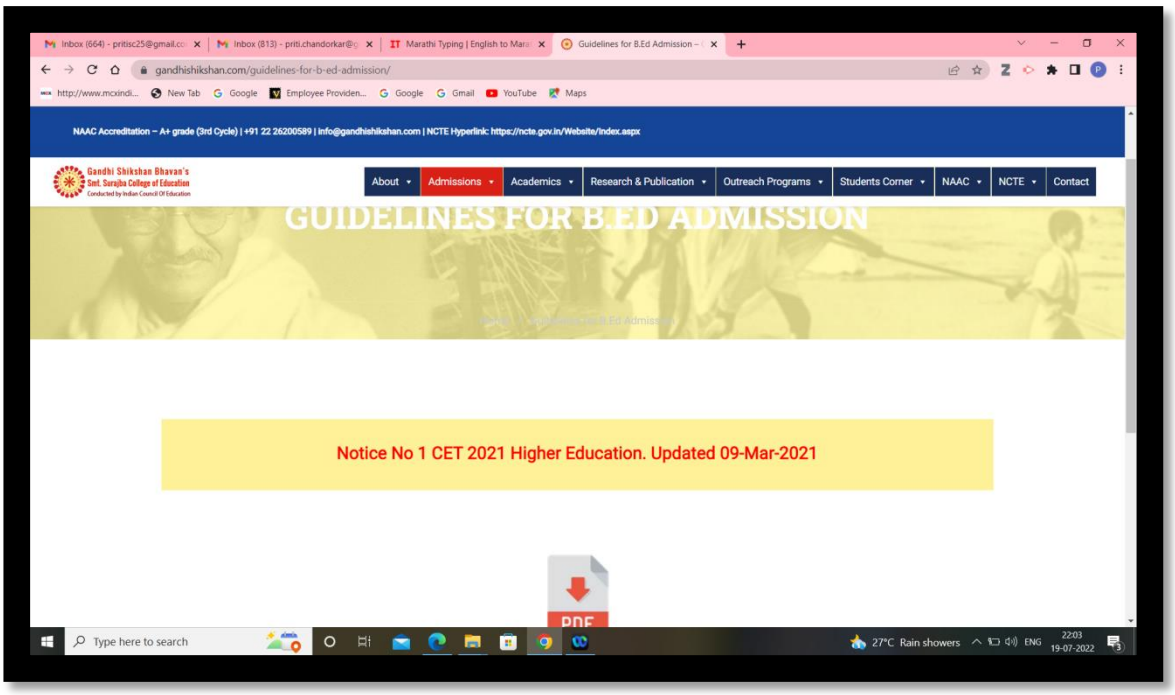

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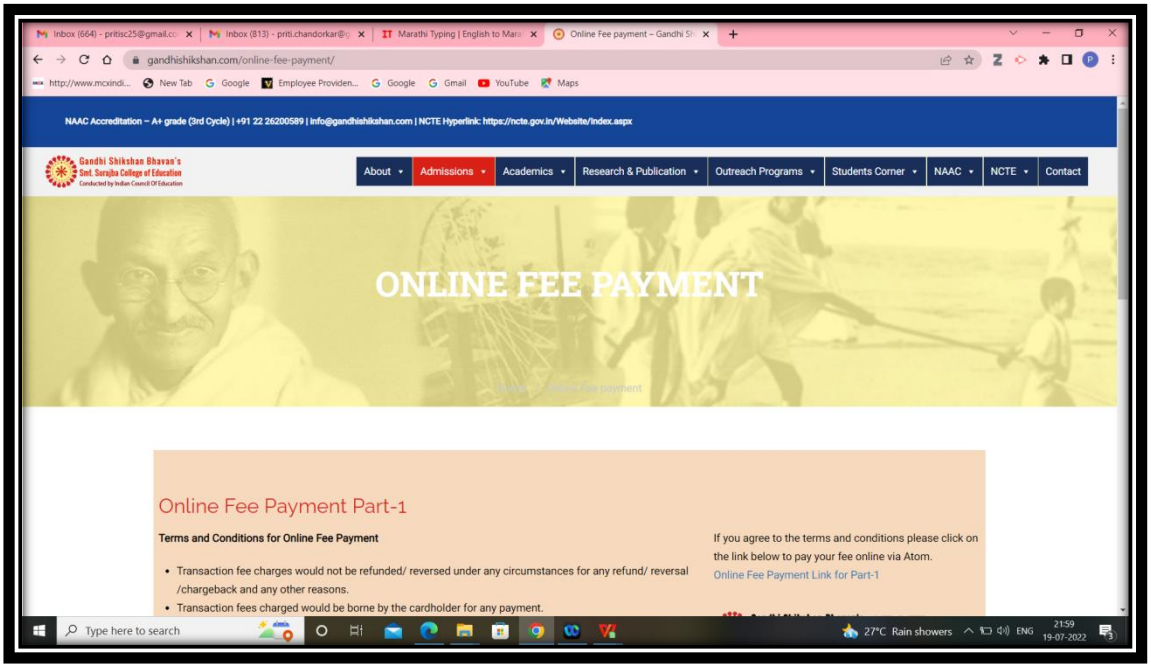
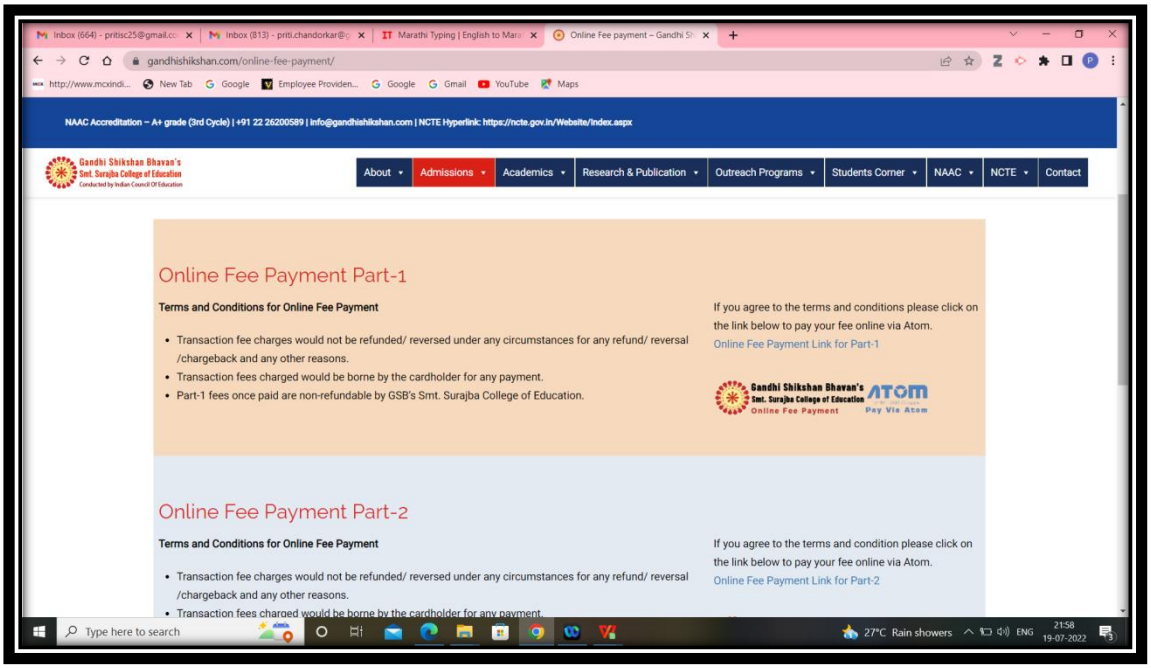
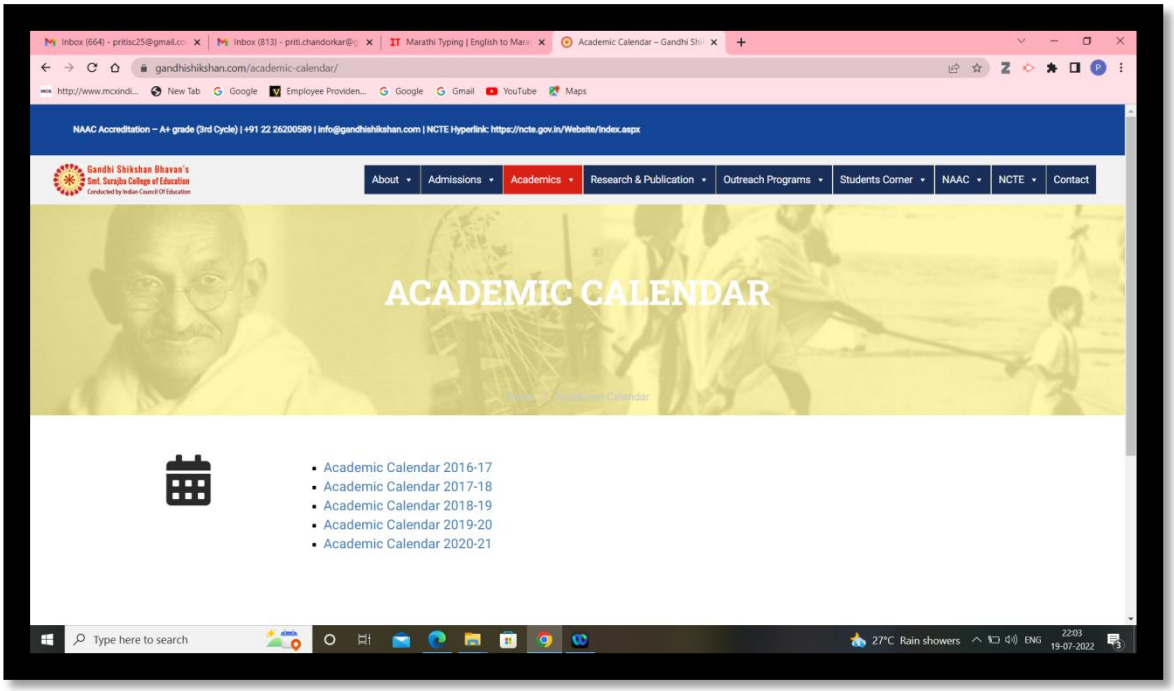
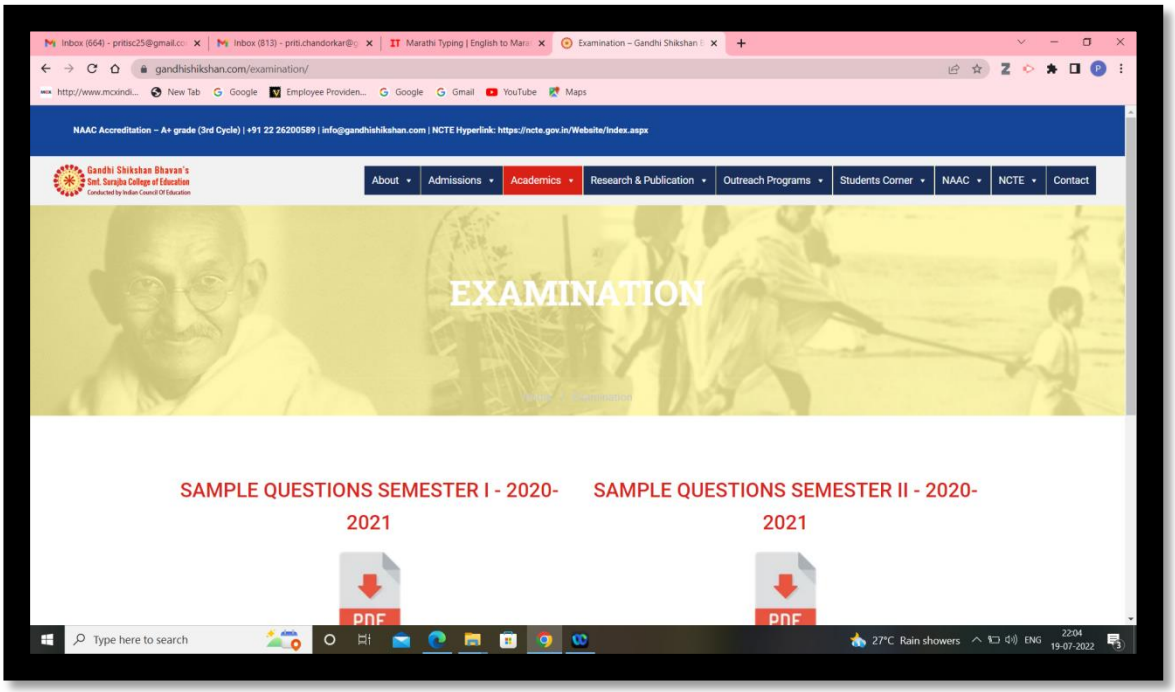




