ANNUAL e-GOVERNANCE REPORT

For 2018 - 2019

SAHEED ANURUP CHANDRA MAHAVIDYALAYA

Burul, South 24 Parganas
West Bengal-743318
Website: sacm.ac.in
Email: office@anurupchandracollege.org

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.

The college implements e-Governance in the following areas:

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, Courses offered, Academic regulations, Syllabus, different Policies, important Notices etc. all are displayed in the website. 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.

General Administration

The administration of the college, is focused on change application of e-governance and accordingly some major operations have been transited to IT based operations. The faculty and staff of the college uses the different IT technologies like computer, email, various software for administration purpose. All Notices, Circulars, important administrative information are regularly published in the college website. **E-tendering** is done in online portal. Central Computer Center where almost 100% students are given training on basic computing facilities. The Institute is in mission of paperless office.

Student Admission

There is an **Online Admission Portal – SOAS**, which is used for the admission of the students. To make the admission process transparent and IT-based, 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. For decentralized admission, notice inviting application, the merit list and instructions for admission are displayed on the website.

Examination

The affiliating university – University of Calcutta has a separate **Online Examination Website** where all students of the college are managed through that Examination website. Most of the exam related issues like exam form fill-up, generation of admit card etc. are managed by this online exam portal.

The Library

The college library has a collection of large number of books at the disposal of

undergraduate students of various disciplines. **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. Three Computers are available for the students and staff for online access to different journals, magazines. The Library is members of **Inflibnet**

Accounts

The college uses SCAS Software, which is a customized software designed and developed for the college, to manage te total billing and financial transaction of the students during their admission and fees payments in the intermediate semesters. Moreover, Tally Software id also used for other administrative financial operations and transactions. Tally is renewed each year with updated version.

ICT infrastructure of the College

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 installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected.