1ST MEETING.
A meeting of e-maintenance cell held on 17.08.2017 at 2.00 pm. In the
A meeting of e-maintinance cell held on I
presence of following Members.
1. Fixdoux Ahamed 2. Diparice Roychowokious 17/8/17.
3. Jayanon Sikin 17/8/17
A. Gwesh.
5.
6.
The state of the s
TOR 2017
Excerpts of Meeting held on 17.08.2017
List of work under the e-maintenance cell—
1) Website maintenance.
2 Student ERP.
3 Faculty ERP.
Work Load division -
1 (a) Update website * email information to service provider - Jayantat findous.
Findows.
1 (b) Notice and Tenders — Admin — KG + DRc. Filling of Tender and Notice - July 2017 onward Filling of Tender and Notice - July 2017 onward 2/10 Faculty ERP to change and update - Each faculty to updated this her own profile and upload lenon plane.
Filling of Tender and Notice - due 2017 of the
2/10 Faculty ERP to change and update - Lucy Jacob plane.
updated this her own profile will aprive
2 11 cas Co develop tourfiles after computing ISAC.
Faculty ERP - To develop profiles after consulting ISAC.
· Each faculty will be provided with a mountaine and paroword. The aculty to negularly update own profile.
Wormanne and paroword.
- Faculty to regularly update own profile.
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

3- STONENT ERP
· Library + Seminar Library (Lesue + Retwin) - Department of Adity Sorbagyar + Tobida
· Library entragre + Student entrage
· Library entraorie + Student reftware.
Current Updates Required -
About Us -> Contacts > email -> principalsurendmanathroof @ gmail.com/ UGC disclosures -> NAAC -> B+, 2016.
udc disclosures → NAAC → 13+, 0 2016.
Administration -> GB -> Riju Chakrabosty, GS, Students V
All Sub-committee -> except -> finance/Building Prochase
TC - Asst. Sec - Dr. Bibhar Ch. Mondal Nr. Remi Paul.
Afronni -> List of Alconni 2016.
C 11 161 1 6 1 1 1
Faculty -> Liet of Guest Lecturer Separetmental Academic Calender 2017-2018 Routine 2017-2018.
Noutine 2017-2018.

Audent Corner - Structure.

· library + Seminar Library (Leave + Retwin) - Department on Se. Adity Soubagyer + Totrida · Library rottwore + Student reftwore. Library rottwore + Student reftwore + Student reftwore + Student reftwore + Student reftw	
Library + Seminar Library (Leave + Rotwin) - Department on Adity Southagy of twore + Student reftwore. Library entroore - Principal surendmanathroot @ amail. com Library entroore - Principal surendmanathroot @ amail. com Library entroore - Principal surendmanathroot @ amail. Com Library entroore - Principal surendmanathroot @ amail. All All Sub-committee - except - Finance/Building Prochase Readening. Library - Library entroore - Prochase Regulation of Roschase Regulation - Prochase Regulation	3- STONENT ERP
LixHent Updates Required— About Us Contacts email principalsurendmanathrood amail.com uGC disclosures NAAC Administration GGB All Asse Sub-committee except finance/Building Purchase Academic. TC — Asst. Sec — St. Bibhau Ch. Mondal Nr. Remi Taul. Alumm list of Alummi 2016.	· Library + Seminar Library (Lesue + Retwin) - Department of the Adity Sanbagyar + Totida
About Us -> Contacts we email -> principal surendmanath college grade.com UGC disclosures -> NAAC -> B+, 2016. Administration -> GB -> Riju Chakrabooty, GS, Students D All Asst. Sec -> Sr. Bibhau Ch. Mondal Nr. Reni Paul. Alumni -> List of Alumni 2016.	· Library entraorie + Student reftware.
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TC - Asst. Sec — Dr. Bibhau Ch. Mondal Nr. Remi Paul. Alumni > List of Alumni 2016.	Administration -> GB -> Riju Chakrabosty, GS, Students U
Alternin -> List of Alternin 2016.	All Sub-committee -> except -> finance/Building Prochase
	Alterni -> list of Alternia 2016.
A .	Faculty -> List of Guest Lecturer Separatmental Academic Calendar 2017-2018 Routine 2017-2018.

Audent Corner - Structure.

Academics -
Prospectus - 2017-18. List of HD - 2017-18. Maytor Routine - 2017-18.
Mayter Routine - 2017-18.
Research & leminar 01.07. 2016 onwards ->
2017 - Result - Publication - 01.07.2016 -
Home -> Pacilities e-campus - x Remove. Campus Placement X Remove
Anti-lexual Hamas Harramment - Gender Harransmen (ell & ICC.
e-maintenance cell
IBAC Owr team - change
Notice and Heetings - 22/09/2016 -> Onwards.
Academic Calender.
L'ardin.