Academic Calendar

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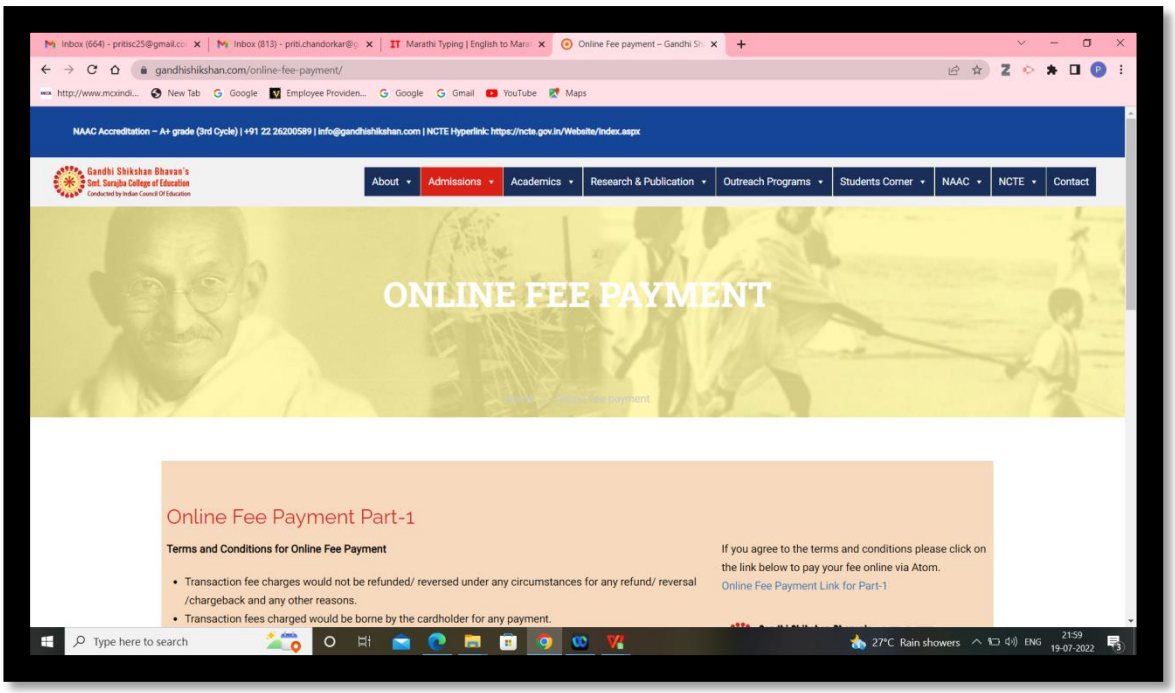
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Transaction fee charges would not be refunded/ reversed under any circumstances for any refund/ reversal /chargeback and any other reasons.
Transaction fees charged would be borne by the cardholder for any payment.
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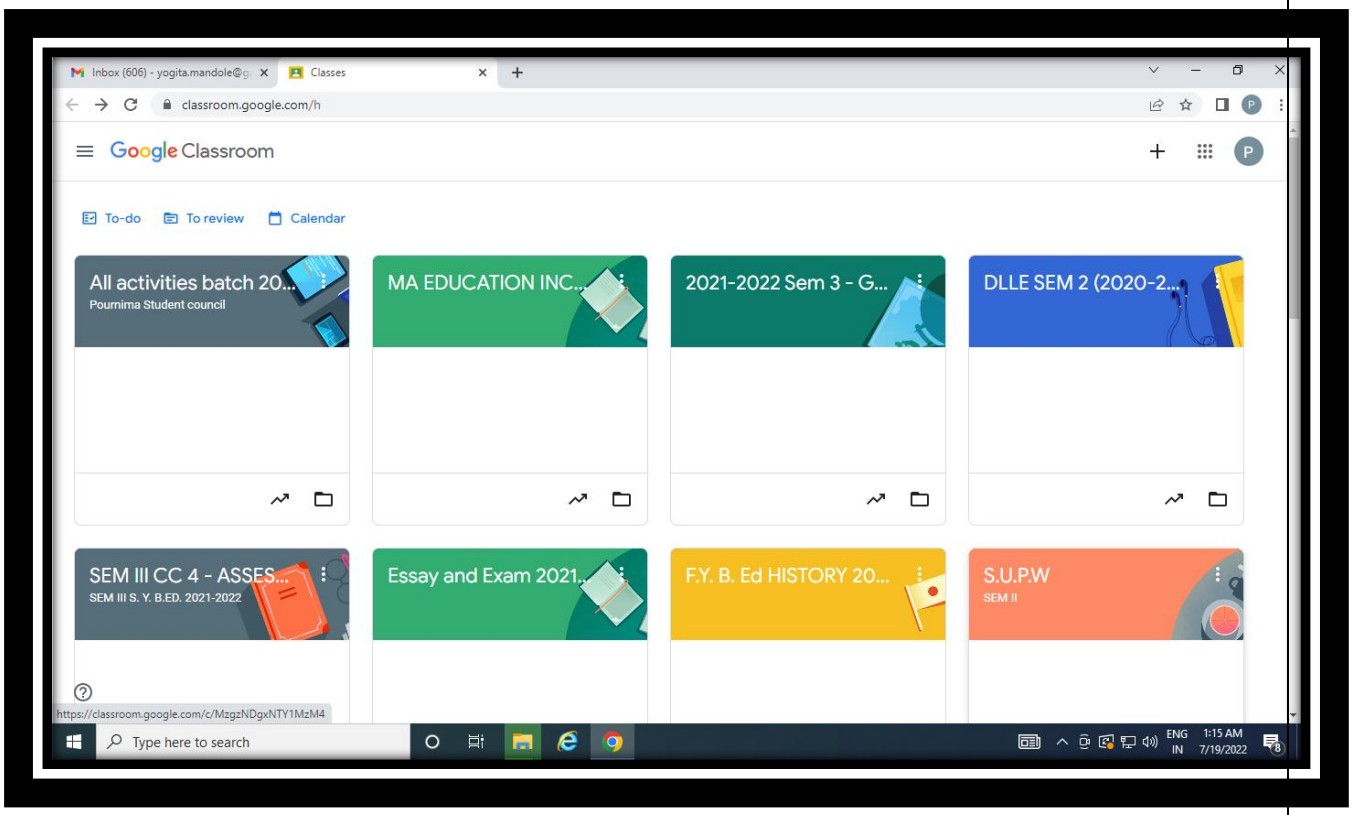
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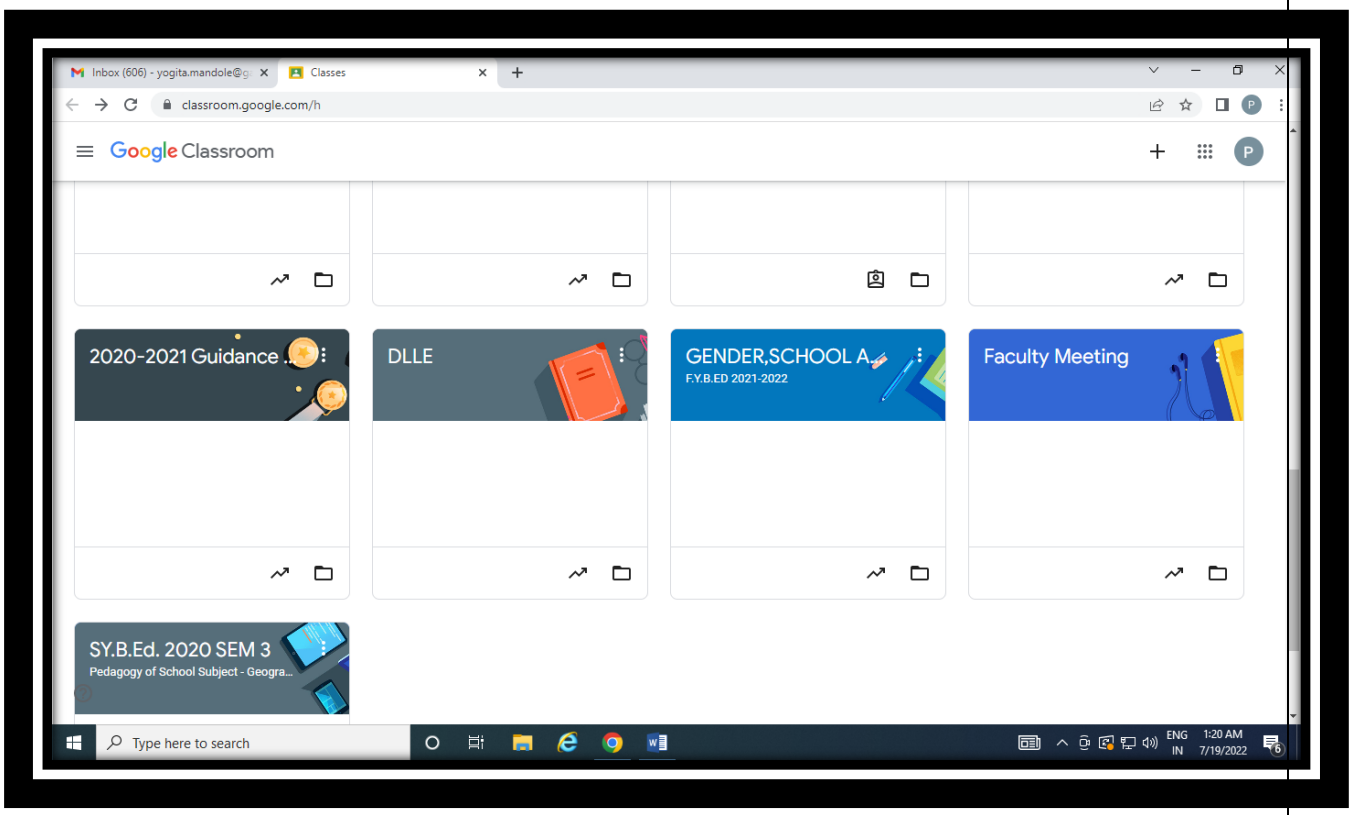
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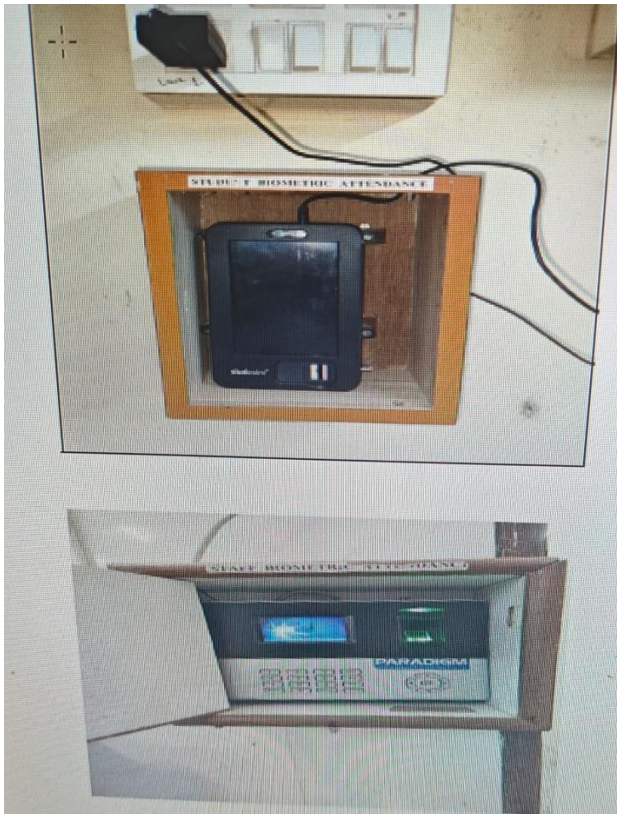

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NAAC

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4TH CYCLE

Criterion 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

GANDHI SHIKSHAN BHAVAN'S

SMT.SURAJBA COLLEGE OF EDUCATION

NAAC REACCREDITED A+ (3.54)

ANNUAL E-GOVERNANCE REPORT (2019-2020)

The revolution in internet has changed the lives of people. In the global education sector, India holds an imperative place. The definition of education is redefining and empowering the people. As it well said by the Rabindranath Tagore, Education is not only about knowledge, it means discipline development curiosity, creativity, etc. It helps to break the circle of ignorance and poverty. As per new education policy 2020 e-governance in educational sector facilitate the processing and maintenance of information, improves transparency in administration and provides faster information dissemination.

1. **Planning and development:** Online official communication related to planning and development is realized through e-mails, MIS system, fax, and messages. Proposals for infrastructural development, seminar & workshop Brochures, various grants and scholarships are prepared and submitted online through MIS system to concerned organisation. Admission Fees are also taken by digitally trough net banking and other online modes. Various MIS modules are an integral part of the data and information transfer process between college and the higher education department. Monthly issues of MIS reporting to relating to admin office and head of the institution and concern technical team.

