



## **E-GOVERNANCE POLICY**

**The scope of this policy extends to the following areas:**

- General Administration
- Accounts and Finance
- Student Admission and support
- Library
- Examination
- E-waste Management

### **Objectives:**

- **Enhance Efficiency:** Streamline administrative processes and services through digital systems to improve operational efficiency and reduce manual workload.
- **Improve Transparency:** Provide clear and accessible information regarding college policies, procedures, and services to ensure transparency and accountability.
- **Facilitate Accessibility:** Offer online access to various college services, including admissions, examination results, and student support, making them readily available to all stakeholders.
- **Strengthen Communication:** Utilize digital platforms for effective communication between the college, students, faculty, and other stakeholders, ensuring timely updates and interactions.
- **Ensure Data Security:** Implement robust security measures to protect sensitive information and ensure compliance with data protection regulations.

### **E-Governance in Administration**

- To create a next-generation administrative framework that leverages advanced technologies and innovative practices, ensuring a highly efficient, transparent, and adaptive environment for institutional governance.
- To streamline administrative processes and reduce manual effort and errors, while improving overall efficiency and accountability through automated tracking and reporting systems.
- To ensure transparency in administrative functions with digital record-keeping and reporting, providing real-time access to information for timely decision-making and better coordination.
- To use digital tools to effectively manage resources and promote sustainability by reducing paper usage and implementing energy-efficient technologies.
- To implement robust cyber security measures to protect sensitive data and ensure compliance with regulatory requirements and institutional policies through automated systems.
- To ensure that administrative services and information are accessible to all stakeholders, including remote access to enhance convenience and interaction.





- To utilize advanced analytics and AI tools for data-driven decision-making and establish feedback mechanisms for continuous improvement of administrative processes.

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

- To streamline financial processes such as budgeting, procurement, and expense management through automation, reducing manual effort and improving accuracy and efficiency.
- To implement digital systems for tracking financial transactions and reporting, ensuring transparency in financial operations and accountability for resource utilization.
- To provide real-time access to financial data and reports, enabling timely decision-making and more effective management of institutional finances.
- To use advanced analytics and digital tools to optimize budget planning, allocation, and monitoring, ensuring effective use of financial resources and minimizing waste.
- To ensure robust data protection measures to secure sensitive financial information, and implement automated systems for monitoring compliance with financial regulations and institutional policies.
- To offer user-friendly digital platforms for financial transactions and services, improving accessibility for staff and stakeholders and providing support for financial inquiries and processes.

### **E-Governance in Student Admission and Support**

- To streamline the application, processing, and tracking through online systems.
- To provide 24/7 online access to admission information and services.
- To optimize data management and resource allocation with digital systems.
- To use integrated platforms for seamless interaction between students and the college.
- To offer online support and self-service options for students.
- To implement robust security measures to protect student information.
- To ensure interoperability with other institutional systems for a unified experience.
- To use data analytics for insights into admission trends and process efficiency.
- To continuously update systems to incorporate new technologies and best practices.

### **E-Governance in Library:**

- To implement digital systems for managing e-books, journals, and databases.
- To use automated tools to catalogue and organize library materials.
- To provide an online search tool for students to locate library materials.
- To enable access to library resources from any location.
- To use automated systems for efficient check-ins and check-outs.
- To manage renewals and reservations electronically.





- To send electronic updates about due dates, reservations, and new arrivals.
- To offer help via chat, email, or ticketing systems.
- To track library usage and borrowing patterns with digital tools.
- To ensure secure access and data protection for digital resources.

