

# **Nabagram Amar Chand Kundu College**

**(Govt. aided & affiliated to the University of Kalyani)**

Nabagram \* Murshidabad \* Pin – 742184

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## **E-Governance Policy**

### **E-Governance in College Development**

E-governance plays a pivotal role in advancing the governance of our college by utilizing the latest and most innovative technologies. The primary areas where e-governance is applied include college administration, finance and accounts, students' admission, support, and examination.

### **Objectives**

- Implement e-governance across key functional areas to streamline and enhance governance within the college.
- Create a paperless environment, contributing to the goal of a green campus.
- Provide easy and secure access to information.
- Ensure data security and integrity.
- Promote transparency and accountability in college operations.
- Equip classrooms with ICT tools like smart boards and projectors to enhance student learning.

### **E-Governance Policy in Administration**

- CCTV cameras will be installed and maintained at strategic locations to ensure proper surveillance.
- The college will develop and maintain an interactive, user-friendly website to share information and updates with students, staff, and the public.
- The website of the college will display relevant information and links to RTI, Code of Conduct, Internal complaint committee, Anti-ragging cell, Grievance-redressal cell etc.
- All official communications and notices will be distributed via email and other online platforms.

## **E-Governance Policy in Finance and Accounts**

- The college office will be fully computerized.
- All payments by the students will be made through online mode through the SBI payment gateway.
- Employee salary will be distributed through the HRMS IFMS portal and credited to the bank accounts of individual employees.
- Tally software will be used by the staff of the college for maintaining accounts and audits.

## **E-governance Related to Students' Admission and Support**

- Admission of students will be conducted in online mode. Software related to student administration and support will be maintained by a vendor.
- The college will maintain a computerized database of students.
- The students will be required to fill and submit their admission forms in online mode and all relevant financial transactions for the admission process will be carried out through the banking system.
- For the disbursement of student scholarships every year, the college will access and utilize information on the online portal of the Government of West Bengal.
- The college will utilize custom-built software (maintained by vendor), to maintain a database for student records and other student-related information.
- Online feedback for students will be introduced.
- A Learning Management System will be introduced for every department.

## **E-Governance Related to Examination**

- Results of University Examinations will be displayed on the College Website.
- All notices relating to examinations will be put up on the college noticeboard as well as on the official website of the college.
- The college website will be utilized for submitting marks of internal examinations and project work.
- Form fill-up for examination and application for review of examination result will be processed through a dedicated domain.

*Soumitra Kar*

*Principal*  
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