Following are the activities are carried out online-

- Working with various web-based MIS modules
- Communication with emails to government, higher education and other agencies
- Proactive disclosure of continues information on its web-page
- Computerization
- Programmes for computer awareness and computer training programme for teacher and students
- E-library Management
- Endless such functions as components for e-governance scheme
- A dedicated what sap group has been created at institution level for sharing information.
- Proper utilization is ensured with utmost transparency within limited time.
- Other than maintaining online MIS and other data formats and keeping hardware and software inventory of college up -to date and accurate, new proposals for conduction of online courses and development is also initiated by the college.

2. **Administration:** Administration of the college always follow the philosophy of Mahatma Gandhiji while adapting all information and communication technology we **stepped** ahead in the direction of paperless administration and almost all communication with higher authorized are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance programme can be outlined as -

- E-service book of employees
- Supervision of various scholarship schemes
- Maintenance & disclosure of comprehensive information on its web-page

- Development of ICT based infrastructure in the college
- Wi-Fi campus and biometric attendance system
- Fully computerize office and academic departments
- Conduction of seminars, workshop, training on digital literacy
- Organisation of computer awareness programms
- Availability & monitoring LAN/internet connection
- Salary slip and GPF, e-slips
- Salary payment to employees throughout net-banking
- Management of college web site (https://www.gandhishikshan.com)

3. **Finance and Account:** As a basic part of e-governance concept and as per instruction of the government, all kind of financial transaction has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS.Not only is that the payment of scholarships and all purchasing transaction are executed necessarily cashless to maintain transparency and financial accountability in the system. Following are some of the assignments being performed digitally at college level-

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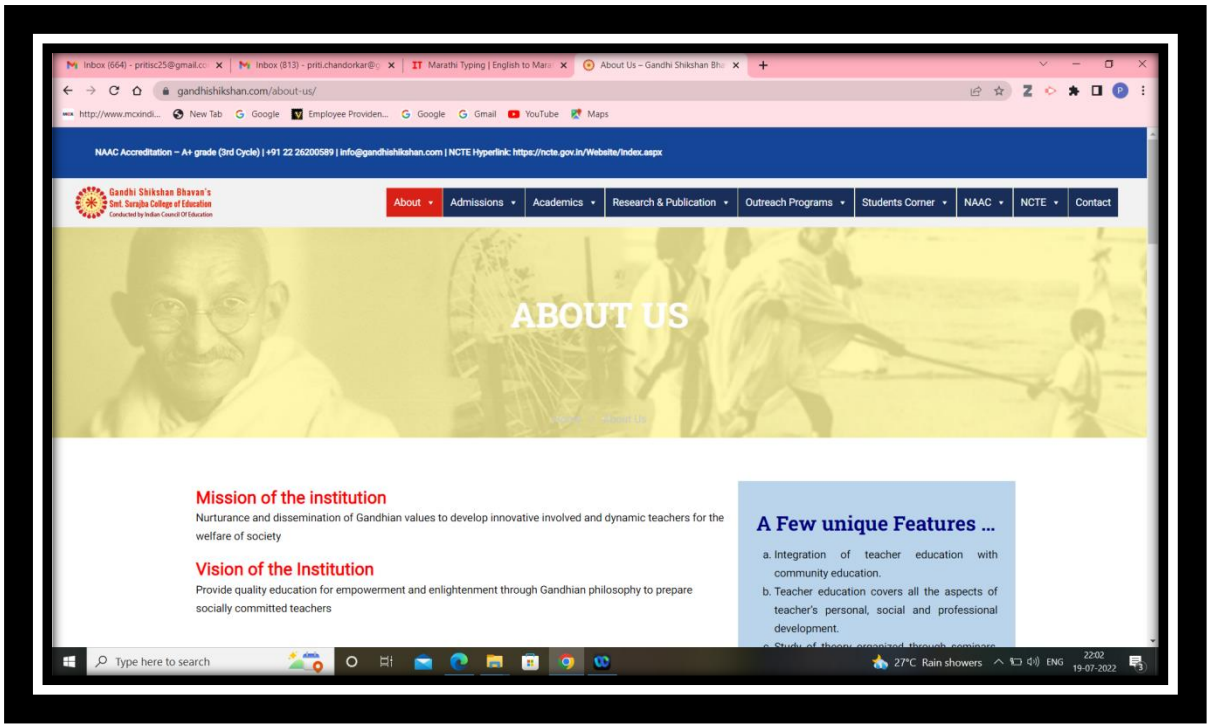

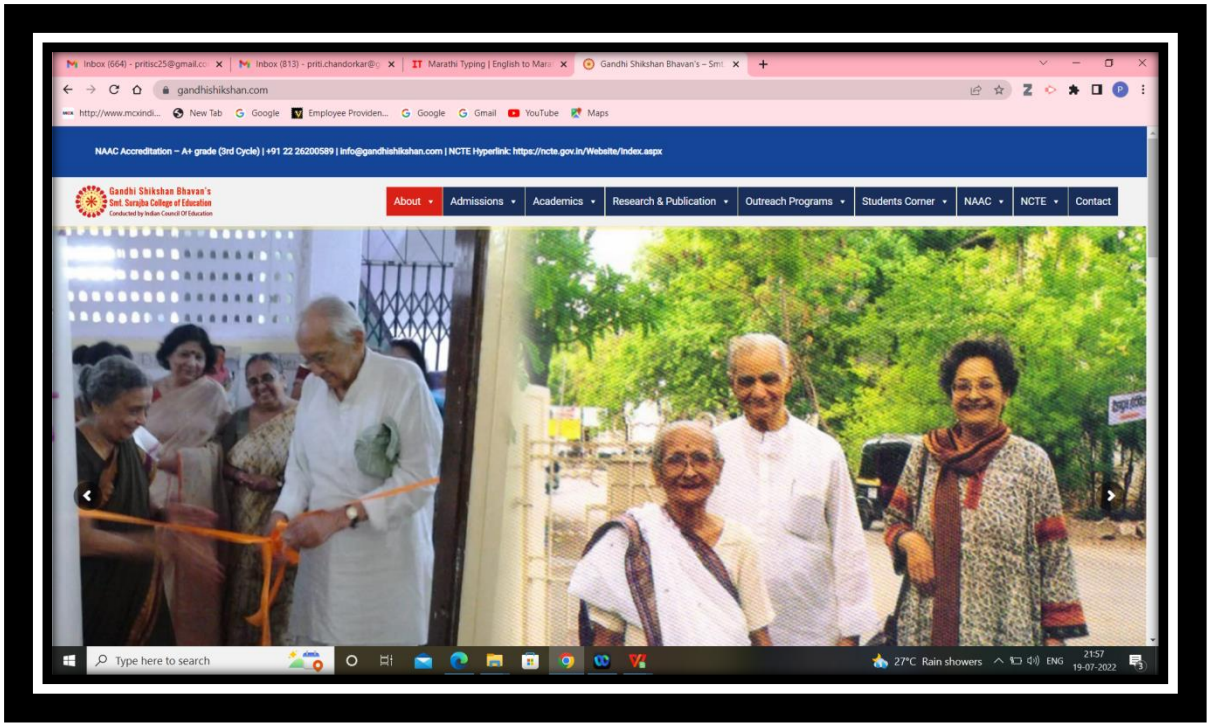
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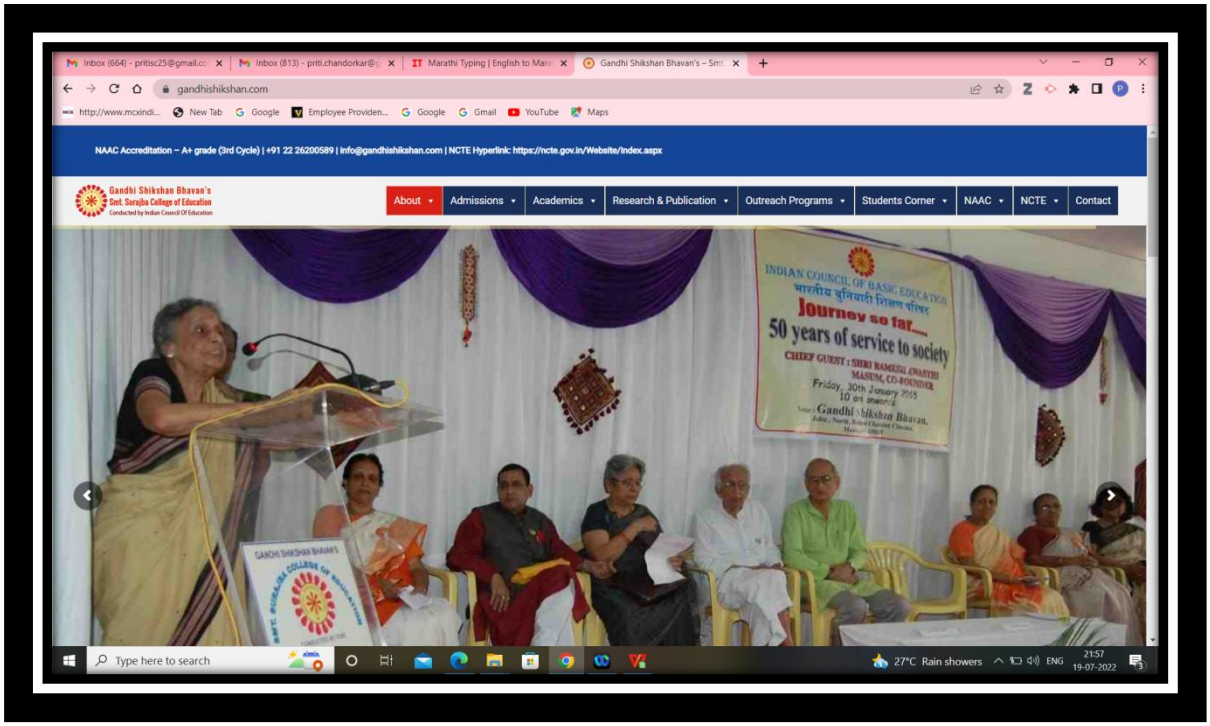
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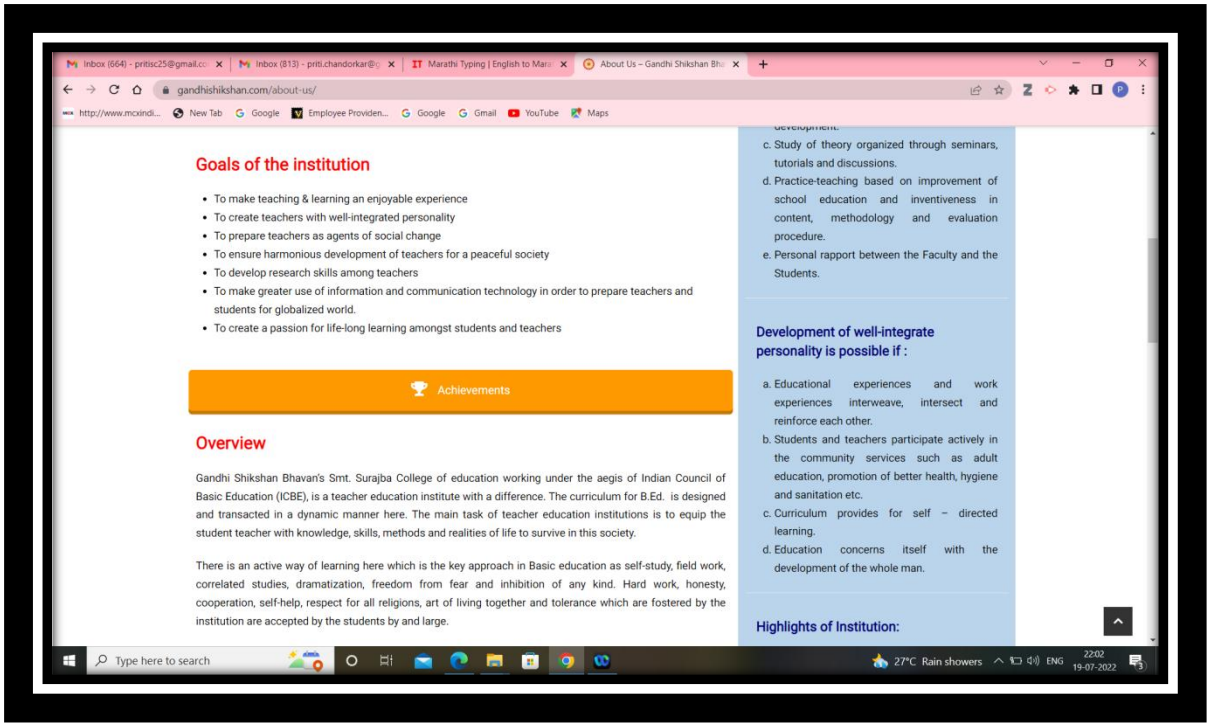

