

## 1ST MEETING

17.08.17.

A meeting of e-maintenance cell held on 17.08.2017 at 2.00 pm. in the presence of following Members.

1. Firdous Ahamed
2. Dipanee Roychowdhury 17/8/17.
3. Jayanta Saha 17/8/17
4. ~~Shruti~~
- 5.
- 6.

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 — Jayanta Firdous.

1 (b) Notice and Tenders — Admin — KG + DRC.

2/17 Faculty ERP to change and update — Each faculty to update his/her own profile and upload lesson plans.

Faculty ERP — To develop profiles after consulting IQAC.

- Each faculty will be provided with a username and password.
- Faculty to regularly update own profile.

### 3 — STUDENT ERP

- Library + Seminar Library (Issue + Return) - Department wise.  
Aadity Sarbagya + Tohida
- Library software + Student software.

### \* Current Updates Required —

About Us → Contacts<sup>us</sup> → email → principalsurindranathcollege@gmail.com  
UGC disclosures → NAAC → B+, 2016.

Administration → GB → Riju Chakraborty, GS, Students Union

ALL ~~the~~ Sub-committee → except → Finance / Building / Purchase / Academic.

TC - Asst. Sec — Dr. Bibhav Ch. Mondal  
Mr. Renu Paul.

Alumni → List of Alumni 2016.

Faculty → List of Guest Lecturer  
Departmental Academic Calendar 2017-2018  
Routine 2017-2018.

Student Corner - Structure.

### 3 — STUDENT ERP

- Library + Seminar Library (Issue + Return) - Department wise.  
Adivy, Sabagya + Tohida
- Library software + Student software.

### \* Current Updates Required —

About Us → Contacts<sup>us</sup> → email → principalsurindranathcollege@gmail.com  
UGC disclosures → NAAC → B+, 2016.

Administration → GB → Riju Chakraborty, GS, Students Dr.

ALL ~~the~~ Sub-committee → except → Finance / Building / Purchase / Academic.

TC - Asst. Sec — Dr. Bibhav Ch. Mondal  
Mr. Renu Paul.

Alumni → List of Alumni 2016.

Faculty → List of Guest Lecturer  
Departmental Academic Calendar 2017-2018  
Routine 2017-2018.

Student Corner - Structure.

Academics -

- Prospectus - 2017-18.
- List of HD - 2017-18.
- Master Routine - 2017-18.

Research & Seminar 01.07.2016 onwards →

- 2017 - Result -
- Publication - 01.07.2016 -

Home → Facilities

e-campus - X Remove.  
 Campus Placement X Remove

Anti-sexual Harassment → Gender Harassment Cell & ICC.

e-maintenance cell

IGAC

Our team - change

Notice and Meetings - 22/09/2016 → Onwards.

Academic Calender.

①  
G. Anand.

## 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 1<sup>st</sup> year students.
- Online Provisional admission of 3<sup>rd</sup> and 2<sup>nd</sup> 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.



Convener

A meeting of e-maintenance cell held on 19.12.2017 at 2:00 pm,  
in the presence of following members :-

- Aditya Sarkar 19/12/17
- Tehida Rehman 19.12.2017
- Emshr,
- Dipanee Roychowdhury 19/12/17.
- Joyanta Saha 10/12/17

Excerpts of Meeting held on 19/12/17

Agenda 1: Confirmation of the minutes of the previous meetings held on 17.08.17.

Confirmation done.

Agenda 2: Feed Back of the proposals discussed in the last meeting

Out of the seven proposals made to ~~be~~ be done

- ERP of Faculty Profile — done.
- Online feedback system for all stakeholders — done.
- Gender audit by female students —
  - Offline — done.
  - Online — To do.

Agenda 3: Plan of action for next 3 months :-

1. Gender audit by female students — online.
  2. Bulk SMS and emailing facilities for —
    - Teaching staff
    - Non-teaching staff
    - ALL
    - Sub-committee wise.
- and e-mailing facilities for PG + NTS.

- ③ To develop a staff Portal — eg. download pay slip.
- ④ To develop institutional email id for faculties.
- ⑤ KOHA software for E-library — Adity + Tohida.
- ⑥ Integration of seminar library with Student ERP. — A8+T

- (5+6) Work load allocated to Adity Sabagna and Tohida Rahman
- To establish server in library to link it with server in office.

\* Bulk sms to be completed by June 2018.

Amosh.

A meeting of e-maintenance cell held on 03.05.2018 at 3pm in the presence of the following members :-

- ① Push.
- ② Suchandra Chatterjee
- ③ Dipankar Roychowdhury 3/5/18.
- ④ Jayanta Sirdar 3/5/18
- ⑤ Abhijit Sarkar 3/5/18.

