



ANNUAL e-GOVERNANCE REPORT

For 2021 – 2022



SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A State-Aided Co-Educational Degree College
Govt. of West Bengal
Affiliated to Calcutta University
Approved by UGC

Village & P.O. - Burul, P.S. - Nodakhali
District - South 24 Parganas
West Bengal; Pin Code: 743318
Website: sacm.ac.in
Email: office@saheedanurupchandra.com

Estd. 1991

Accredited by NAAC with Grade B+



Preface:

Shaheed Anurup Chandra Mahavidyalaya (SACM), which started its journey on 16th November, 1991, is a Government Aided Co-educational Degree College affiliated to the University of Calcutta. The college is located in the district of South 24 Parganas. The college has been christened after Saheed Anurup Chandra Sen, a great Indian freedom fighter associated with the revolutionary uprising in Bengal. As a keen educationist he inspired a group of young students from the village of Burul village to pursue education zealously and sincerely and also indoctrinated in them the values of social and moral responsibilities towards the country and its citizens.

E-Governance is the process by which traditional governance is modernized to facilitate overall administration, academics and all its stakeholder like faculty, staff, students with improved and faster services and to ensure smooth governance using information and communication. E-Governance involves new ways of governance, single window operations, services, paperless operations, transparency and much more.

The e-Governance Policy of Shaheed Anurup Chandra Mahavidyalaya has been designed and developed to facilitate its overall administration and academics encompassing all its stakeholders and beneficiaries.

Advantages of E-Governance:

The advantages of e-governance in an educational institution like SACM are manifold. It enhances the overall performances and efficiency with JIT facilities. It increase transparency and accountability of educational administrative activities. It is convenient and enables faster access to service and lowers costs for administrative services.

Shaheed Anurup Chandra Mahavidyalaya (SACM), since its inception, has gradually adopted e-Governance step by step and now has reached to a position where majority of the operations of the college is executed under e-Governance. The College governance has thus got a smooth transition to E-governance in all major areas of operations like administration, accounts and finance, communication, admissions, library, academics etc.

The college implements e-Governance in the following areas:

1. General Administration



The administration of the college, including the head of the institute focuses change management from general governance to e-governance and accordingly the majority of operations in the college have been transitioned to IT based operations. The faculty and staff of the college use the different IT technologies like computer, email, WhatsApp, smartphones, various software for administration purpose.

- The college has a Group Email service where all faculty members and staff members are the members of this group email service. The college also has a Teaching and Non-Teaching WhatsApp groups for faster communications. Moreover, there are many such WA groups for different important committees, cells and similar job-specific groups.
- The college has different WhatsApp groups for all its students through which teachers and office staff communicate with the students as and when needed.
- The college also has Group SMS service for immediate communication with students and external stakeholders, particularly parents of the students.
- All Notices, Circulars, important administrative information are regularly published in the college website.
- **E-tendering** is done through online web portal
- Purchase process is also possible through **e-market place** using the **gem portal**.
- **Online meetings** are held, often in the Google Meet/ Microsoft teams, Zoom etc platform regarding various administrative and academic issues
- The college campus is equipped with **CCTV cameras** at strategic locations of the institute; by which the entire college could be monitored conveniently. There are currently 32 CC Cameras located at different important positions
- Central Computer Center where almost 100% students are given training on basic computing facilities.
- The Institute is in mission of paperless office.

College Website:

The College Website <https://www.sacm.ac.in> acts as a global information center for the institution. Starting from Vision-Mission of the institute, PO, CO, Courses offered, Academic regulations, Syllabi, different Policies, important Notices etc. all are displayed in the website as a central repository for the stakeholders and outside world. A Website Committee is there for the administration and management of the institute's website. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The committee also looks for other changes that are required on the website.

2. Student Admission



There is an **Online Admission Portal – SOAS**, which is used for the admission of the 1st year students. The whole admission process is online starting from application, evaluation to payment of requisite fees. To make the admission process transparent and un-biased, transparent strategy is maintained by adopting decentralized counselling and based on Merit-List. The admission notice is displayed on the website that has rules and regulations as guided by the affiliating university for the admission process. Students are required to submit Online Application form for taking admission to the institute. For decentralized admission, notice inviting application, the merit list and instructions for admission are displayed on the website. After successful admission, the students are registered by a separate **Registration Web Portal**.