### **E-Governance in Examination**

- To implement digital systems for scheduling internal exams to streamline processes and avoid conflicts.
- To allow students to register for internal exams through an online platform to simplify the process and reduce administrative workload.
- To use secure digital tools to create, store, and distribute internal exam question papers, ensuring confidentiality and integrity.
- To utilize automated systems to grade internal exams quickly and consistently, providing timely results.
- To ensure exams are conducted on secure online platforms to maintain exam integrity and prevent cheating.
- To provide students with immediate access to their internal exam results and feedback through an online portal.
- To maintain digital records of internal exam data, including student performance and historical results, in a centralized system.
- To use digital tools to communicate exam schedules, results, and any changes effectively to students and faculty.
- To implement robust security measures to protect sensitive internal exam data and comply with data protection regulations.
- To leverage data analytics to analyze internal exam trends and student performance, supporting decision-making and institutional improvements.

### **E-waste management:**

- To implement digital tools for tracking e-waste from collection to disposal to ensure accurate and efficient management.
- To provide an online platform for reporting e-waste generation and disposal activities to maintain transparency and accountability.
- To use automated systems to manage e-waste inventory, including monitoring quantities and types of disposed equipment.
- To ensure secure and environmentally responsible data destruction for electronic devices to protect sensitive information.
- To use digital platforms to communicate e-waste policies, guidelines, and procedures to all stakeholders, including students and staff.
- To provide online training and awareness programs about e-waste management practices and the importance of proper disposal.



- To implement digital systems for monitoring compliance with e-waste regulations and institutional policies.
- To use data analytics to optimize the e-waste management process and identify opportunities for resource recovery and recycling.
- To maintain digital records of e-waste management activities for auditing and regulatory compliance purposes.
- To facilitate online engagement with external partners, such as e-waste recycling companies, to ensure proper disposal and recycling practices.

*Arjun Saha*

**Principal**  
**Vidyasagar Metropolitan College**

**Principal**  
**Vidyasagar Metropolitan College**  
Kolkata- 700 006





## **E-Governance Report 2018-19**

### **E-Governance in Administration**

- College provides all the official and relevant information through e-mail and college website.
- A subcommittee viz. ICT Committee have been formed and is functioning under the aegis of the Governing Body. The sub-committee routinely meet and make recommendations regarding the upgradation. These recommendations form the basis of addition and modernisation of Physical Infrastructure of ICT.
- The office of the college is partially digitized with computers, printers, scanners and internet facilities. Whenever required college authority provides laptop to the TS and NTS for smooth functioning of teaching and learning process and other official works. Administrative office use Excel and File Management System Tools to maintain effective staff database.
- **To ensure efficient administration, storing and retrieval of student database is done using Student database Management System (SDMS) maintained by Suryashakti Infotech Pvt. Ltd.**
- The college has been maintaining students' database through tailor made software.
- The college authority has implemented online CBCS semester information system through the learning management system mentioned above. The software has the facilities like printing attendance register, recording university results, maintaining students' detail database etc.
- **Online faculty members' portal (in [www.vmcstudents.net](http://www.vmcstudents.net), managed by Aidni Infotech Pvt. Ltd.)**
- **Online students' portal. ([www.vmcstudents.net](http://www.vmcstudents.net), managed by Aidni Infotech Pvt. Ltd.)**
- SMS gateway for students and internal stakeholders.
- **College has the Bio-metric facilities for staff attendance.**

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

- **All the transactional details, like account receipts, payments, daily cash collection, monthly cash collection etc., are operated through Tally Prime Gold software and in digital mode. Perfect Solutions, 2/1C, Sevakbaidya Street, Kolkata-700029 (Ph No:9038017135/9231960865) is responsible for maintaining and providing additional support related to the software.**
- The digital online payment gateway has also been put in place for the benefit of the students.

### **E-Governance in Student Admission and Support**

- For an open and transparent process of admission, an admission portal will be maintained by Suryashakti Infotech Pvt. Ltd.