Excerpts of meeting held on 03.05.2018

Agenda 1 : Confirmation of the minutes of the previous meeting held on 19/12/17.

Confirmation done.

Agenda 2 : Feed back of the proposals resolved in the last meeting.

Out of the 6 proposals made to be done -

1. Gender audit by female students: Offline done, report to be prepared.
2. Bulk Sms for —
  - (a) Teaching Staff - done
  - (b) Non teaching Staff - done
  - (c) All - done
  - (d) Subcommittee wise - to do.
3. Staff Portal - development done - with added features like IT declaration, e-service book, pay slip, daily record and many more.



Plan of action for next 3 months:-

- ① Bulk sms — @ Dept wise  
⑤ Subcommittee wise.
- ② To develop institutional II for TS/faculties
- ③ For KONA contact SMART COURSE.
- ④ To prepare and submit report to IQAC from Oct'17  
April 2018.

K. Shobin

A meeting of e-maintenance cell held on 27.08.2018 (Monday) at 2pm in the presence of following members.

- ① Push
- ② Dipakree Roychowdhury, 27/08/18.
- ③ Firdous Akram
- ④ Jayanta Saha

EXCERPTS OF MEETING HELD ON 27.08.2018 :-

- ① ~~A detailed report stating activities of e-maintenance cell from September 2017 - August 2018 June 2018. July 2017 to June 2018 has been prepared and sub~~
- ① A detailed report stating activities of e-maintenance cell from July 2017 - June 2018, has been prepared to be submitted to the IQAC. (Attached in next page).
- ② Work Load Division applicable from 1st Sept. 2018 :-
  - (a) Notice upload - Dk.
  - (b) Tenders upload - AS
  - (c) Staff Information System - <sup>Notice</sup> Sms } Firdous.
  - (d) Co-ordination with service providers - JS
  - (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 in Surendranath College website.

The following details given to all members present:—

**FOR NOTICE:** <http://surendranathcollege.org/wp-admin>  
User name: kgsrncollege  
Pass word: SmC2017#K

**FOR TENDER:** <http://www.collegenoticeboardonline.com/>  
User name: srm  
Pass word: MySrn2017#

**Mail**  
[em1884snc@gmail.com](mailto:em1884snc@gmail.com)  
Pass word: snc1884em

**FOR UPLOADING IN STAFF INFORMATION SYSTEM:**  
<http://surendranathcollege.org/new/payslipindex.php>  
User name: Admin  
Pass word: KouAsu2018#



## E- maintenance Cell Meeting 2017-2018

Meeting	Date
1 <sup>ST</sup>	17.08.2017
2 <sup>ND</sup>	19.12.2017
3 <sup>RD</sup>	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.

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 1<sup>st</sup> year students.
- Online Provisional admission of 3<sup>rd</sup> and 2<sup>nd</sup> 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.

## 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

  
Firdous Ahamed  
Jayanta Sildin  
Diparna Roychowdhury.

A meeting of e-maintenance cell held on 9<sup>th</sup> April 2019 (Tuesday) at 2pm in the presence of following members:-

- ① K. Anshu.
- ② Dipanee Roychowdhury 9/4/2019
- ③ Firdous Ahamed 09.4.19
- ④

Excerpts of meeting held on 9.04.2019 :-

- ① Institutional email id has been created for each staff and activated.
- ② As recommended by NAAC, student satisfaction survey form is steady.
- ③ App has been created for our college. Still at experimental stage.

K. Anshu.

A meeting of e-maintenance cell held on 13.08.2019  
(Tuesday) at 12:30 pm in the presence of following members:-

- 1.
2. *[Signature]*
3. *[Signature]*
4. Prasanna
5. Ishani Mishra
6. M. Chakraborty
7. Dipasree Roychowdhury. 13/8/19.
8. Samir Kumar Patra

Excerpts of meeting held on 13.08.2019 :-

① Work Load division -

- (a) uploading notice - DRC.
- (b) Tender - SM/KG.
- (c) Pay slip notice - PKM.
- (d) Staff notice - IW.
- (e) Library - Mala/SKB.
- (f) Office - Rupesh/KG.

A MEETING OF IT and E-MAINTENANCE CELL WAS HELD ON 7-02-2022 AT 1PM IN PRESENCE OF FOLLOWING MEMBERS :-

1. Choudhary
2. Prasad
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

EXCERPTS OF MEETING HELD ON 7-02-2022.

- For IT infrastructure repair and maintenance
  - Departments were asked to submit current status of their IT infrastructure including ones to be repaired or discarded.
  - Hardwares to be inspected by technicians and if necessary, actions to be taken accordingly.
  - All hardwares should be repaired within next 20 days, to be assured by IT cell.
- All actions needed for maintenance and upgradation of college website will be further done under WEBSITE TECHNICAL COMMITTEE.