E- maintenance Cell Report-July, 2017 to September, 2017

The jobs of e-maintenance cell are regular phenomena. We are updating the College website regularly as and when required and data are available.

All the Notice and Tenders are been published in time in the college website. Under the supervision of IQAC we have introduced the following in the session 2017-2018

Online CU Registration process for 1st year students.

Online Provisional admission of 3rd and 2nd year students.

I hope that with diligence, devotion and continuous hard work of the members of e-maintenance cell we will be able to develop the following systems successfully within next 3 months.

ERP for Faculty Profile

Online feedback system for all stakeholders

- Bulk SMS and e-mailing facilities for Teaching and Non-teaching staff
- Space for uploading Study materials by Faculty
- Gender audit by Female students
- KOHA software for E-library
- Integration of the Seminar Libraries with Student ERP.

So, guidance for the development of the above and any other suggestion from IQAC is solicited.

A meeting of e-mamilenance con
in the posesence of following members: Iduly Sarkaina jallily Tohida Rehman 19-12-1017
id dela Sarkajna walk
Til ale Rohman 19,12,1217
Christ.
Camput D 1 1 1 1
Dipartee Roychow twee 18/2/14.
Départe Roychowd lour 18/2/17. Joyanta Sildon 18/12/17
The same of the sa
A STATE OF THE PARTY OF THE PAR
Execute of Meetings held on 19/12/17
Excerpts of Meeting held on 19/12/17
Agenda 1: Confishmation of the mirrules of the previous meetings held on 17.08.17.
Agenda 1: Confirmation of the milities
held on 17.08.17.
Confirmation done.
I le toodured for the look meeting
Agenda 2: Feed Back of the proposals seedled in the look meeting
A
Out of the eover toroposale made to job be done
Out of the seven to posale made to got be done
done.
· ERP of Faculty Brofile - done.
o dono
*Online feedback system for all stakeholders - done.
- offline - done.
a Goodse and by female Students -
Gender audit by female Students - Offline - done. Online - To de.
Agenda 3: Blan of action for next 3 months:
Agenda 3: Ilan of action for next 2 months.
1. Gender audit by Remale students — Online. 2. Bulk 8MS and emailing facilities for Non-leaching staff and e-mailing facilities for 18 + NTS. Sub-committee roise.
Teaching Start Teaching Start
Q. Bulk 8MS and emailing facilities for Non-Teaching staff
and e-making-ficilities for 18+ NIS,
L Sub-committee roise.

(3)	To develop	a	staff	Portal -	eg.	download	Pay slip
							/

- 1 To develop institutional email id for faculties.
- 6 KOHA softwoode foor & library Adity + Tohida.
- 6 Antegration of seminar library with Student ERP. A8+TT
- · (5+6) Work Load allocated to Adily Sabagna and Tomida Rationer.
 · To establish sources in library to link it with source in office.

* Bulk 8m8 to be completed by June 2018.

Company W

at 3pm in the presence of the following members:	18
@ Suchandra chatterjes	
3 Départe Roychonochery 2/18.	
1 Jayanta Sikdaz 3/5/18	
3 dety Larbajna 3/5/18	
Excerpts of meeting held on 03.05.2018	
Agenda 1: Confisumation of the minutes of the previous meeting held on 19/12/17.	7
Confirmation done.	
Agenda 2: Feed back of the proposals prevolved in the last meets	100
Out of the 6 proposals made to be done -	
1. Gender audit by female stedents: Offline done, oreport to be prepared.	1
2. Bulk 8ms for — @ Teaching Staff - done (b) Non teaching Staff - done	
© All - donel	
@ Subcommittee coige - to do.	
3. Staff Portal-development done - with added features l IT declaration, e-gennice book, pay ale daily necord and many more.	P

Plan of action for next 3 months:
1) Bulk 8m3 — @ Sept roise (5) Subcommittee roise.
@ To develop fortilational 15 for T8/faculties
(3) For KOHA KONHack SMART COURSE.
To prepare and substitute oreport to 10AC from Octil

A meeting of e-maintenance cell held on 27,08,2018 (Monday) at 2000 in the presence of following) metanbers.
Dipagnee Roychowshivey, 22/00/18. 3 Fistons Akamed A Jayonth Sikhn
EXCERPTS OF MEETING HELD ON 27.08.2018 :-
DA detailed suport stating activities of e-maintenance cell from September 2017 - August 2018 - June 2018 - July 2017 to June 2018 has been preparted and July
I) A detailed support stating activities of e-maintenance cell from July 2017 - June 2018, how been preparted to be submitted to the ISAC. (Attached in next page),
2 Work Load Division applicable from 1st Sept. 2018:
(a) Notice upload - DRe. (b) Tender upload - AS (c) Staff Information System - Ima - Firdous.
(b) Tender upload - 18 (c) Staff Information System - 8ms J- Firdous. (d) Co-ordination with source townder - 38 (e) Changes and development - KG.

