



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions



Annual E-Governance Report (2018 -2023)

Campus : Regent Education & Research Foundation Group of Institutions

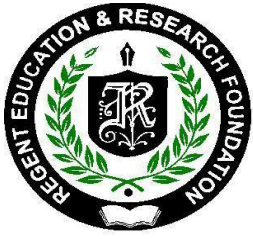
E-mail : rerfkolkata@gmail.com, Website : www.rerf.in

Campus Address:

Bara Kanthalia, Barrackpore
P.O: Sewli Telinipara, P.S.: Titagarh
Kolkata - 700 121
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

11/3, Biresw Guha Street
7th Floor, Kolkata - 700 017
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REGENT EDUCATION & RESEARCH FOUNDATION

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ANNUAL E-GOVERNANCE REPORT (2022-23)

E-Governance has been running smoothly in the Administration, Finance & Accounts, Students Admission and Support, and Examination departments of Regent Education & Research Foundation Group of Institutions since 2016.

E-Governance in Administration:

- ✓ Staff attendance is tracked via a biometric system.
- ✓ The Institute manages student Admission and fee collection via a user-friendly Enterprise Resource Planning (ERP) technology.
- ✓ Each administrative office has a complete computer system and hardware resources.
- ✓ The classrooms, the conference room and the Seminar rooms are ICT enabled with Projectors.
- ✓ To check the satisfaction level of the students, their feedback is collected online.
- ✓ Dedicated WhatsApp Groups in each academic department have been created for sharing orders, information and discussion on a common platform.

E-Governance in Finance and Accounts:

- ✓ Using ERP software makes it possible to collect money online, generate fee receipts and keep track of student fee ledgers.
- ✓ Every financial transaction and tendering process has been sped up and made simpler by the use of digital signatures and online fees/payment choices.
- ✓ The salaries of employees are paid online through NEFT/RTGS.
- ✓ All scholarship payments and purchasing transactions are made cashless in order to uphold systemic openness and financial accountability.

E-Governance in Student admission Process

- ✓ Use of ERP software streamlines the admissions process of all the students

Principal

Regent Education & Research Foundation
Bara Kanthalia, P.O. - Sewli Telinipara
Barrackpore, Kolkata- 700121

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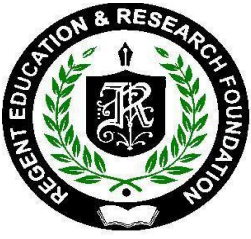
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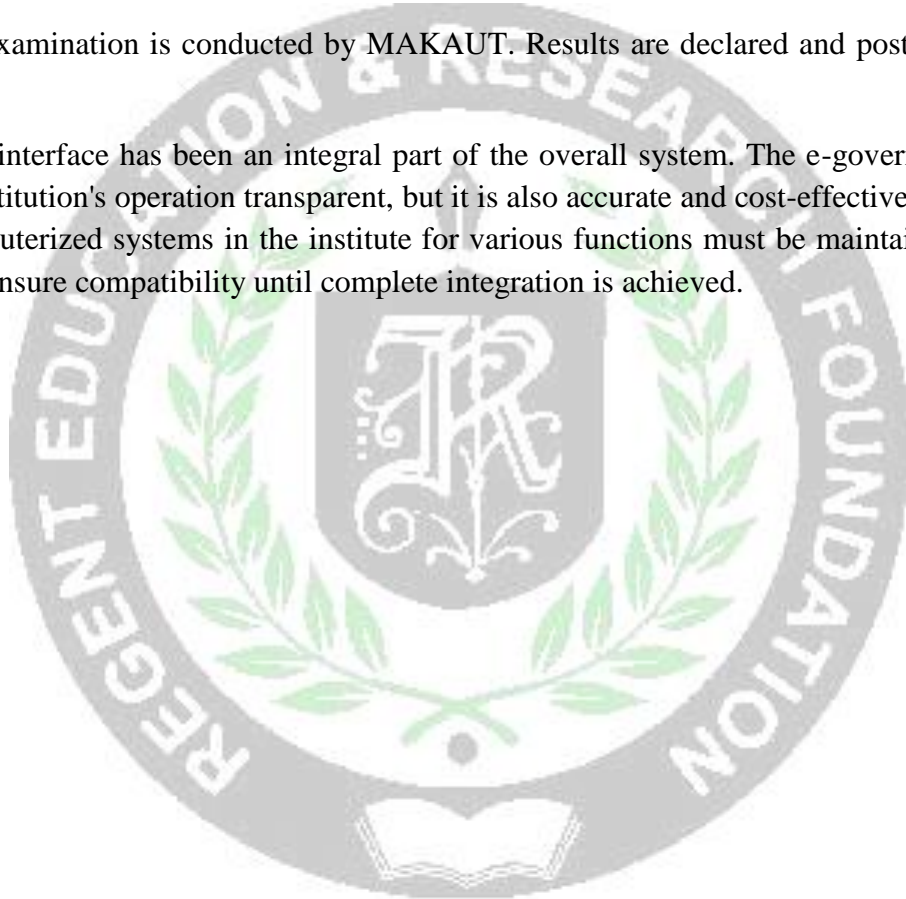
- ✓ ERP also facilitates to generate various reports such as payment recipient.

