

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



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REPORT ON E-GOVERNANCE

Session: 2018-19

E-governance and its implementation in Nur Mohammad Smriti Mahavidyalaya is at nascent stage during the year 2018 -19. During this period, concerned stakeholders are undergoing a transformational process of gradual change during this period and there is an increasing awareness of the need for digitization at all functional levels of the institution. Implementation of E-governance has only recently commenced, and described below

Infrastructural Support to Facilitate E-governance:

Total Campus Area: 02 Acre. **Total Buildup Area:** 2050 sq.mts, **Total Green Area:** 1500 sq.mts (approx), **Total Open Space Area:** 6044 sq.mts, **Total number of computers in the college is 6**, some of are with internet facility. Some departments and office are able to avail of internet facility provided by the college.

E-governance Related to Administration:

- During the period, a number of administrative tasks at the college, are carried out in online mode.
- A system of biometric attendance for its teaching and non-teaching staff members is functional. Confidential documents are not published on the college's website.
- The official website of the college is maintained through a private vendor.

E-governance Related to Finance and Accounts:

- 6 No. of computers are provided in the college office, library and teachers.
- Tally software is being used for making of Audit Report.
- Employee salary is distributed through the HRMS_IFMS portal and credited to the bank accounts of individual employees.

E-governance Related to Students' Admission and Support:

- Admission of students is conducted in online mode. Software related to student administration and support is maintained by a vendor named Rupantar. The college maintains a computerized database of students.
- The students are required to fill and submit their admission forms in online mode and all relevant financial transactions for the admission process are carried out through the banking system.
- For disbursement of student scholarships every year, the college accesses and utilizes information on the online portal of the Government of West Bengal.

E-Governance Related to Examination:

- Results of University Examinations are displayed in University Website.
- All notices relating to examinations are put up both on the college notice board as well as on the official website of the college

RECOMMENDATIONS

1. Office Automation is required to maintain smooth college's operations.
2. Teachers need to be encouraged to use ICT for effective teaching.