A new email id created for e-maintenance, all notices, tenders will be mailed to that id. Concerned person to upload the soft copies on Swendsonath College website.

The following details given to all members towerent:

FOR NOTICE: http://surendranthcollege.org/wp-admin

User name: kgsrncollege Pass word: SrnC2017#K

FOR TENDER: http://www.collegenoticeboardonline.com/

User name: sm

Pass word: MySrn2017#

Mail

em1884snc@gmail.com Pass word: snc1884em

FOR UPLOADING IN STAFF INFORMATION SYSTEM:

http://surendranathcollege.org/new/payslipindex.php

User name: Admin

Pass word: KouAsu2018#

12 Wespy

E- maintenance Cell Meeting 2017-2018

	Date
Meeting	17.08.2017
131	19.12.2017
2 ND	03.05.2018

Report-July, 2017 to September, 2017

The jobs of e-maintenance cell are regular phenomena. We are updating the College website regularly as and when required and data are available.

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- Online CU Registration process for 1st year students.
- Online Provisional admission of 3rd and 2nd year students.

I hope that with diligence, devotion and continuous hard work of the members of e-maintenance cell we will be able to develop the following systems successfully within next 3 months.

- ERP for Faculty Profile
- Online feedback system for all stakeholders
- Bulk SMS and e-mailing facilities for Teaching and Non-teaching
- Space for uploading Study materials by Faculty
- Gender audit by Female students
- KOHA software for E-library
- Integration of the Seminar Libraries with Student ERP.

So, guidance for the development of the above and any other suggestion from IQAC is solicited.

Report-October, 2017 to June, 2018

The jobs of e-maintenance cell are regular phenomena. We are updating the College website regularly as and when required and data are available.

All the Notice and Tenders are been published in time in the college website.

- ERP for Faculty Profile
- Online feedback system for all stakeholders
 - ❖ STUDENT FEEDBACK FOR THE SESSION 2017-2018 HAS BEEN TAKEN SUCCESSFULLY AND REPORT HAS ALSO BEEN GENERATED.
 - **❖ FACULTY FEED BACK FOR THE SESSION 2017-2018 IS UNDER** PROCESS.
- Bulk SMS
- Space for uploading Study materials by Faculty
- Gender audit by Female students
- Staff information system
 - ✓ Online Pay Slip
 - ✓ Staff notice
 - ✓ Online Daily Record Book
 - ✓ e- Service Book
 - ✓ On line IT Declaration System

All the above has already been done and we hope that our staff will utilize the facilities.

The following is to be done:

- > Institutional mail ID for each staff (Under process)
- > App for staff and students (Permission from Principal & IQAC needed)
- > Development of on line MCQ System (Permission from Principal & IQAC needed)

Members of e-maintenance Cell

Fizdous Afamed
Jayanta Silidan

Liparue Roychowoliour.

A meeting of e-maintenance cell held on 9th April 2011
Tuesday) at 2pm in the presence of following,
members: 2 Départe Roychowdhought 2019
3 Firdous Ahamed 09.4.19

Excerpts of meeting held on 9.04.2019:-

- 1 Institutional email id has been created for each stats and activated.
- 2) As orecommended by NAAC, student satisfaction scowey form
- 18 steady.

 3 App has been created for own college. Still at exposiment stage.

A meeting of e-maintenance cell held on 13.08. 2019.
Tuesday at 12:30 pro in the presence of tollowing members:

6. M. Chahmborty
7. Departe Roychowstures 19/8/19.
8. Samir Kumar Brown 5. Ishan winbar

Excerpts of meeting held on 13.08.2019:-

1 Work Load division-(a) uploding notice - DRC.

(b) Tender - SM / KG.

(c) Pay stip notice - PKM.

(d) Staff notice - Ivo.

(e) Library - Mala/8kB.

(f) Office - Rupesh / KG.

MEMIBERS :-
1. Chosh, 5.
2. Boom 6.
3.
4. 8.
EXCERPTS OF MEETING HELD ON 7-02-2022.
· For IT intrastructure repair and maintenance
of their IT infrastructure including, ones to be departed or discorded.
and & necessary actions to be taken accordingly
20 days, to be assured by IT cell.
· All actions needed for maintenance and upgradation of college website will be further done under WEBSTE TECHNICAL COMMITTEE.

A MEETING OF II and E-MAINTENCE LELL WAS HELD ON 7-02-2022 AT 1PM IN PRESENCE OF POLLOWING