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# 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 2022-23

### Introduction:

E - governance in almost every aspect of functioning of the college has become successful, where technology and digitization have significantly reduced the use of paper and associated paperwork, making for speed in processing data and information combined with transparency and accuracy. This transformation and systematization of almost all important processes has been welcomed at all functional levels of the institution.

The institution has ensured that infrastructural support to facilitate e-governance is adequate, with computers, internet facility, and a functioning website to deal with all the important services provided by the college throughout the year.

The areas where e-governance has been utilised to bring about unprecedented improvements are detailed below:

#### E-Governance in Administration:

- Academic calendars, time tables, courses of study, POs and COs, examinations schedules and other important information have been uploaded in the College Website.
- Information of regular activities, programs and events of the College have been uploaded to the College Website for the access of the students.
- Purchase and infrastructural augmentation of the college have been made through online notifications, and e-processing.

#### E - Governance in Finance and Accounts:

- the college office has maintained digital data banks for all student related information in the college.
- Staff salary and PF contributions and loans have been processed through government IFMS and HRMS portals, with direct credit to individual 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:

- Students admission to the first semester has been online using the admission portal, the college website, dedicated messaging service (SMS) and designated banks for financial transactions.
- Student scholarships have been managed with the help of dedicated portals of the Government of West Bengal.
- Learning resources are available to students also as soft copies of books and other specific study materials, stored in the computers available for them in the library for easy access.
- The college website has updated information of all statutory committees and cells that are related to the students. These include the Grievance Redressal Cell, Anti-Ragging Cell, ICC, among others.

E - Governance in Students Examinations:

- For the University semester-end examinations, forms are submitted and processed online with the help of the University Examination Portal. Fees are paid online and processed through the college designated banks.
- Notices and Schedules of Examinations, both theoretical and practical have been served in the college website as well as the college notice board.
- Marks obtained upon evaluation and scrutiny after the completion of an examination have been 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: e-Governance is imperative in the smooth functioning of the college, especially with increasing digitization of the world coupled with dwindling manpower and resources. There is always scope for improvement here, with augmentation of resources such as more computers, increased wi-fi speed, more use of ICT tools and a digital library among others.



Principal

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IQAC Coordinator

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