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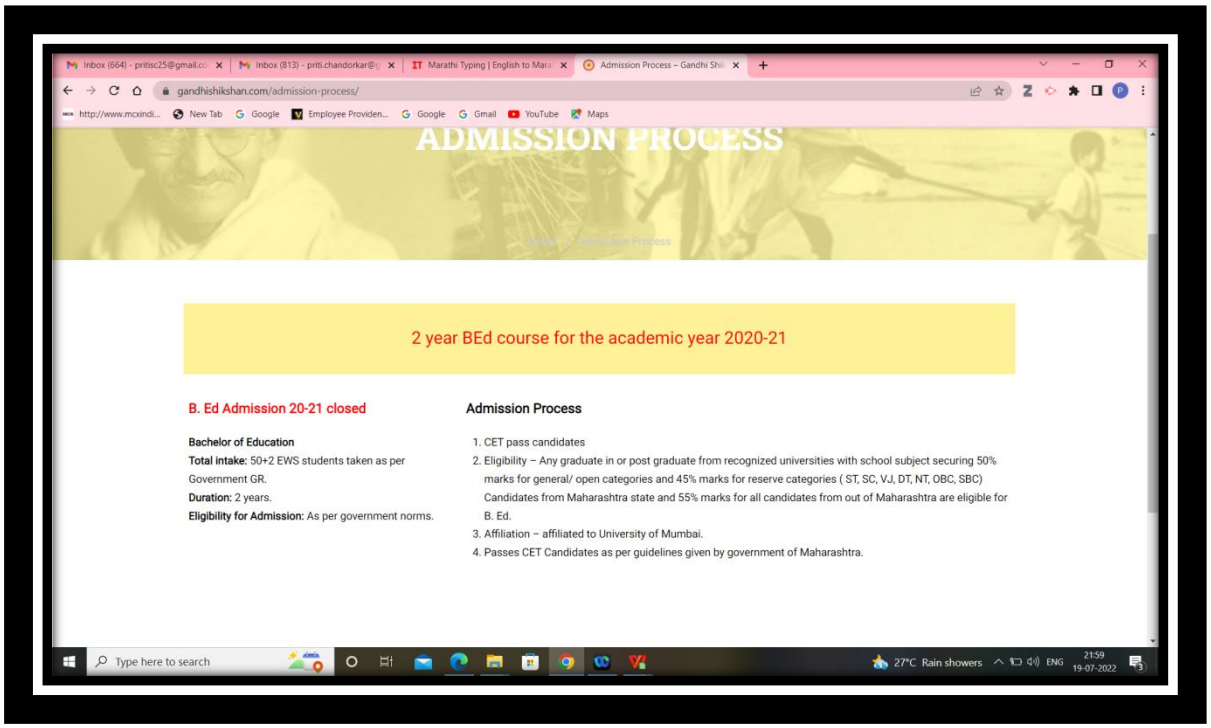

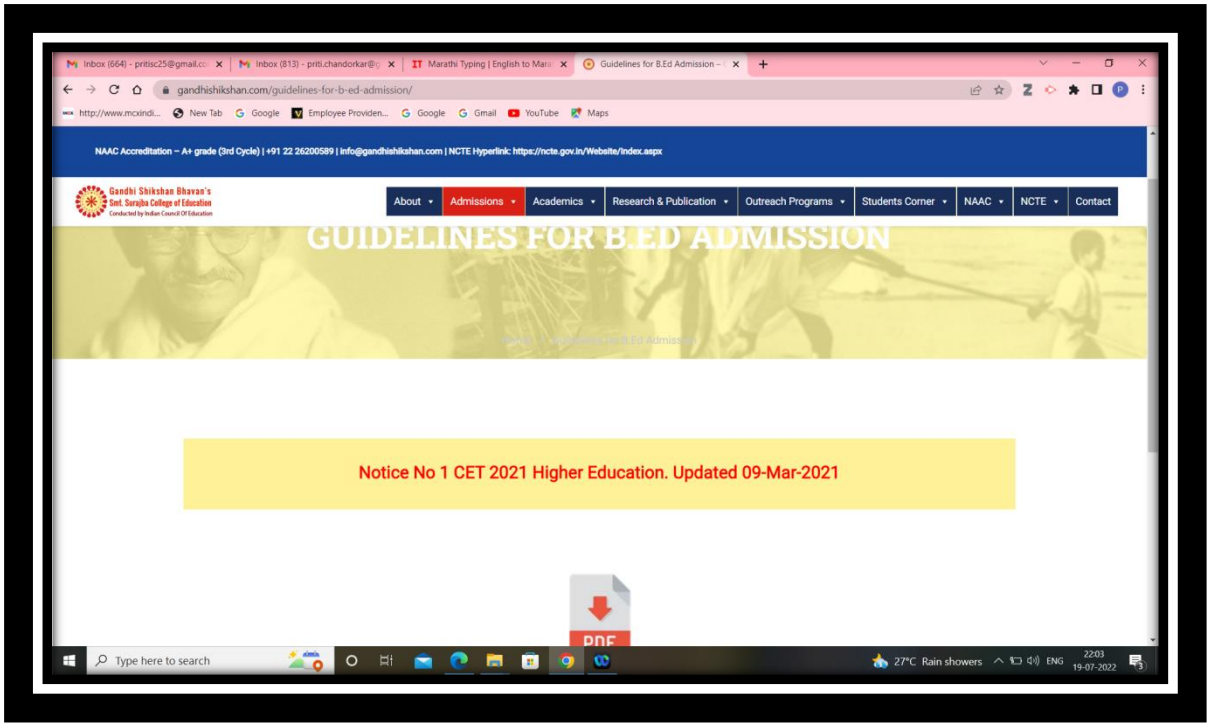

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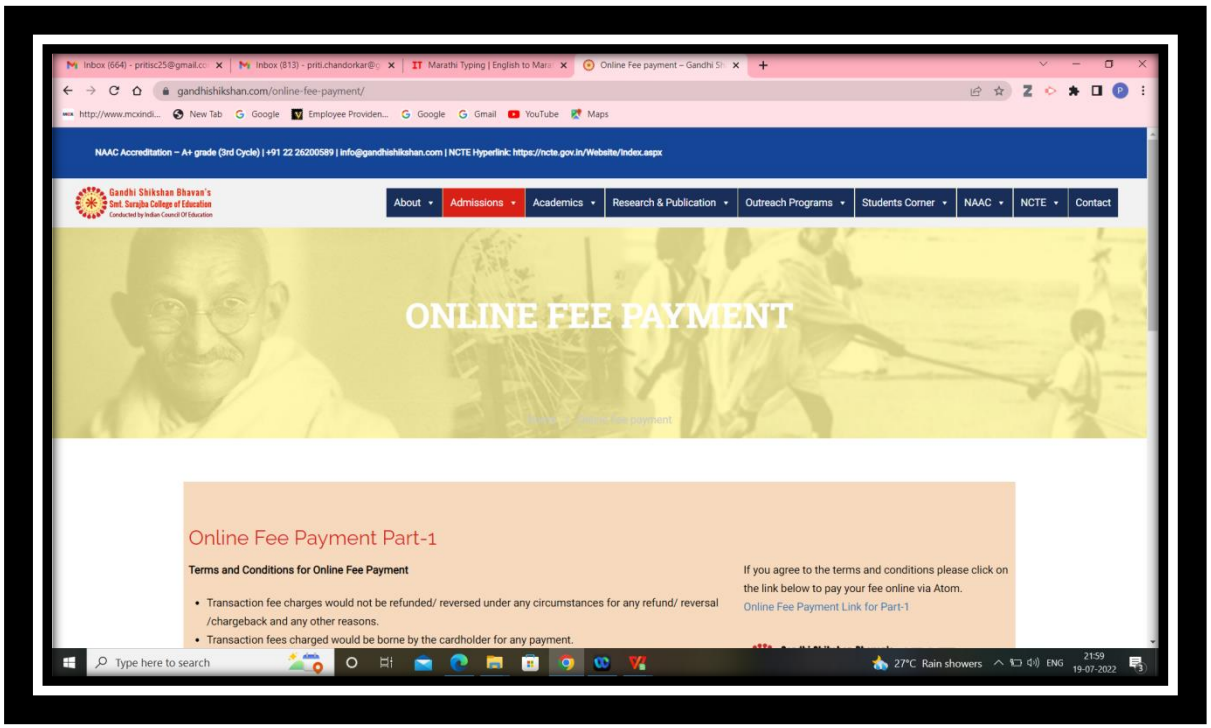
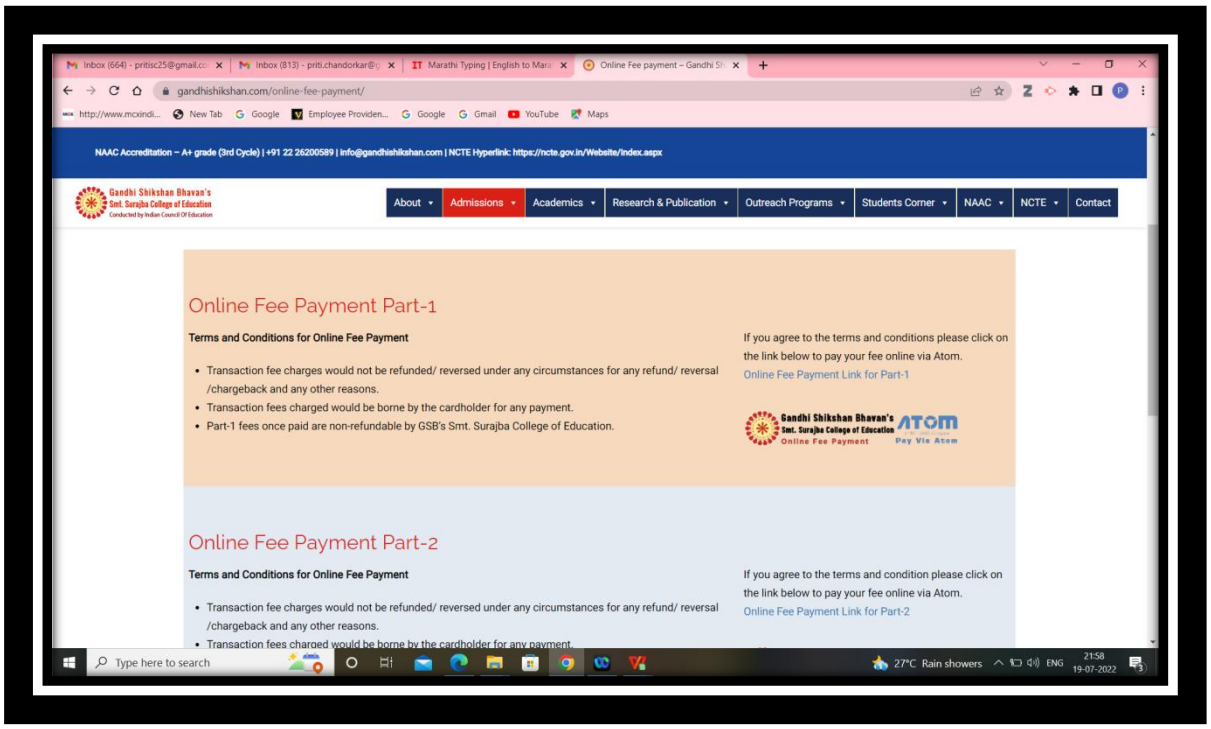
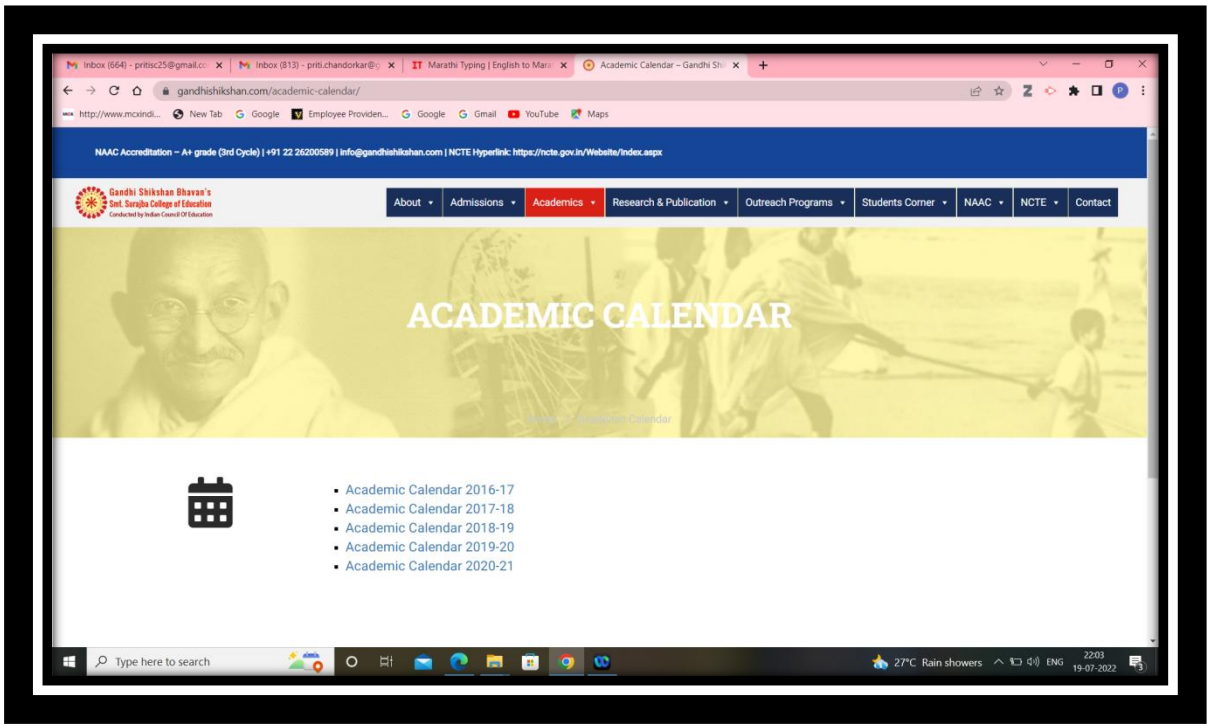
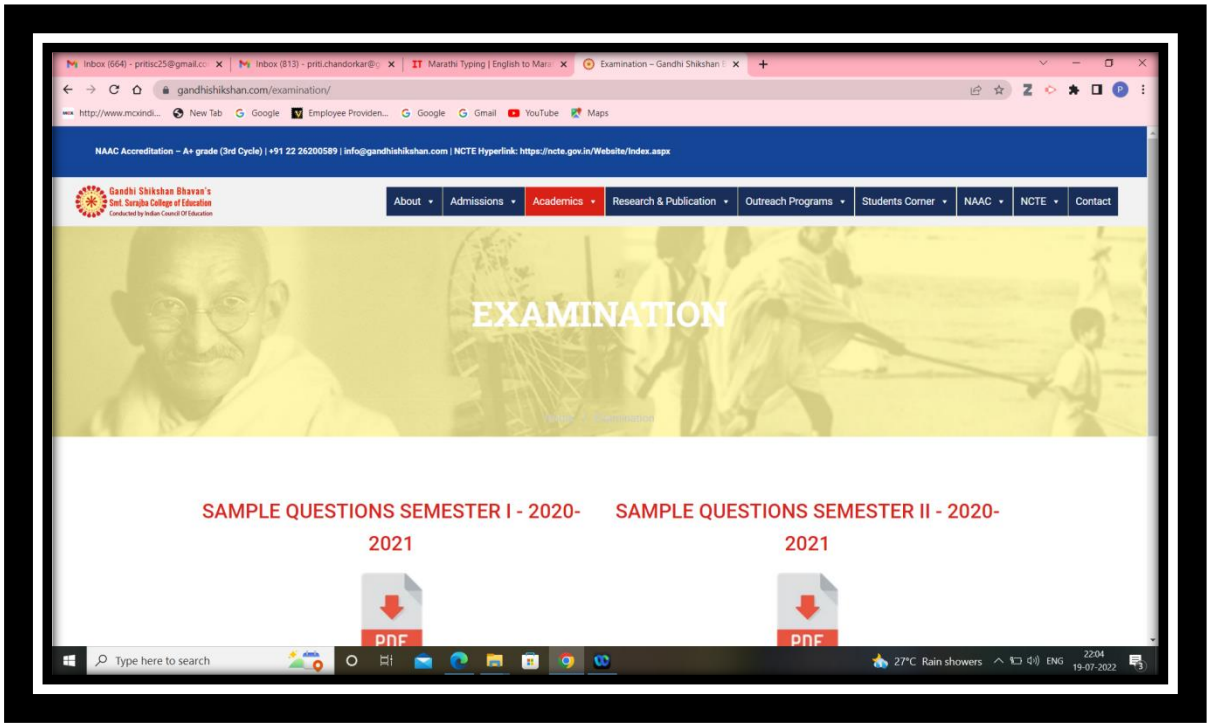