- **Student database Management System (SDMS) maintained by Suryashakti Infotech Pvt. Ltd. maintain number of students applying to each course, withdrawals and fee submission.**
- A bulk message system will be employed for easy and effective communication with students.
- Application for student scholarship and student feedback will be collected and stored through Google form.
- **A number of classrooms have the projectors, internet facilities.**
- Number of Teachers on Roll-36**
- Number of teachers using ICT (LMS, e-Resources)-23**
- ICT Tools and resources available-20**
- Number of ICT enabled Classrooms-5**
- Number of smart classrooms-2**
- E-resources and techniques used-3**
- University registration fill up and collection of college fees are also conducted online for the convenience of the students.
- Student can register any complain including sexual harassment cases through the website.

#### **E-Governance in Library**

- All the activities related to library like issuing of book, catalogue maintenance, staff and student membership database will be fully automated using the SOUL 2.0.0.11.
- The library is a subscriber of the NList e-resources.

#### **E-Governance in Examination**

- Examination form fill-up, collection of fees, allocation of marks, sharing of University results and other different examination related and supporting works have been conducted through the online mode.
- College has provided online portal for payment of examination fees and examination form fill up.
- Students can generate and download their admit cards through online university portal.
- Students can apply for Self-inspection of examination answerscripts through the portal of University of Calcutta
- Any discrepancies related to Examination have also been resolved through mail.
- The process of uploading marks to the University portal has also been made through online system.

#### **E-waste management**

- College ensure that its usage of technology and generation of e-waste does not impact the environment. It will take measures for disposal of e-waste whenever the need arises in collaboration with vital waste.



- A MoU has been signed with Vital Waste a waste management company to identify, quantify and analyse the composition of the waste stream generated by collective functional areas within the Premises. Accordingly Vital Waste physically visits the college premises and collects various types of solid waste (non-hazardous). A Waste Audit Report is been prepared as per the waste collection done.

**Convenor,  
ICT Sub Committee**





## **E-Governance Report 2019-20**

### **E-Governance in Administration**

- College provides all the official and relevant information through WhatsApp, e-mail and college website.
- A subcommittee viz. ICT Committee is functioning under the aegis of the Governing Body. The sub-committee routinely meet and make recommendations regarding the upgradation. These recommendations form the basis of modernisation of Physical Infrastructure of ICT.
- The office of the college is partially digitized with computers, printers, scanners and internet facilities. Whenever required college authority provides laptop to the TS and NTS for smooth functioning of teaching and learning process and other official works. Administrative office use Excel and File Management System Tools to maintain effective staff database.
- **To ensure efficient administration, storing and retrieval of student database is done using Student database Management System (SDMS) maintained by Suryashakti Infotech Pvt. Ltd.**
- The college authority has implemented online CBCS semester information system through the learning management system mentioned above. The software has the facilities like printing attendance register, recording university results, maintaining students' detail database etc.
- **Online faculty members' portal (in [www.vmcstudents.net](http://www.vmcstudents.net), managed by Aidni Infotech Pvt. Ltd.)**
- **Online students' portal. ([www.vmcstudents.net](http://www.vmcstudents.net), managed by Aidni Infotech Pvt. Ltd.)**
- On-line e-tendering process is adopted for high-value purchase following the guideline of the Government of West Bengal
- The college has successfully implemented the online salary payment system of teaching and non-teaching staff adopted by the Government of West Bengal through the West Bengal Integrated Financial Management System.
- The college has successfully implemented the e-pension process through the State Government portal. And all the retirement-related documents were uploaded through the e-pension portal. This reduced the hassles of the employee as well as the college authority.
- SMS gateway for students and internal stakeholders.
- **College has the Bio-metric facilities for staff attendance.**

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

- **All the transactional details, like account receipts, payments, daily cash collection, monthly cash collection etc., are operated through Tally Prime Gold software and in digital mode. Perfect Solutions, 2/1C, Sevakbaidya Street, Kolkata-700029 (Ph No:9038017135/9231960865) is responsible for maintaining and providing additional support related to the software.**





- The digital online payment gateway has also been put in place for the benefit of the students.
- The college has successfully implemented the online salary payment system of teaching and non-teaching staff adopted by the Government of West Bengal through the West Bengal Integrated Financial Management System.
- The college has successfully implemented the e-pension process through the State Government portal. And all the retirement-related documents were uploaded through the e-pension portal. This reduced the hassles of the employee as well as the college authority.