3. Examination



The affiliating university has a separate **Online Examination Web Portal** where all students of the college are managed through that Examination web portal where there is a specified module is there for the college. Most of the exam related issues like exam form fill-up, generation of admit card etc. are managed by this online exam portal.

4. Library



The college library has a collection of large number of books at the disposal of undergraduate students of various disciplines. It has nearly 22065 books which includes both textbooks and other reference books, journals and periodicals. Five Daily Newspapers are also available in the library.

SOUL software has been procured for automating in-house activities and services of the library. There is **Online Public Access Catalogue (OPAC)** available for the students to identify the status of availability of books in the library. Five Computers are available for the students and staff for online access to different journals, magazines, newspapers and e-books. Library has also subscribed to e-Resources.

5. Accounts and Finance



The college uses SCAS Software, which is a customized software designed and developed for

the college, to manage the total billing and financial transaction of the students during their admission and fees payments in the intermediate semesters. Moreover, Tally Software is also used for other administrative financial operations and transactions. Tally is renewed each year with updated version.

Moreover, the accounts of the college regarding salary components and funds are managed through **Integrated Financial Management System (IFMS)** of the Government of West Bengal. The Government of West Bengal in Finance Department restructured the existing systems of fund allocation to the Administrative Departments and Drawing & Disbursing Officers (DDOs) and financial transactions including entire Treasury Management System to ensure transparency, accuracy, and efficiency in fund and financial management.

6. Human Resource Management



The job of manpower planning and management, personal information, personal claims, loans, leave, transfer, posting and joining, promotion, retirement, etc. are mandatorily maintained and processed by a separate online web portal –“**Human Resource Management System (HRMS)**”. All types of human resource management of the employees are done through this web portal of the government.

7. Communication



In the ongoing industry 4.0 technological revolution across the world, fast and transparent communication is very important. Keeping prime focus on fast moving technological communication global synergy, the college emphasizes on faster and transparent communication among all its stakeholders and outside world.

- **College Website:** The College has a well-defined website <https://www.sacm.ac.in> which acts as a global communication hub for its internal and external stakeholders and also for the outside world.
- **WhatsApp Communication:** The college has different WhatsApp groups for all its students through which teachers and office staff communicate with the students as and when needed.
- **Bulk SMS Service:** The college also has **Bulk SMS service** for immediate communication with students and external stakeholders, particularly parents of the students.
- **Notice, Circulars:** All Notices, Circulars, important administrative information are regularly published in the college website
- **EPBX Communication:** The college has EPBA communication service inside the campus to do immediate and secured communication with different departments and labs

8. ICT infrastructure



The IT infrastructure of the college is regularly maintained by appointing local vendor under AMC. The College to ensure that it has adequate number of desktops for students and staff. Computers, printers, scanners to be made available in the administrative block. Projectors and other multimedia devices are provided in the auditorium, classrooms, seminar rooms and laboratories. The IT infrastructure is complemented by computer networking devices, CCTV, interactive teaching board/smart board etc. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected. Some of the existing software modules for e-governance are developed in-house, and some are out sourced.

As e-governance is based on computerization of the functions of different users and authorities, different categories of users must interact differently with the e-governance system. The institute shall organize trainings for different categories of users for using the e-governance system.

9. E-Waste Management



The institute has always been making utmost efforts to create a green and healthy environment for all the stakeholders as well as for the society. Use of technology is the need of the day but keeping a balance between the environment and the modernization is the actual challenge. The institute hence always tries to ensure that all the usage of its technology and generation of e-waste does not impact the environment. Provisions are made and regularly followed to dispose e-wastes through authorized vendor HullaDek accomplishing a MOU (memorandum of understanding) with the college. The college also takes proper care and action for degradable and non-degradable waste materials through appropriate agencies.

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