Academic Calendar

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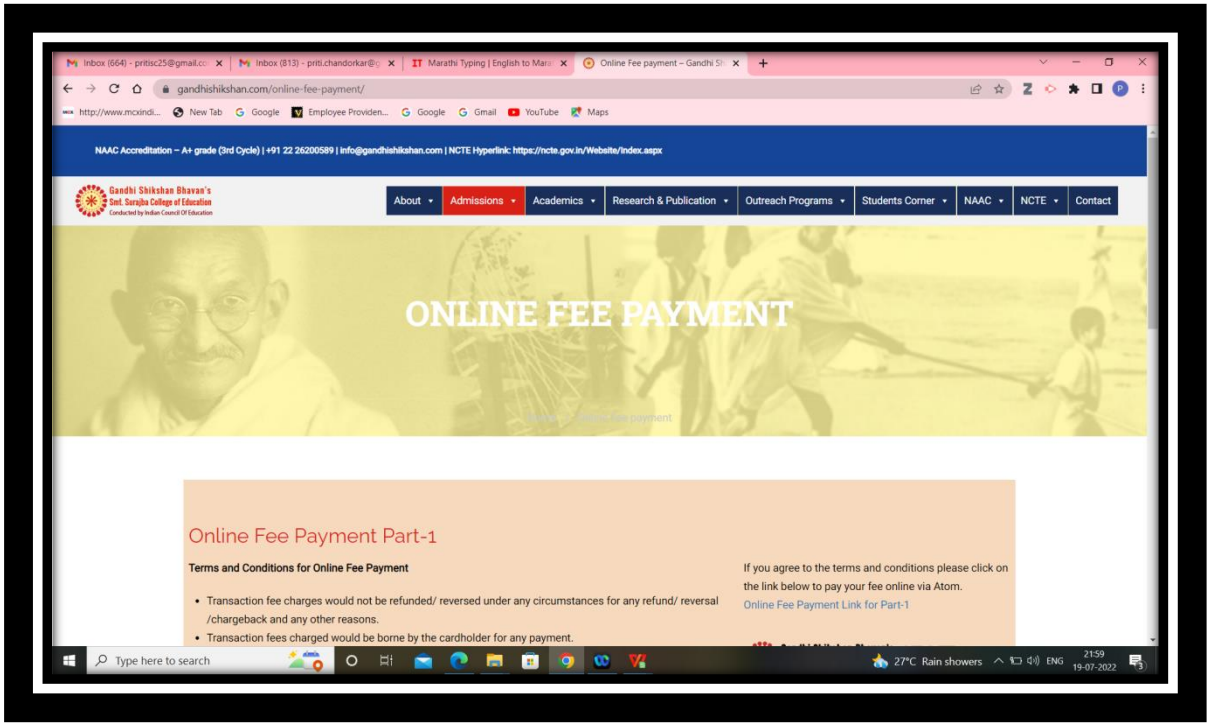
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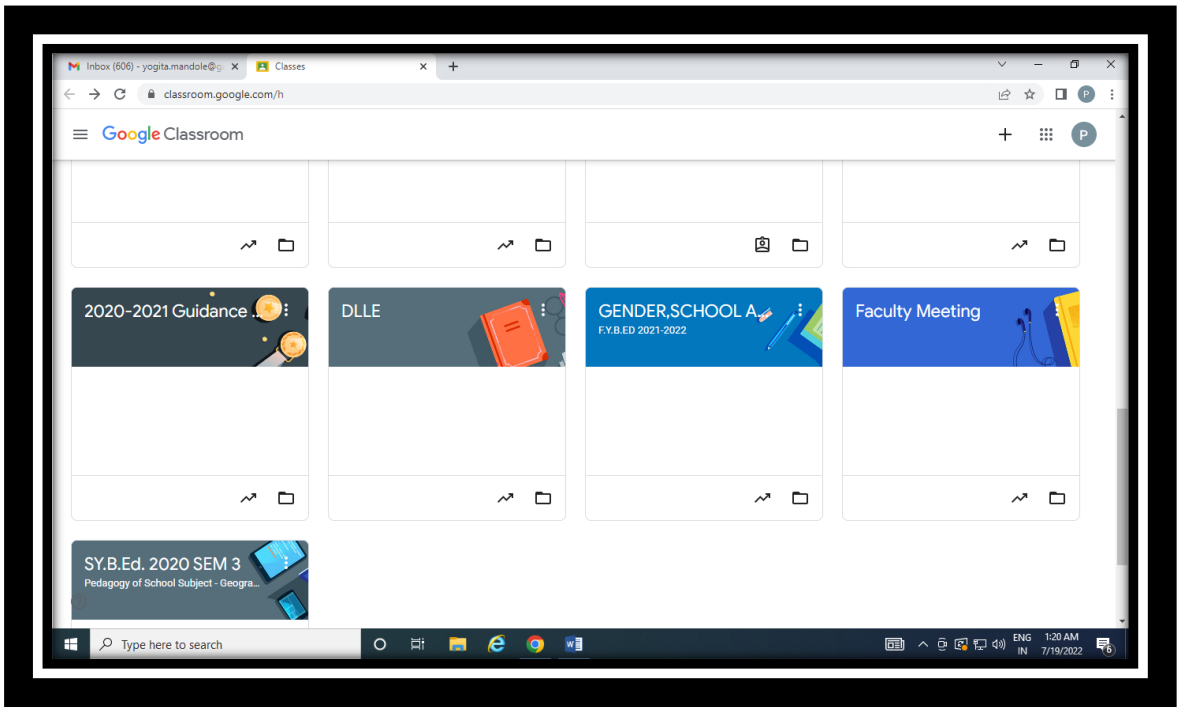
Transaction fees charged would be borne by the cardholder for any payment.
If you agree to the terms and conditions please click on the link below to pay your fee online via Atom.
Online Fee Payment Link for Part-1

G-Class



GEO-TAGGED PHOTOGRAPH

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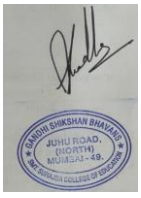
ACCREDITATION

4TH CYCLE

Criterion 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT



GANDHI SHIKSHAN BHAVAN'S

SMT.SURAJBA COLLEGE OF EDUCATION

NAAC REACCREDITED A+ (3.54)

ANNUAL E-GOVERNANCE REPORT (2018-2019)

The New Education Policy (NEP) 2020 has further embraced this transformation by emphasizing the role of technology. E-governance in the education sector facilitates efficient processing and maintenance of information, enhances transparency in administration, and accelerates the dissemination of information. This progressive approach reflects India's commitment to revolutionizing education and making it accessible, inclusive, and impactful. As Rabindranath Tagore aptly stated, *"Education is not only about knowledge but also about discipline, development, curiosity, and creativity."* Education serves as a powerful tool to break the cycles of ignorance and poverty, enabling individuals to build better futures.

The revolution in the internet has profoundly transformed lives worldwide, with the global education sector being one of the most impacted areas. India, in particular, holds a significant position in shaping modern education trends. The concept of education is evolving, empowering individuals to grow not only academically but also personally and socially.

1. **Planning and development:** Online official communication related to planning and development is realized through e-mails, MIS system, fax, and messages. Proposals for infrastructural development, seminar & workshop Brochures, various grants and scholarships are prepared and submitted online through MIS system to concerned organisation. Admission Fees are also taken by digitally trough net banking and other online modes. Various MIS modules are an integral part of the data and information transfer process between college and the higher education department. Monthly issues of MIS reporting to relating to admin office and head of the institution and concern technical team.

Following are the activities are carried out online-

- Working with various web-based MIS modules
- Communication with emails to government, higher education and other agencies
- Proactive disclosure of continues information on its web-page
- Computerization
- Programmes for computer awareness and computer training programme for teacher and students
- E-library Management
- Endless such functions as components for e-governance scheme
- A dedicated what sap group has been created at institution level for sharing information.
- Proper utilization is ensured with utmost transparency within limited time.
- Other than maintaining online MIS and other data formats and keeping hardware and software inventory of college up -to date and accurate, new proposals for conduction of online courses and development is also initiated by the college.

