



From: Principal & Secretary

+91 3213 255282

saratcentenary@gmail.com

scollegednk.ac.in

Dhaniakhali, Hooghly, 712302

# Sarat Centenary College

Dhaniakhali, Hooghly

Founded: 1976

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

## 3<sup>RD</sup> CYCLE NAAC ACCREDITATION PROCESS-2024


**CRITERIA: 6 - GOVERNANCE, LEADERSHIP AND  
MANAGEMENT**

**Key Indicator: 6.2 – Strategy Development and  
Deployment**

**Metric: 6.2.2: Institution implements e-governance in its  
operations**

**\* annual e-governance report**



  
[DR SANDIP KUMAR BASAK]  
Principal, Sarat Centenary College  
**Principal & Secretary,**  
**Sarat Centenary College**  
P.O.- Dhaniakhali, Dist.- Hooghly



From: Principal & Secretary

+91 3213 255282

saratcentenary@gmail.com

scollegednk.ac.in

Dhaniakhali, Hooghly, 712302

# Sarat Centenary College

Dhaniakhali, Hooghly

Founded: 1976

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

## Annual e-governance Report

Sarat Centenary College has implemented e-governance system in fully operational mode in various academic and administrative activities of the institution from the academic year 2018-19. To enhance and secure the different activities in the various areas like administration, finance and accounts, student admission and support, and Examination, college has used e-governance system. e-governance is also very important in dissemination, maintenance and preservation of information of different activities. Adaptation of e-governance in various areas of operations has mobilised smooth functioning and qualitative improvement of the institution in terms of speed, transparency, productivity and reliability. e-governance has also increased the efficiency in every part of administration, finance and accounts, student support and Examination process. Work culture restoration and decentralization of various information towards all stakeholders or interested parties can also be possible through proper utilization of e-governance.



[DR SANDIP KUMAR BASAK]  
Principal, Sarat Centenary College  
Principal & Secretary,  
Sarat Centenary College  
P.O.- Dhaniakhali, Dist.- Hooghly



From: Principal & Secretary

+91 3213 255282

saratcentenary@gmail.com

scollegednk.ac.in

Dhaniakhali, Hooghly, 712302

# Sarat Centenary College

Dhaniakhali, Hooghly

Founded: 1976

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

## E-Governance in Administration

College provides all the official and relevant information through e-mail, website, official

NSS Facebook page, WhatsApp group and official YouTube channel.

The office of the college is fully digitised with computers, printers, scanners, internet facilities.

College campus is Wi-Fi enabled.

Staff room is equipped with desktop and photocopier machine.

Whenever required college authority provided laptop to the TS and NTS for smooth functioning of teaching and learning process and other official works.

College has ICT enabled classrooms, seminar hall.

A number of classrooms have the projectors, internet facilities.

Entire college is under surveillance through CCTV cameras.

College has the Bio-metric facilities for staff attendance.



[DR SANDIP KUMAR BASAK]  
Principal, Sarat Centenary College  
Principal & Secretary,  
Sarat Centenary College  
P.O.- Dhaniakhali, Dist.- Hooghly



From: Principal & Secretary

+91 3213 255282

saratcentenary@gmail.com

scollegednk.ac.in

Dhaniakhali, Hooghly, 712302

# Sarat Centenary College

Dhaniakhali, Hooghly

Founded: 1976

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

## E-Governance in Finance and Accounts

All the transactional details, like account receipts, payments, daily cash collection, monthly cash collection, copy of salary certificate etc., are operated through software and digital mode.

College uses college management system provided by MSS to operate and manage various financial transactions.

Public Financial Management System (PFMS) enables smooth financial transactions in the college.

Major purchase of the college has been made through e-tendering process.



*[Handwritten signature]*

[DR SANDIP KUMAR BASAK]

Principal, Sarat Centenary College

Principal & Secretary,

Sarat Centenary College

P.O.- Dhaniakhali, Dist.- Hooghly



From: Principal & Secretary

+91 3213 255282

saratcentenary@gmail.com

scollegednk.ac.in

Dhaniakhali, Hooghly, 712302

# Sarat Centenary College

Dhaniakhali, Hooghly

Founded: 1976

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

## E-Governance in Student Admission and Support

The college communicates all the relevant information and notices to the students through SMS, WhatsApp groups, and the official YouTube channel. University registration, examination form fill-up and collection of college fees are also conducted online for the convenience of the students.

The college, with technical support from the MSS, has implemented the online mode of admission for the students. Facilities like the submission of online forms, generation of merit-list, online admission, online counselling and collection of fees ensure a smooth functioning of admissions.

Admission procedure is fully automated and operated through college website.


Any admission related grievances from the students are solved through official college e-mail.

College library is also operated through digital mode. Various student support facilities have been developed for easy lending and receiving of books.

The College has a central library with modern facilities to cater to the students and the staff. User-friendly software like Online Public Access Catalogue (OPAC), N-LIST and Koha make a wide variety of online resources accessible for all. The library updates its stock of books and resources regularly.

In the COVID-19 period college has also provided e-contents for the students support which were served to the students through Google Class rooms and college website.



  
[DR SANDIP KUMAR BASAK]  
Principal, Sarat Centenary College  
Principal & Secretary,  
Sarat Centenary College  
P.O.- Dhaniakhali, Dist.- Hooghly





From: Principal & Secretary

+91 3213 255282

saratcentenary@gmail.com

scollegednk.ac.in

Dhaniakhali, Hooghly, 712302

# Sarat Centenary College

Dhaniakhali, Hooghly

Founded: 1976

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

## E-Governance in Examination

Different Departments of the College conduct the Internal Examination through Google Forms and other online modes as and when the situation demands. Examination form fill-up, collection of fees, allocation of marks, sharing of University results and other different examination related and supporting works have been conducted through the online mode.

College has provided online portal for payment of examination fees and examination form fill-up.

Students can generate and download their admit cards through online university portal.

Any discrepancies related to Examination have also been resolved through mail.

During pandemic, examination, submission of answer script and assessment have also been conducted through online mode.

The process of uploading marks to the University portal has also been made through online system.



*[Handwritten signature]*

[DR SANDIP KUMAR BASAK]  
Principal, Sarat Centenary College  
Principal & Secretary,  
Sarat Centenary College  
P.O.- Dhaniakhali, Dist.- Hooghly