



SURENDRANATH EVENING COLLEGE

[Established in 1961]

Affiliated to the University of Calcutta

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Website : www.surendranatheveningcollege.com

(NAAC Re-accredited in 2016)



E-Governance Policy

Objectives

- Make different aspects of governance simpler and more efficient.
- To bring about transparency and accountability in functioning of the college.
- To make access to information quick, easy and seamless.
- To create and maintain a Wi-Fi enabled campus for the benefit of students, teachers and other support staff.
- To provide all requisite ICT facilities to augment the teaching-learning process.

Scope

- **Administration**
- **Finance**
- **Students support and examination**
- **Admission**
- **Website**
- **ICT facilities**

Administration:

Separate groups for different committees and different stakeholders in instant messaging platforms like WhatsApp are used extensively to help in the smooth and coordinated execution of different tasks. Provision is made for compulsory biometric attendance of all teachers and non-teaching staff to ensure punctuality and regularity. Office staff are made to undergo computer training programmes so that they have adequate skills to operate the computers in the office and elsewhere. Provision is made for online grievance redressal and collection of feedback from different stakeholders using Google Forms.

Finance:

The college uses Enterprise Resource Planning (ERP) software for expense management, fee management, Bank Reconciliation Statements, ledger reports and all other day-to-day accounting tasks. Our college also makes use of the Human Resource Management System

(HRMS) of the state government through its portal for the timely management of payment/disbursement of salary, arrear salary, bonus, leave encashment proceeds, withdrawal of provident fund proceeds etc.

Students support and examination:

Student centric ERP software is used to collate student data, help in collection of fees and student registration, facilitate the applications for scholarships & concessions and more. During Covid times, examinations were held online and question papers and notices were made accessible to the students through a dedicated portal. The college continues the upload of notifications for all internal and external examinations through the same portal. A portal-based learning management system (LMS) is used by teachers to make study resources accessible to all students. Students may share feedback, register grievances or report ragging experiences, if any, online, through the college portal.

Admission:

The admission process, including the payment of requisite fees, is carried out online through a dedicated website, ensuring ease and transparency.

Website:

College has a dedicated website of its own having the url: <https://surendranatheveningcollege.com>. The website contains all relevant and important information regarding the college, its departments, and their faculty members. It also has links for students to avail scholarships and other services from the government. Notices are put up on the website as soon as they are served. Students may access their class routines, study materials, question banks and even the library and its books through the website. Students, teachers, and other staff may use the website to register their grievances, if any. Information regarding all the sports, cultural and other extra-curricular activities and events happening in the college are shared through the website. A dedicated vendor provides the hosting and maintenance services for the website. Website content is updated regularly by the members of the website committee, in consultation with the Internal Quality Assurance Cell (IQAC) of the college.

ICT facilities:

The backbone of e-governance in the different areas elucidated above is Information and Communication Technology (ICT). The college provides ICT facilities in the form of desktops, laptops, printers, and scanners for official, administrative, and academic work. Science and commerce departments have laboratories which are equipped with computers with relevant software, for use by the students. Smart classrooms with LCD projectors are also used to enhance the teaching learning process. Upgradation of ICT infrastructure is also carried out as and when required.