2. **Administration:** Administration of the college always follow the philosophy of Mahatma Gandhiji while adapting all information and communication technology we **stepped** ahead in the direction of

paperless administration and almost all communication with higher authorized are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance programme can be outlined as -

- E-service book of employees
- Supervision of various scholarship schemes
- Maintenance & disclosure of comprehensive information on its web-page
- Development of ICT based infrastructure in the college
- Wi-Fi campus and biometric attendance system
- Fully computerize office and academic departments
- Conduction of seminars, workshop, training on digital literacy
- Organisation of computer awareness programms
- Availability & monitoring LAN/internet connection
- Salary slip and GPF, e-slips
- Salary payment to employees throughout net-banking
- Management of college web site (https://www.gandhishikshan.com)

3. **Finance and Account:** As a basic part of e-governance concept and as per instruction of the government, all kind of financial transaction has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS.Not only is that the payment of scholarships and all purchasing transaction are executed necessarily cashless to maintain transparency and financial accountability in the system. Following are some of the assignments being performed digitally at college level-

- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes.
- All kind of payment including salaries to staff- members
- Disbursement of salary certificates and accounting of GPF
- Conduction of computer awareness programs for office staff
- All the accounts are being maintained in nationalized banks with maintenance of proper ledger at college level.

4. **Student's Admission and support:** Entry level admission to F.Y.B.Ed class is realized through online process and it is managed & regulated by higher education department through its web-portals .in and www.emahapravesh.in annually since 2012-13. To 2018-19, admission to higher classes and examination fee deposition has also been initiated online through a software system developed exclusively for Govt. Institutional assignments for online admission to various courses/classes are performed with support of qualified and skilled staff with orderly transparency on merits.

- Onlinene admission and support activities include the followings as such-
- Disclosure of admission rules/schedule on web-page, Verification of documents, payment of fees & other admission formalities,
- Preparation & publication of admission rolls and related statistics,
- Admission related data management through web-based MIS & e-mails,
- Management of different scholarship schemes for students,

- Disclosure of students-centrist information/data/materials on web-site,
- Wi-Fi campus & Availability of internet/e-resources in library,
- Running of computer based programs/courses,
- Conduction of computer awareness/digital literacy programs for students,
- ICT based teaching in smart class-rooms, and
- Maintenance of students' attendance in web-based formats.

Above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

5.Examination System: Online registration, fee payment & issuance of admit cards on Under the scheme of cluster examination system in panda mic there is a fully computerized exam cell which conducts exams, and publish results online for different courses/programs. Results processing is realized through internally developed software the complete exam management is done through fully customizable software with stringent security features (developed by Teach- us). The digital features of exam system include- web address

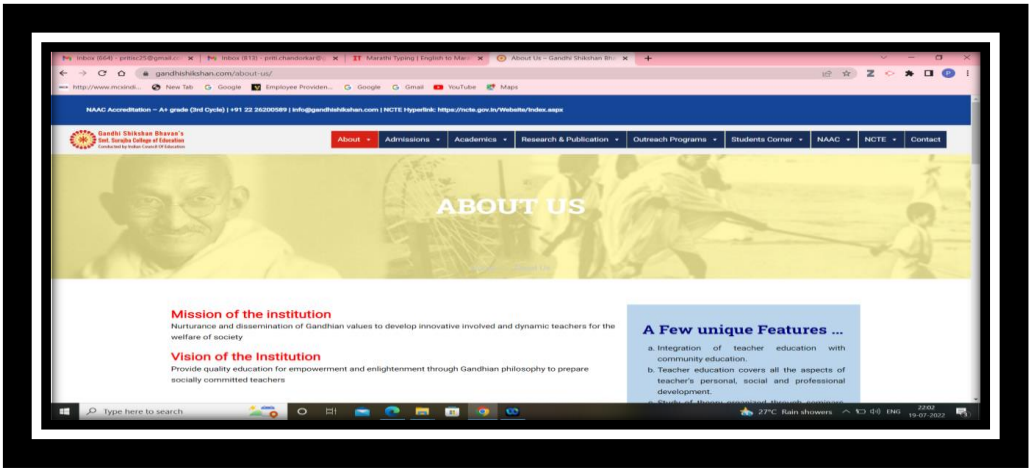
- Intranet for entering CCE marks and other data,
- Declaration of results on web-site,

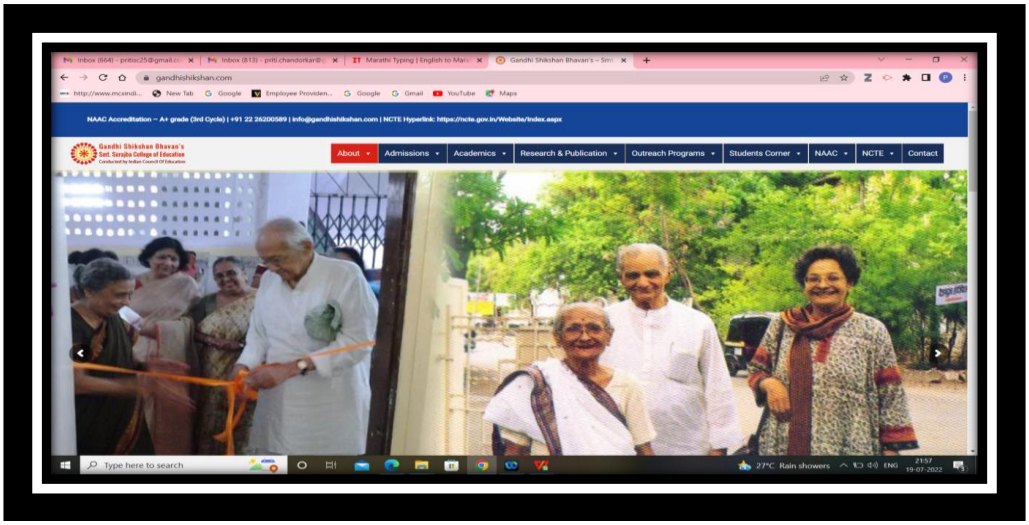
The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability & efficiency in the system and eventually to improve the quality of education.

5. Screen Shots of User Interfaces

Various user friendly interfaces are students to realize IT appreciating these e-governance technologies is tremendous in terms of time and money. Not only have these IT in the system of working, they some of such interfaces which are following