#### **E-Governance in Student Admission and Support**

- **For an open and transparent process of admission, an admission portal will be maintained by Suryashakti Infotech Pvt. Ltd.**
- **Student database Management System (SDMS) maintained by Suryashakti Infotech Pvt. Ltd. will maintain number of students applying to each course, withdrawals and fee submission.**
- Application for student scholarship and student feedback will be collected and stored through Google form /ERP.
- **A number of classrooms have the projectors, internet facilities.**

**Number of Teachers on Roll-54**

**Number of teachers using ICT (LMS, e-Resources)-38**

**ICT Tools and resources available-20**

**Number of ICT enabled Classrooms-5**

**Number of smart classrooms-2**

**E-resources and techniques used-3**

- University registration fill up and collection of college fees are also conducted online for the convenience of the students.
- Student can register any complain including sexual harassment cases through the website.
- A bulk message system has been employed for easy and effective communication with students.

#### **E-Governance in Library:**

- All the activities related to library like issuing of book, catalogue maintenance, staff and student membership database will be fully automated using the SOUL 2.0.0.11.
- The library is a subscriber of the NList e-resources.

#### **E-Governance in Examination**

- Examination form fill-up, collection of fees, allocation of marks, sharing of University results and other different examination related and supporting works have been conducted through the online mode.
- College has provided online portal for payment of examination fees and examination form fill up.





- Students can generate and download their admit cards through online university portal.
- Students can apply for Self-inspection of examination answerscripts through the portal of University of Calcutta
- Any discrepancies related to Examination have also been resolved through mail.
- The process of uploading marks to the University portal has also been made through online system.

### **E-waste management**

- College ensure that its usage of technology and generation of e-waste does not impact the environment. It will take measures for disposal of e-waste whenever the need arises in collaboration with vital waste.
- A MoU has been signed with Vital Waste a waste management company to identify, quantify and analyse the composition of the waste stream generated by collective functional areas within the Premises. Accordingly Vital Waste physically visits the college premises to review the e-waste disposal.

**Convenor,  
ICT Sub Committee**





## **E-Governance Report 2020-21**

### **E-Governance in Administration**

- College provides all the official and relevant information through WhatsApp, e-mail and college website.
- A subcommittee viz. ICT Committee is functioning under the aegis of the Governing Body. The sub-committee routinely meet and make recommendations regarding the upgradation. These recommendations form the basis of modernisation of Physical Infrastructure of ICT.
- The office of the college is partially digitized with computers, printers, scanners and internet facilities. Whenever required college authority provides laptop to the TS and NTS for smooth functioning of teaching and learning process and other official works. Administrative office use Excel and File Management System Tools to maintain effective staff database. Whenever required college authority provides laptop to the TS and NTS for smooth functioning of teaching and learning process and other official works.
- To ensure efficient administration, storing and retrieval of student database is done using Student database Management System (SDMS) maintained by Suryashakti Infotech Pvt. Ltd.
- The college authority has implemented online CBCS semester information system through the learning management system mentioned above. The software has the facilities like printing attendance register, recording university results, maintaining students' detail database etc.
- **Online faculty members' portal (in [www.vmcstudents.net](http://www.vmcstudents.net), managed by Aidni Infotech Pvt. Ltd.)**
- Online students' portal. ([www.vmcstudents.net](http://www.vmcstudents.net), managed by Aidni Infotech Pvt. Ltd.)
- On-line e-tendering process is adopted for high-value purchase following the guideline of the Government of West Bengal.
- The library uses Soul software version 2.0 for cataloguing, issue, and return of books
- The college has successfully implemented the online salary payment system of teaching and non-teaching staff adopted by the Government of West Bengal through the West Bengal Integrated Financial Management System.
- The college has successfully implemented the e-pension process through the State Government portal. And all the retirement-related documents were uploaded through the epension portal. This reduced the hassles of the employee as well as the college authority.
- College has the Bio-metric facilities for teaching and non-teaching staff attendance.





