NETAJI NAGAR COLLEGE FOR WOMEN

REACCREDITED BY NAAC WITH GRADE B⁺

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Ref.No.:

Date :

Annual Report on e-Governance for the year 2018-19

Introduction:

E- Governance and its implementation in the college is still in its nascent days and is set to become significant in the coming years. The entire system of day to day operations of the college is gradually transforming and moving towards digitization which will be paperless, faster, accurate and less labour intensive. There is an acute awareness that the need for this transformation is imperative at all functional levels of the institution.

Infrastructural support to facilitate e-governance is ensured in the institution where there are adequate computer terminals with internet facility for use by teachers and students in the laboratories, computer room, library and the office. The college website provides necessary support for the admission and examination processes of the college throughout the year.

The important areas where e-governance has been introduced, or is in the process of being implemented, are addressed below in further detail.

E -Governance in Administration:

- The students are informed of Academic Calendars, Academic Plans, Courses of Study, Program and Course Outcomes, Time Tables, Examinations, and all essential notices through the College Website.
- All Scheduled Activities, Programs and Events of the College are uploaded to the College Website for the access of one and all.
- E-tendering and processing is employed for purchase and infrastructural augmentation of the college, whenever required.
- Essential information of the staff, students and the college in general is regularly updated in the West Bengal Government Uchchasikhshya portal and AISHE Portal.
- The library service is in the process of digitization, being updated with the KOHA software.

E - Governance in Finance and Accounts:

- All data in the college office is more and more being stored in digital form and is processed digitally, lending easy retrieval and access.
- Processes related to staff salary are carried out in the online mode, through government IFMS and HRMS portals, and is credited directly to their bank accounts.
- Processes related to utilization of grants received from RUSA or other sources are managed through dedicated PFMS portals for the same.

E - Governance in Student Support and Admission:

- Admission of Students is an entirely online process with the help of a dedicated admission portal, the college website, dedicated messaging service (SMS) and designated banks for financial transactions.
- Various scholarships availed by the students are all managed with the help of dedicated portals of the Government of West Bengal.
- Learning resources are available to students not only as books in the library but also as soft copies of books and other specific study materials, stored in the computers available for them in the library.
- The college website contains information of all statutory committees and cells that are related to the students. These include the Grievance Redressal Cell, Anti-Ragging Cell, among several others.
- All information regarding various regular activities of the college like sports, cultural programs and seminars are all notified through the College Website.

E - Governance in Students Examinations:

- Notices and Time Tables of Continuous Internal Assessments are posted in the college website for informing students.
- All forms to be filled up for semester- end examinations are submitted and processed online with the help of the University Examination Portal.
- Notices and Schedules of University Examinations, both theoretical and practical are served in the college website as well as the college notice board.
- Marks obtained upon evaluation and scrutiny after the completion of an examination are uploaded within time on to the University Examination Portal.
- Results of examinations are published after due notification and can be obtained online through specific University websites.

Conclusion: it is realized that e-Governance is becoming essential in all areas of functioning of the college, to cope with the increasing digitization of the world as well as dwindling manpower and resources. A lot more needs to be done towards this end, with increased use of internet, ICT and a digital library among others.

Principal

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