E-Governance in Examination:

- ✓ An online platform for courses & careers is provided where students register online for internal exams.
- ✓ The students' internal evaluations are conducted and the results are updated on the portal of the affiliating university (MAKAUT). To view their grades, students can log in using their user ID and password.
- ✓ Semester examination is conducted by MAKAUT. Results are declared and posted on the MAKAUT website.

Hence, the online interface has been an integral part of the overall system. The e-governance technology not only makes the institution's operation transparent, but it is also accurate and cost-effective.

The existing computerized systems in the institute for various functions must be maintained and improved to satisfy needs and ensure compatibility until complete integration is achieved.



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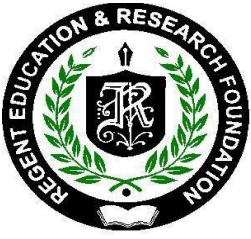
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ANNUAL E-GOVERNANCE REPORT (2021-22)

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E-Governance in Administration:

- ✓ Staff attendance is tracked via a biometric system.
- ✓ The Institute manages student Admission and fee collection via a user-friendly Enterprise Resource Planning (ERP) technology.
- ✓ All the administrative offices are computerized and well equipped with hardware resources.
- ✓ The seminar room, conference rooms, and classrooms all are ICT enabled.
- ✓ Student feedback is collected online to check the satisfaction level of the students.
- ✓ Dedicated WhatsApp Groups in each academic department have been created for sharing orders, information and discussion on a common platform.

E-Governance in Finance and Accounts:

- ✓ Using ERP software makes it possible to collect money online, generate fee receipts and keep track of student fee ledgers.
- ✓ Every financial transaction and tendering process has been sped up and made simpler by the use of digital signatures and online fees/payment choices.
- ✓ The salaries of employees are paid online through NEFT/RTGS.

E-Governance in Student admission Process

- ✓ Use of ERP software streamlines the admissions process of all the students.
- ✓ ERP also facilitates to generate various reports such as payment recipient.

E-Governance in Examination:




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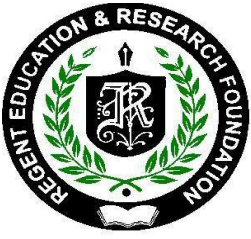
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- ✓ An online platform for courses and careers is provided where students register online for internal exams.
- ✓ The students' internal evaluations are conducted and the results are updated on the portal of the affiliating university (MAKAUT). To view their grades, students can log in using their user ID and password.
- ✓ Semester examination is conducted by MAKAUT. Results are declared and posted on the MAKAUT website.






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ANNUAL E-GOVERNANCE REPORT (2020-21)

E-Governance has been running smoothly in the Administration, Finance & Accounts, Students Admission and Support, and Examination departments of Regent Education & Research Foundation Group of Institutions since 2016.

The Institute set out to enhance e-Governance in the challenging COVID-19 environment.