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

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- The college has successfully implemented the online salary payment system of teaching and non-teaching staff adopted by the Government of West Bengal through the West Bengal Integrated Financial Management System.
- The college has successfully implemented the e-pension process through the State Government portal. And all the retirement-related documents were uploaded through the e-pension portal. This reduced the hassles of the employee as well as the college authority.

### **E-Governance in Student Admission and Support**

- For an open and transparent process of admission, an admission portal will be maintained by Suryashakti Infotech Pvt. Ltd.
- **Student database Management System (SDMS) maintained by Suryashakti Infotech Pvt. Ltd. will maintain number of students applying to each course, withdrawals and fee submission.**
- A bulk message system has been employed for easy and effective communication with students.
- Application for student scholarship and student feedback will be collected and stored through Google form /ERP.
- **A number of classrooms have the projectors, internet facilities. Currently, the College offers 35 classrooms, 10 laboratories and 1 auditorium. 7 classrooms have LCD facility and 7 classrooms are Wi-Fi enabled and have a LAN connection. The Auditorium is ICT enabled and functions both as a classroom for large classes and as a venue for important functions.**
- University registration fill up and collection of college fees are also conducted online for the convenience of the students.
- Student can register any complain including sexual harassment cases through the website.
- **Online classes through digital platforms like Google Meet, Google classroom and YouTube has been introduced.**
- The College Computer Laboratory has 10 desktops and the College Library has two desktops for students' access respectively.
- The new building has Wi-Fi Broadband connectivity provided by Alliance Broadband Service with 50 mbps capacity.





### **E-Governance in Library:**

- All the activities related to library like issuing of book, catalogue maintenance, staff and student membership database will be fully automated using the SOUL 2.0.0.11.
- **The library is a subscriber of the NList e-resources.**

### **E-Governance in Examination**

- Examination form fill-up, collection of fees, allocation of marks, sharing of University results and other different examination related and supporting works have been conducted through the online mode.
- College has provided online portal for payment of examination fees and examination form fill up.
- Students can generate and download their admit cards through online university portal.
- Students can apply for Self-inspection of examination answerscripts through the portal of University of Calcutta
- Any discrepancies related to Examination have also been resolved through mail.
- The process of uploading marks to the University portal has also been made through online system.

### **E-waste management**

- The college had an MOU signed with Vital Waste for recycling and management of waste. But due to the Covid 19 pandemic and the global shutdown, their pick up services were stalled and therefore the college could not implement its waste management program.
- College ensure that its usage of technology and generation of e-waste does not impact the environment. It will take measures for disposal of e-waste whenever the need arises in collaboration with vital waste.