COLLEGE WEBSITE

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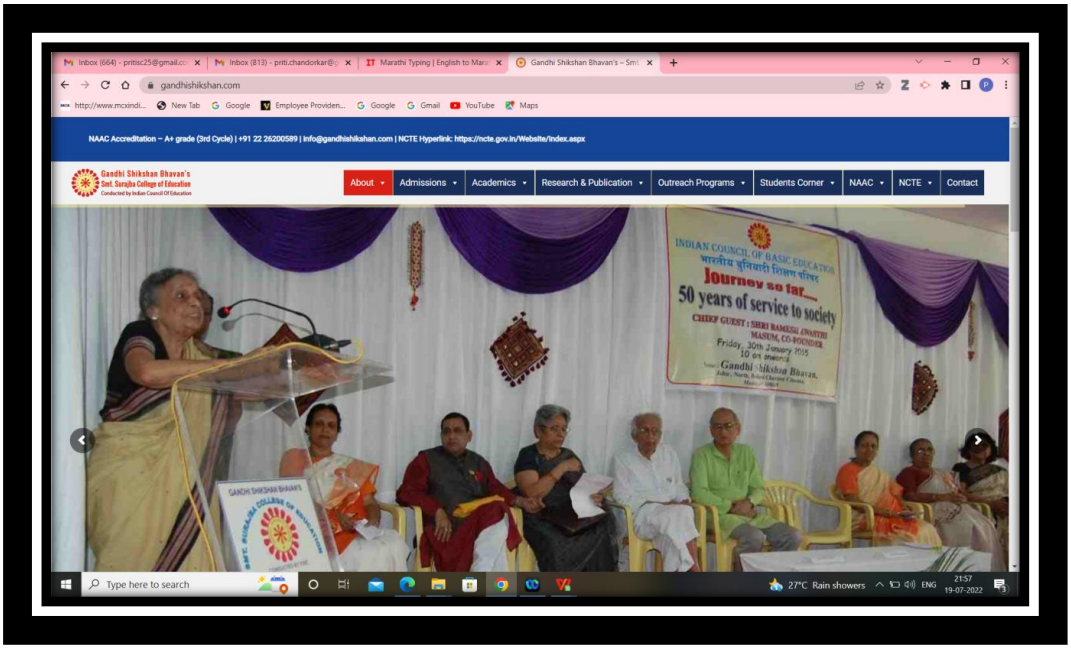
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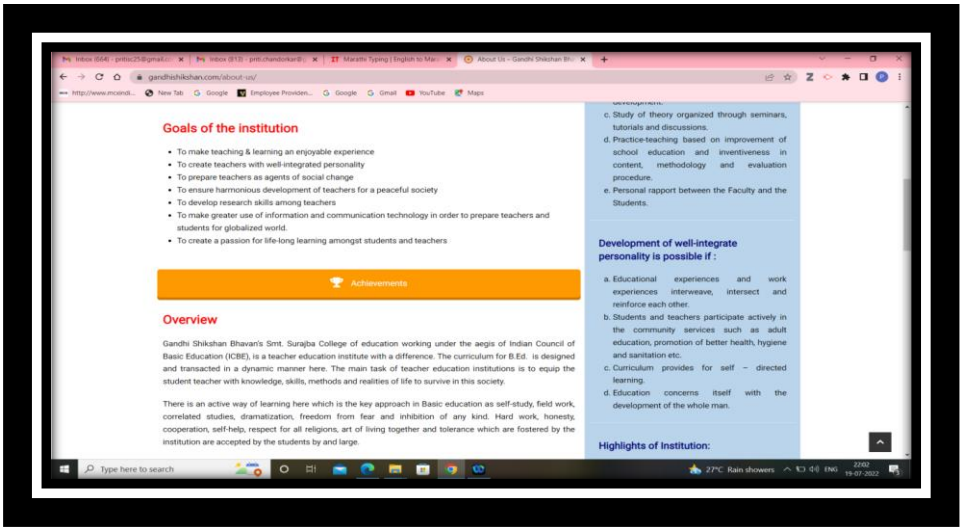
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Goals of the institution
To make teaching & learning an enjoyable experience
To create teachers with well-integrated personality
To prepare teachers as agents of social change
To ensure harmonious development of teachers for a peaceful society
To develop research skills among teachers
To make greater use of information and communication technology in order to prepare teachers and students for globalized world.
To create a passion for life-long learning amongst students and teachers
Achievements
Overview
Gandhi Shikshan Bhavan's Smt. Surajba College of education working under the aegis of Indian Council of Basic Education (ICBE), is a teacher education institute with a difference. The curriculum for B.Ed. is designed and transacted in a dynamic manner here. The main task of teacher education institutions is to equip the student teacher with knowledge, skills, methods and realities of life to survive in this society.
There is an active way of learning here which is the key approach in Basic education as self-study, field work, correlated studies, dramatization, freedom from fear and inhibition of any kind. Hard work, honesty, cooperation, self-help, respect for all religions, art of living together and tolerance which are fostered by the institution are accepted by the students by and large.
c. Study of theory organized through seminars, tutorials and discussions.
d. Practice-teaching based on improvement of school education and inventiveness in content, methodology and evaluation procedure.
e. Personal rapport between the Faculty and the Students.
Development of well-integrate personality is possible if :
a. Educational experiences and work experiences interweave, intersect and reinforce each other.
b. Students and teachers participate actively in the community services such as adult education, promotion of better health, hygiene and sanitation etc.
c. Curriculum provides for self – directed learning.
d. Education concerns itself with the development of the whole man.
Highlights of Institution:
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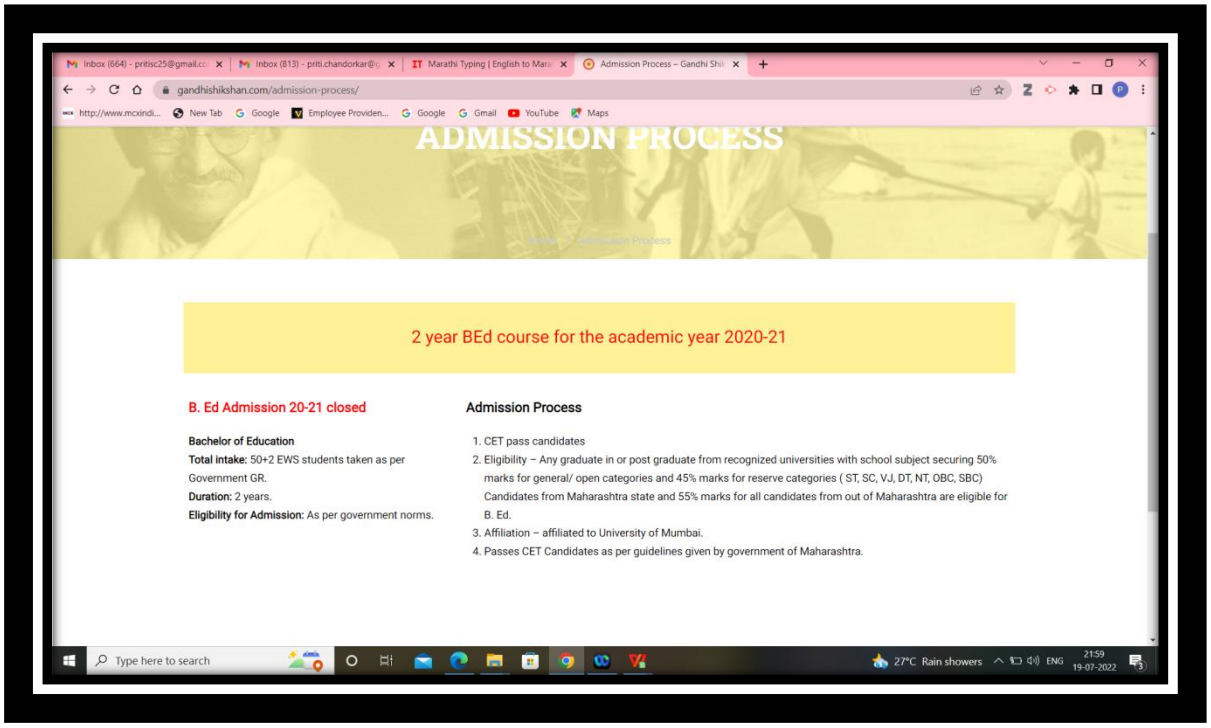
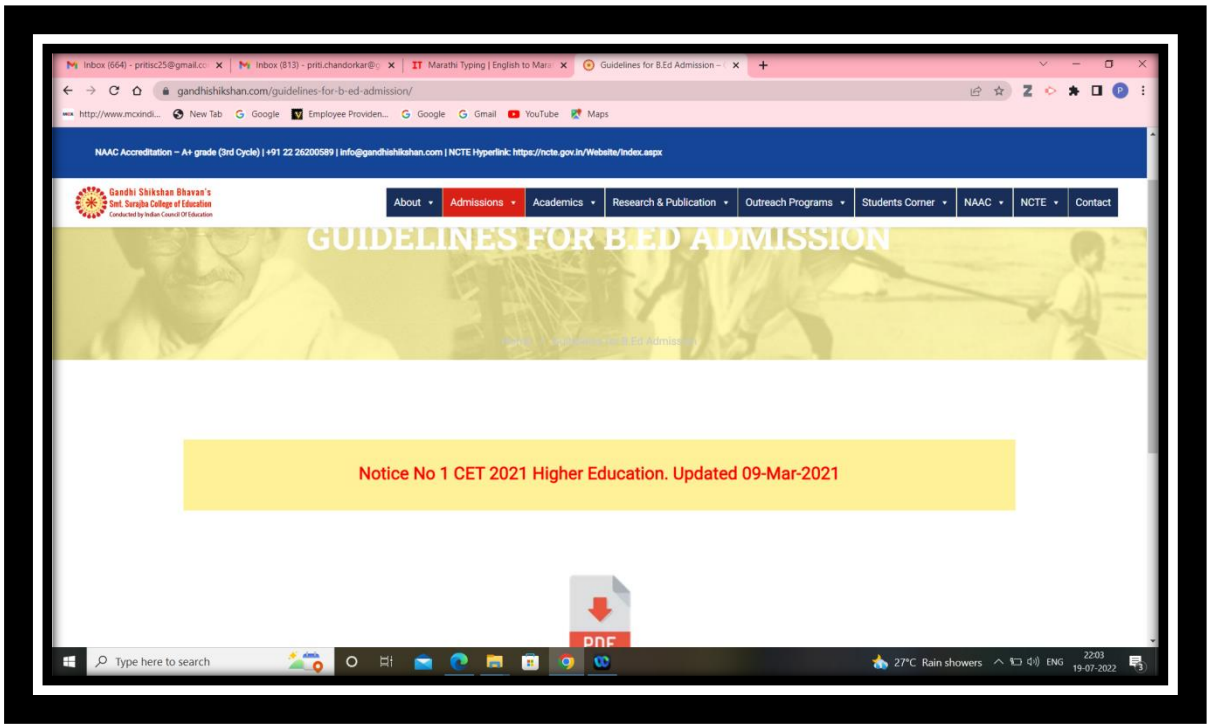
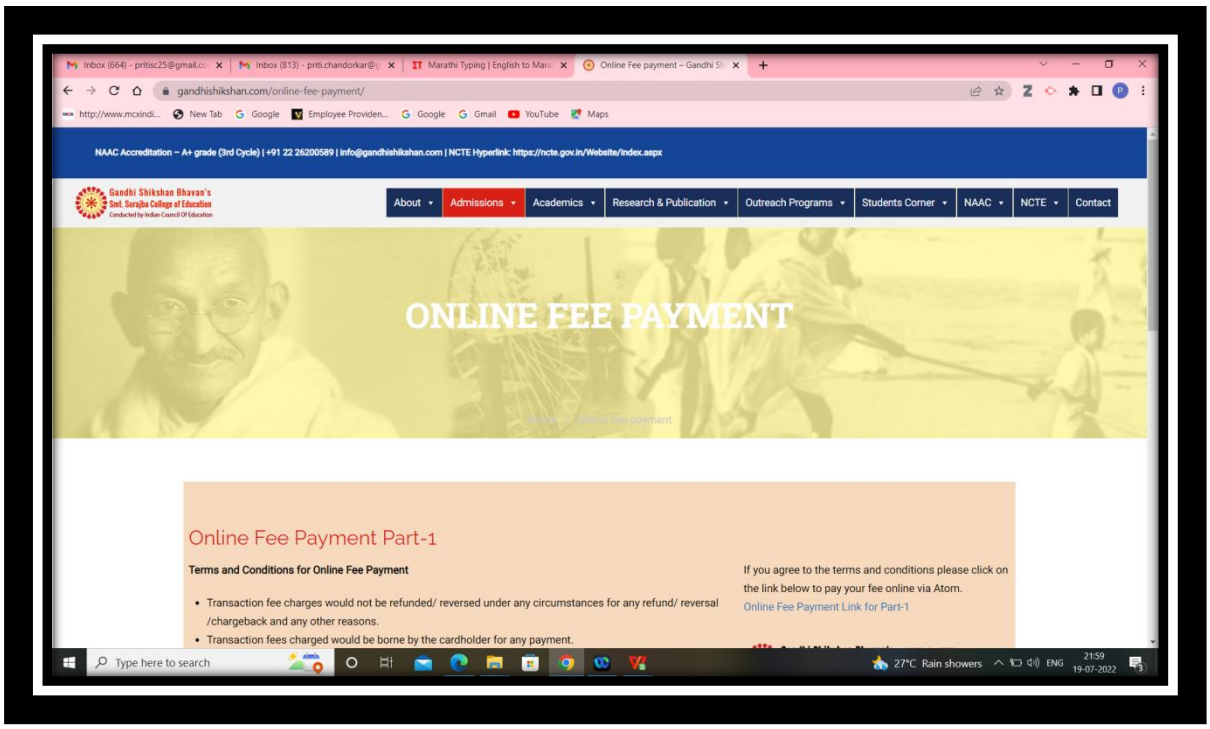
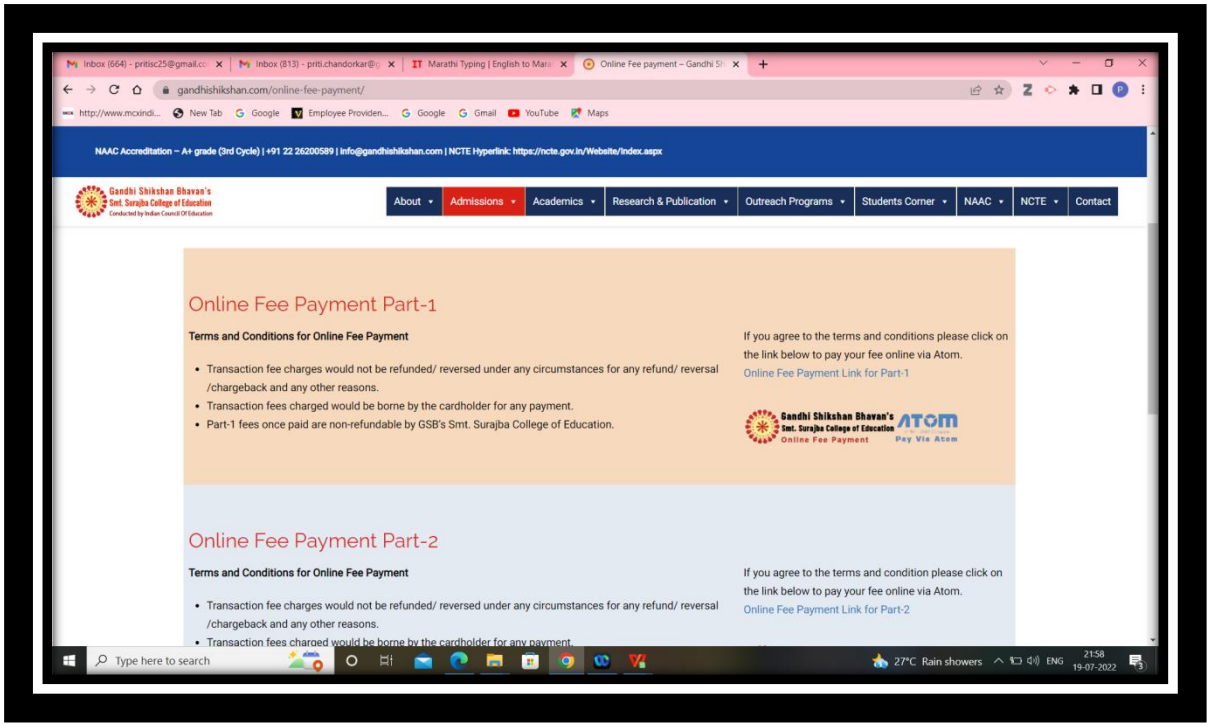
Admission Process