E-Governance in Administration:

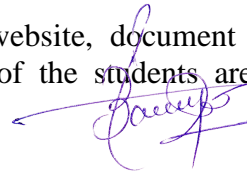

- ✓ Staff attendance is tracked via a biometric system.
- ✓ The Institute manages student Admission and fee collection via a user-friendly Enterprise Resource Planning (ERP) technology.
- ✓ Each administrative office is fully equipped with the required hardware resources.
- ✓ During the lockdown, all faculty members ensured that all the classes are held online according to the time-table using Google Meet, Zoom, or Google Classroom.
- ✓ WhatsApp Groups in each academic department have been created for sharing orders, information and discussion on a common platform.

E-Governance in Finance and Accounts:

- ✓ Using ERP software makes it possible to collect money online, generate fee receipts and keep track of student fee ledgers.
- ✓ Every financial transaction and tendering process has been sped up and made simpler by the use of digital signatures and online fees/payment choices.

E-Governance in Student admission Process

- ✓ Use of ERP software streamlines the admissions processes of all the students.
- ✓ The disclosure of admission norms and schedule on the college website, document verification, payment of tuition and other admission processes, and counseling of the students are just a few instances of online admission and support activities.

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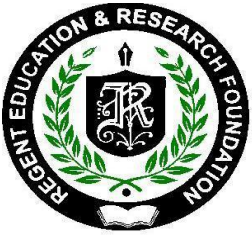
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E-Governance in Examination:

- ✓ An online platform for courses and careers is provided where students register online for internal exams.
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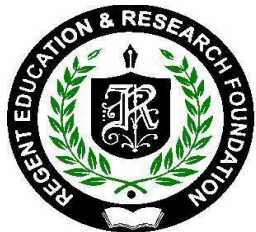
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ANNUAL E-GOVERNANCE REPORT (2019-20)

Since 2016, the Administration, Finance & Accounts, Students Admission and Support, and Examination departments of the Regent Education & Research Foundation Group of Institutions have been successfully utilizing e-government.

E-Governance in Administration:

- ✓ Use of biometric system to track staff's attendance.
- ✓ Every administrative office has all the necessary hardware resources.
- ✓ The Institute uses Enterprise Resource Planning (ERP) system to manage student admission and fee collection.

E-Governance in Finance and Accounts:

- ✓ Using ERP software to create fee receipts, maintain student fee ledgers, and collect money online.
- ✓ Using digital signatures and online fee/payment choices has streamlined and accelerated every financial transaction and tendering process.
- ✓ Employee salaries are paid online via NEFT/RTGS.
- ✓ Management of Institute accounts.

E-Governance in Student admission Process

- ✓ Use of ERP software streamlines the admissions processes of all the students.
- ✓ A few instances of online admission and support activities include the publication of admission standards and deadlines on the college website, document verification and other admission related information.

E-Governance in Examination:

- ✓ The students' internal evaluations are conducted and the results are updated on the portal of the affiliating university (MAKAUT). To view their grades, students can log in using their user ID and password.
- ✓ Semester examination is conducted by MAKAUT. Results are declared and posted on the MAKAUT website.

[Handwritten Signature]



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ANNUAL E-GOVERNANCE REPORT (2018-19)

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E-Governance in Administration:

- ✓ Use of biometric system to monitor staff's attendance.
- ✓ The administrative office is well equipped with the necessary hardware resources.
- ✓ The Institute uses an easy-to-use Enterprise Resource Planning (ERP) system to manage student admission and fee collection.
- ✓ All notifications are published in institute website.
- ✓ Supervision of various scholarship schemes.

E-Governance in Finance and Accounts:

- ✓ Using ERP software to create fee receipts, maintain student fee ledgers and collect money online.
- ✓ The usage of digital signatures and online fees/payment options has sped up and simplified every financial transaction and tendering procedure.
- ✓ Employee salaries are paid online via NEFT/RTGS.
- ✓ Management of Institute accounts.

E-Governance in Student admission Process

- ✓ Use of ERP software streamlines the admissions processes of all the students.
- ✓ A few examples of online admission and support activities include the publication of admission standards and deadlines on the college website, document verification and other admission related information.

E-Governance in Examination:

- ✓ Internal assessments of the students are updated on the MAKAUT portal of the affiliated university. Students can access their grades by logging in using their user ID and password.
- ✓ MAKAUT administers the semester exams, and it posts the results on its website.

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