**Convenor,  
ICT Sub-Committee**





## **E-Governance Report 2021-22**

### **E-Governance in Administration**

- College provides all the official and relevant information through WhatsApp, e-mail and college website.
- A subcommittee viz. ICT Committee is functioning under the aegis of the Governing Body. The sub-committee routinely meet and make recommendations regarding the upgradation. These recommendations form the basis of modernisation of Physical Infrastructure of ICT.
- The office of the college is partially digitized with computers, printers, scanners and internet facilities. Whenever required college authority provides laptop to the TS and NTS for smooth functioning of teaching and learning process and other official works. Administrative office use Excel and File Management System Tools to maintain effective staff database. Whenever required college authority provides laptop to the TS and NTS for smooth functioning of teaching and learning process and other official works. Whenever required college authority provides laptop to the TS and NTS for smooth functioning of teaching and learning process and other official works.
- To ensure efficient administration, storing and retrieval of student database is done using Student database Management System (SDMS) maintained by Suryashakti Infotech Pvt. Ltd.
- The college has been maintaining students' database through tailor made software.
- The college authority has implemented online CBCS semester information system through the learning management system mentioned above. The software has the facilities like printing attendance register, recording university results, maintaining students' detail database etc.
- Online faculty members' portal (in [www.vmcestudents.net](http://www.vmcestudents.net), managed by Aidni Infotech Pvt. Ltd.)
- Online students' portal. ([www.vmcestudents.net](http://www.vmcestudents.net), managed by Aidni Infotech Pvt. Ltd.)
- On-line e-tendering process is adopted for high-value purchase following the guideline of the Government of West Bengal.
- SMS gateway for students and internal stakeholders.
- The library uses Soul software version 2.0 for cataloguing, issue, and return of books
- The college has successfully implemented the online salary payment system of teaching and non-teaching staff adopted by the Government of West Bengal through the West Bengal Integrated Financial Management System.
- The college has successfully implemented the e-pension process through the State Government portal. And all the retirement-related documents were uploaded through the epension portal. This reduced the hassles of the employee as well as the college authority.





- College has the Bio-metric facilities for teaching and non-teaching staff attendance.

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

- All the transactional details, like account receipts, payments, daily cash collection, monthly cash collection etc., are operated through Tally Prime Gold software and in digital mode. A One Solutions 125 ns road, 4th floor room no: 44 Kolkata 700001 (contact: 9903004600/8240999544) is responsible for maintaining and providing additional support related to the software.
- The digital online payment gateway has also been put in place for the benefit of the students.
- The college has successfully implemented the online salary payment system of teaching and non-teaching staff adopted by the Government of West Bengal through the West Bengal Integrated Financial Management System.
- The college has successfully implemented the e-pension process through the State Government portal. And all the retirement-related documents were uploaded through the e-pension portal. This reduced the hassles of the employee as well as the college authority.

#### **E-Governance in Student Admission and Support**

- For an open and transparent process of admission, an admission portal will be maintained by Suryashakti Infotech Pvt. Ltd.
- Student database Management System (SDMS) maintained by Suryashakti Infotech Pvt. Ltd. will maintain number of students applying to each course, withdrawals and fee submission.
- A MoU was signed with Right Brains Technology on 29<sup>th</sup> December, 2021 to avail the following services
  - Provision of Learning Management System
  - Access to Open Educational Resources
  - Implementation of Feedback System
  - CO-PO Mapping System
  - Organisation of Seminar and Workshops
- A bulk message system has been employed for easy and effective communication with students.
- Application for student scholarship and student feedback will be collected and stored through Google form /ERP.
- A number of classrooms have the projectors, internet facilities. Currently, the College offers 35 classrooms, 10 laboratories and 1 auditorium. 7 classrooms have LCD facility and 7 classrooms are Wi-Fi enabled and have a LAN connection. The Auditorium is ICT enabled and functions both as a classroom for large classes and as a venue for important functions.
- University registration fill up and collection of college fees are also conducted online for the convenience of the students.





- Student can register any complain including sexual harassment cases through the website.
- **The new building has Wi-Fi Broadband connectivity provided by Alliance Broadband Service with 50 mbps capacity.**

#### **E-Governance in Library:**

- All the activities related to library like issuing of book, catalogue maintenance, staff and student membership database will be fully automated using the SOUL.

#### **E-Governance in Examination**

- Examination form fill-up, collection of fees, allocation of marks, sharing of University results and other different examination related and supporting works have been conducted through the online mode.
- College has provided online portal for payment of examination fees and examination form fill up.
- Students can generate and download their admit cards through online university portal.
- Students can apply for Self-inspection of examination answerscripts through the portal of University of Calcutta
- Any discrepancies related to Examination have also been resolved through mail.
- The process of uploading marks to the University portal has also been made through online system.

