KANDI RAJ COLLEGE

(Govt. Sponsored)

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Kandi, Murshidabad, West Bengal- 742137

REPORT ON E-GOVERNANCE

Session:2021-22

Every activity of an educational institution reaches its fulfilment with the coordination and cooperation of various groups of people situated at different levels of the academic framework.Over time, upgradations were invited in all aspects of the institution resulting in refining and polishing the mode of governance applied in the institution.

Described below are the various areas where e-governance has been implemented or introduced during 2021-22, as well as the scope of coverage under the program.

Infrastructural Support to Facilitate E-governance:

- Campus area: 16800 sq. mt.
- Classrooms: 32 (8 classrooms have CC Camera and all classrooms have Wi-Fi facility).
- Virtual classroom with video-conferencing facility.
- Total number of computers in the college is now 60, all are connected to the internet.
- Two new broadband connection along with existing three connections have been taken so that all students and teachers 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.

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- Internet facility is available throughout the campus.
- The website of the college is provided with, and displays links to the Information Brochure, RTI, Code of Conduct, Internal Complain Committee, Anti-ragging Cell, Grievance-redressal Cell etc.
- The official website of the college is maintained through a private vendor.
- Google forms are being used for different activities and surveys (e.g. Feedback, gender sensitization etc.)

E-governance Related to Finance and Accounts:

- The college office is fully computerised.
- The institution uses the Tally software for all matters relating to finance and accounts.
- Employee salary is distributed through the HRMS_IFMS portal and credited to the bank accounts of individual employees.
- All the bills for different vendors are being paid through Online Banking.
- The Tally software which is in use, is maintained by own office staffs.

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 computerised 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 utilises information on the online portal of the Government of West Bengal.

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- The college has a library which is automated with ILMS KOHA. Library maintains an APP for all library facility and It Is developed and maintained by Librarian.
- The library has N-List membership.
- The college utilises a custom-built software(maintained by Rupantar), to maintain a database for student records and other student related information.

E-Governance Related to Examination:

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

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