

NETAJI NAGAR COLLEGE FOR WOMEN



REACCREDITED BY NAAAC WITH GRADE B+

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Ref.No.:

Annual Report on e-Governance for the year 2021-22

Date :

Introduction:

E - Governance has been implemented in several essential operations of the college, such as administration, finance and accounts, student admission and support, library and examinations. Adequate infrastructural support necessary for this has been ensured in the institution, with computers, uninterrupted wi-fi connection and website support.

The details of the areas where e-governance has been effective are outlined below:

E-Governance in Administration:

- The Academic calendars, time tables, courses of study and their POs and COs, notices and important information about examinations and all ongoing college activities have been made available to the students through the college website.
- E-tendering and online processing of paperwork have been employed for purchase and infrastructural augmentation of the college from RUSA Grants, whenever so required.
- Classes have been held online for more than half part of the year following special time tables.
- Study materials, instructions for practicals and tutorials and e-books have been provide to the students over Whatsapp, e-mail and Google Classroom during this period.
- All policy meetings of the various cells and subcommittees have been conducted online for the regular functioning of the institution.
- Several webinars, cultural events and competitions have been held online almost throughout the year.
- Students have been regularly counselled online during the Pandemic period, to keep them from being demoralised and depressed.

E - Governance in Finance and Accounts:

- Staff salary has been processed through government IFMS and HRMS portals, and credited directly to their bank accounts.
- Purchase and utilisation of grants received from RUSA have been processed using e-tendering and PFMS.

E - Governance in Student Support and Admission:

- Admission of students to the first semester has been completely online with the help of the admission portal in college website, dedicated messaging service (SMS) and designated banks for financial transactions.
- Scholarships availed by the students have been processed through the specific portals of the Government of West Bengal.
- Students have been provided e-books and study resources online through e-mail and Whatsapp during the lockdown period.
- The college website has updated essential information of all statutory committees and cells that are related to the students. These include the Grievance Redressal Cell, Anti-Ragging Cell, among many others.

E - Governance in Students Examinations:

- Submission of forms for University semester-end examinations has been online with the help of the University Examination Portal.
- Some of the university semester- end examinations have been conducted online. Evaluation, marks and results have also been processed online.
- Notices and Schedules of Examinations, both theoretical and practical have been posted in the college website, shared in Whatsapp groups with the students, as well as the college notice board.
- Marks obtained upon evaluation and scrutiny after the completion of an examination have been uploaded in the University examination portal within time. Results of examinations have been available online in the university website.
- University Examinations have been conducted online and evaluation and publication of results also completed online during the year.

Conclusion: e-Governance has become absolutely essential during the Covid-19 pandemic, and most of the college activities have been carried out online successfully with the help of technology and the internet. Even with things returning to normal towards the end of this academic year, there remains an enormous scope to further explore the possibilities of e-governance in the institution.



Principal

Principal
Netaji Nagar College for Women



IQAC Coordinator

Co-ordinator, IQAC
Netaji Nagar College for Women