#### **E-waste management**

- College ensure that its usage of technology and generation of e-waste does not impact the environment. It will take measures for disposal of e-waste whenever the need arises in collaboration with vital waste.
- **The college organised an e-waste and plastic waste collection drive in the college and the adjoining neighbourhood, which was later handed over to Hulladek for recycling and waste management.**

  
**Convenor,  
ICT Sub Committee**





## **E-Governance Report 2022-23**

### **E-Governance in Administration**

- College provides all the official and relevant information through WhatsApp, e-mail and college website.
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- **College has the Bio-metric facilities for teaching and non-teaching staff attendance.**
- The college authority has implemented online CBCS semester information system through the learning management system mentioned above. The software has the facilities like printing attendance register, recording university results, maintaining students' detail database etc.
- **Online faculty members' portal (in [www.vmcstudents.net](http://www.vmcstudents.net), managed by Aidni Infotech Pvt. Ltd.)**
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- The college has successfully implemented the e-pension process through the State Government portal. And all the retirement-related documents were uploaded through the e-pension portal. This reduced the hassles of the employee as well as the college authority.

### **E-Governance in Student Admission and Support**

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- **Student database Management System (SDMS) maintained by Suryashakti Infotech Pvt. Ltd. will maintain number of students applying to each course, withdrawals and fee submission.**
- Application for student scholarship and student feedback are collected and stored through Google form / ERP.
- **A number of classrooms have the projectors, internet facilities.**
- Number of Teachers on Roll-55**
- Number of teachers using ICT (LMS, e-Resources)-38**
- ICT Tools and resources available-20**
- Number of ICT enabled Classrooms-8**
- Number of smart classrooms-2**
- LCD projector- 8, Smart Board- 2, Laptop- 16, Desktop- 39**
- **The College Computer Laboratory has 10 desktops and the College Library has two desktops for students' access respectively.**
- University registration fill up and collection of college fees are also conducted online for the convenience of the students.
- Student can register any complain including sexual harassment cases through the website.
- The new building has Wi-Fi Broadband connectivity provided by Alliance Broadband Service with 50 mbps capacity.





### **E-Governance in Library:**

- All the activities related to library like issuing of book, catalogue maintenance, staff and student membership database will be fully automated using the SOUL 3.0.4.
- The library is using SOUL software, version 3.0.4 installed at one computer of the library to provide access to all the workstations attached through LAN.
- Modules of SOUL software:
  - **Cataloguing Module:** provides catalogued books already available for acquisitions or in its stock.
  - **Circulation Module:** provides membership record keeping, membership transaction management, reservation of books, circulation maintenance. OPAC: provides a robust Online Public Access Catalogue with simple and advanced search facility using author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more fields of bibliographic records. Students and staff members are encouraged to make judicious use of the library resources to aid their academic research.
  - **Administrative Module:** it is the master of all modules, which has provision to administrate all the modules and system settings. The Library is using Administrative Module which is the master of all modules, which has provision to administrate all the modules and system settings. This module consists of three major sub modules i.e. User Settings, System Settings and Masters.
  - The library also uses Godex printers for printing barcodes and a barcode scanner for reading the barcode on library books and membership cards.
- **The library is a subscriber of NList e-resources.**

### **E-Governance in Examination**

- Examination form fill-up, collection of fees, allocation of marks, sharing of University results and other different examination related and supporting works have been conducted through the online mode.
- College has provided online portal for payment of examination fees and examination form fill up.
- Students can generate and download their admit cards through online university portal.
- Students can apply for Self-inspection of examination answerscripts through the portal of University of Calcutta
- Any discrepancies related to Examination have also been resolved through mail.
- The process of uploading marks to the University portal has also been made through online system.





### **E-waste management**

- College ensure that its usage of technology and generation of e-waste does not impact the environment. It will take measures for disposal of e-waste whenever the need arises in collaboration with vital waste.

  
**Convenor,  
ICT Sub Committee**