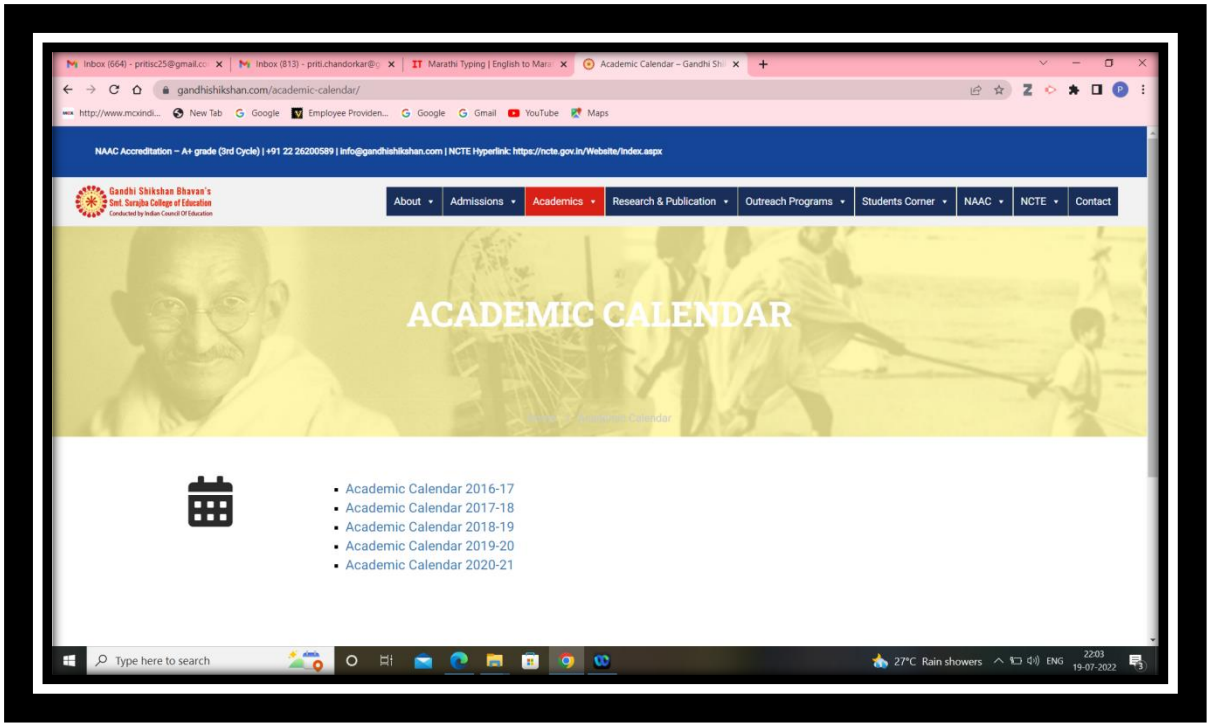


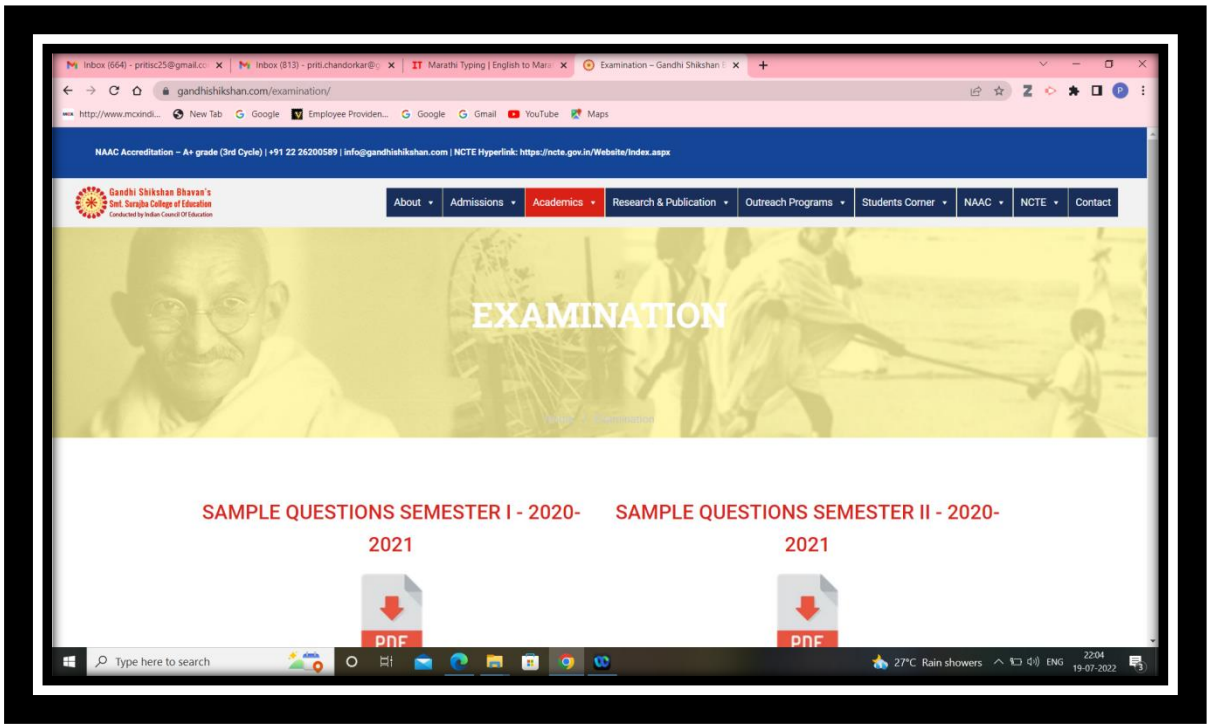
Online fee Payment

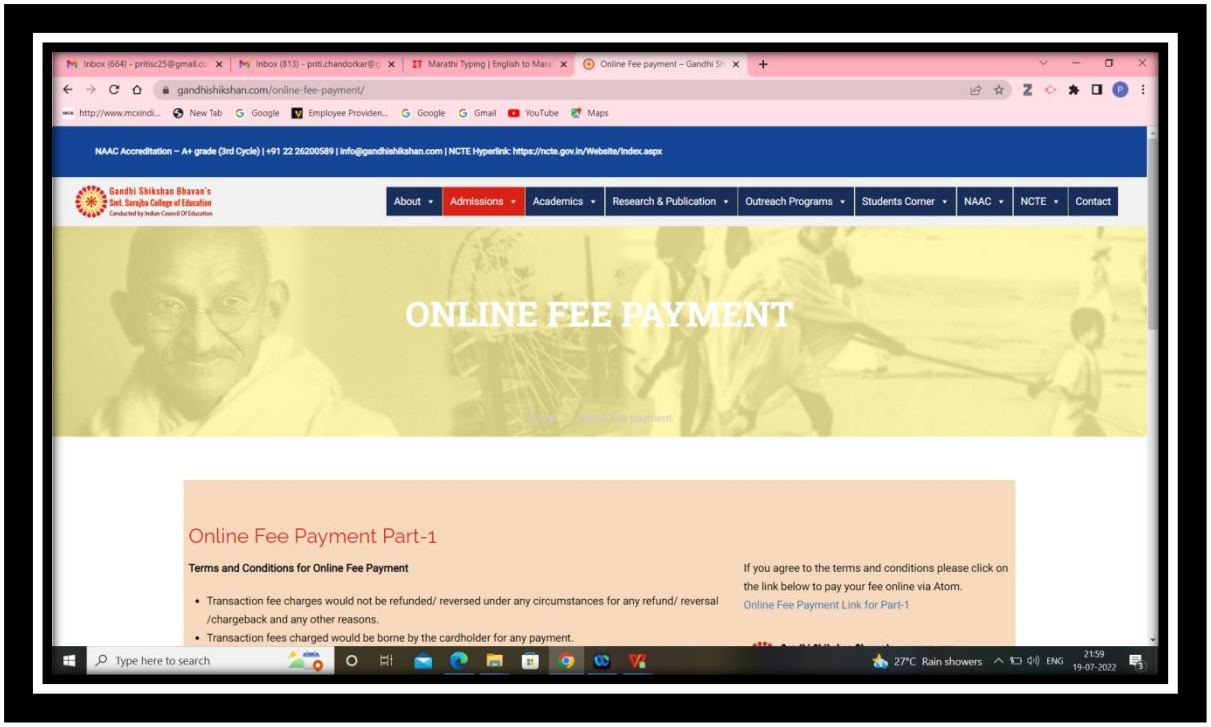




Academic Calendar



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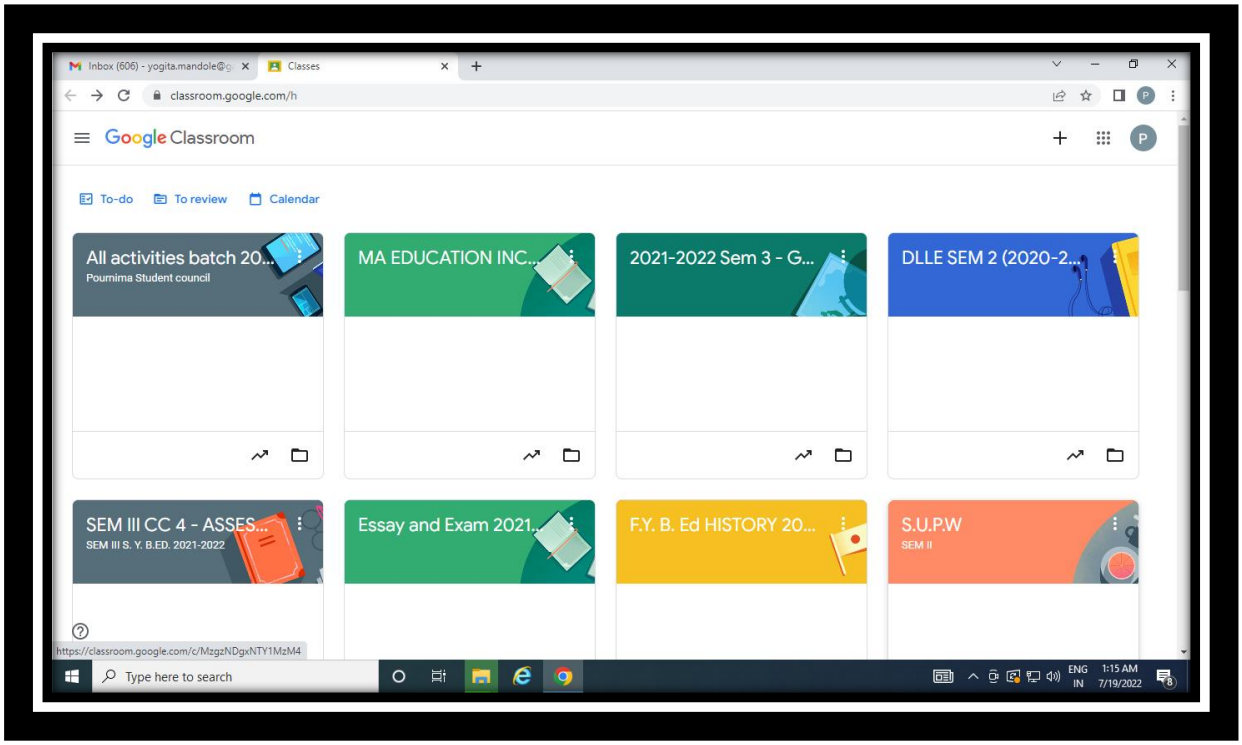
G-Class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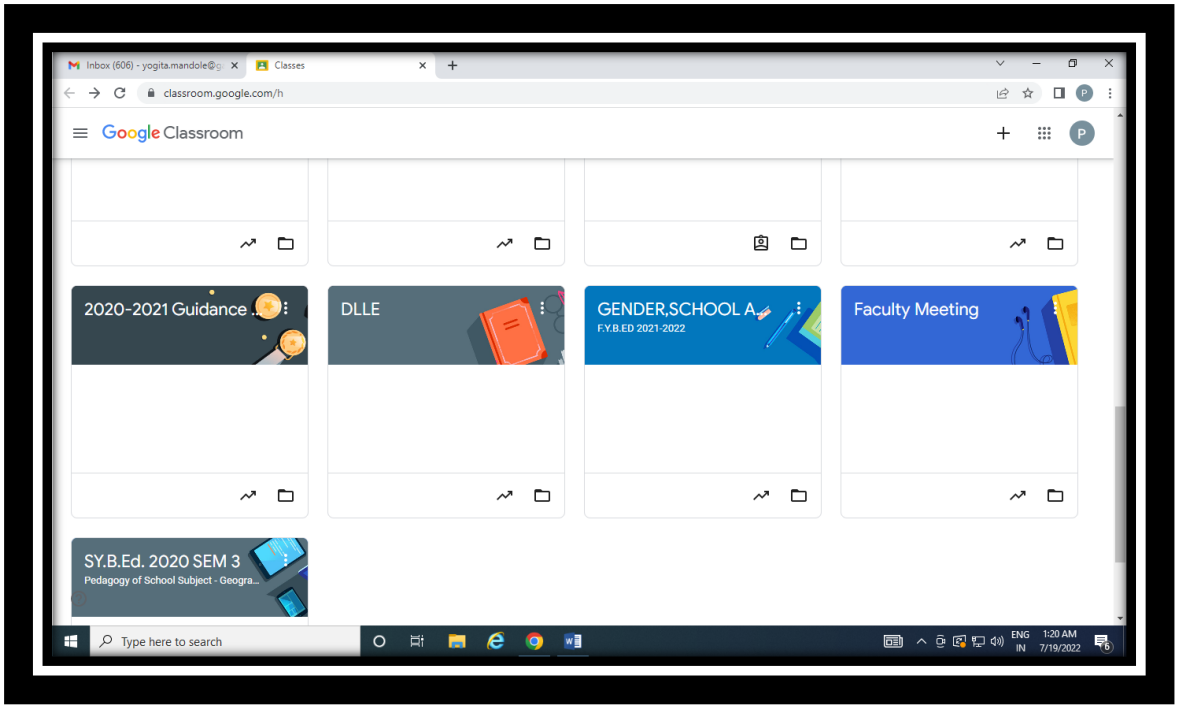

GEO-TAGGED PHOTOGRAPH

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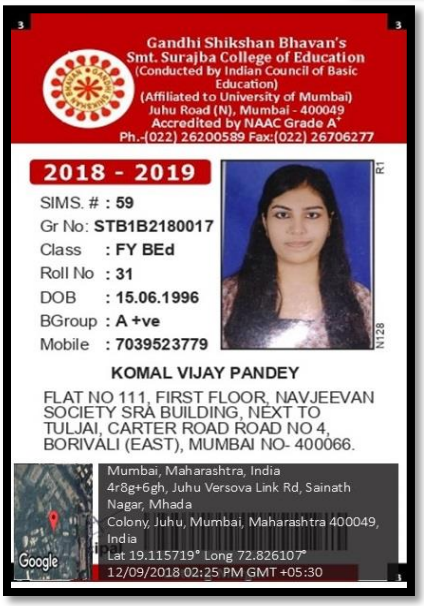
- Administration

- Examination system

- Biometric/Digital attendance for staff and students