

# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions



### E-Governance Policy

*Das*



Campus : Regent Education & Research Foundation Group of Institutions

E-mail : [rerfkolkata@gmail.com](mailto:rerfkolkata@gmail.com), Website : [www.rerf.in](http://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, Biresh Guha Street**  
**7<sup>th</sup> Floor, Kolkata - 700 017**  
**Tel.: 033-3221-3013**



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Policy statement

E-Government is the application of ICT to administrative tasks to boost productivity, convenience, and cost-effectiveness. Since its inception in 2009, RERFGI has started utilizing ICT techniques in some of its administrative duties. The institute has expanded e-governance to encompass an increasing number of administrative tasks as the idea of e-governance has grown along with ICT to improve efficient information sharing among the institution's numerous stakeholders.

### Objectives

- Implementation of E-governance throughout all aspects of the institution's operations to create a simple yet effective system of internal governance.
- To foster accountability and transparency throughout all activities of the institute.
- To set up ICT Enabled classrooms with smart boards, projectors, etc.
- To establish and attain a paperless atmosphere in the campus.
- To create a library that is entirely automated.
- To enable easy and quick information access.
- To increase the institution's global visibility.

### Scope and Applicability

E-Governance uses innovative and scientific technologies to improve the institute's system of governance for its growth. The E-Governance Policy of the institute is extended to the following areas:

- General Administration
- Student Admission
- Accounts and Finance
- Examination
- Library
- ICT Infrastructure
- E-waste Management

### Policy

The following policies have been implemented by RERFGI in order to adopt e-governance in all areas of operation, including administration, the library, admissions, and teaching:

1. **Website:** The institute website is to be updated regularly to show the latest developments. Information on all activities of the institute such as events, significant notices, and other items is to be readily

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : [rerfkolkata@gmail.com](mailto:rerfkolkata@gmail.com), Website : [www.rerf.in](http://www.rerf.in)

Campus Address:

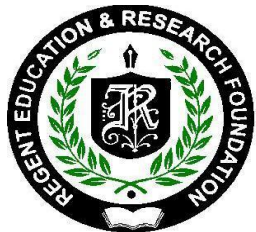
Bara Kanthalia, Barrackpore  
P.O: Sewli Telinipara, P.S.: Titagarh  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

*Qan*



Regd. Office Address:

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

accessible on the website. Website administration and updating at the institute level is to be handled by an internal software development team. Posts on significant events and accomplishments would be made on social media.

- 2. Student Admission:** The admission portal (ERP) is used to manage all matters pertaining to admission, including updates on the number of students applying for each course, payment of fees, withdrawals, etc.
- 3. Finance & Accounts:** Using ERP software helps to keep track of student fee ledgers and generate fee receipts. Cashless transactions are used for all scholarship payments and purchases to ensure systemic transparency and financial accountability. Employee salaries are paid online via NEFT/RTGS.
- 4. Library:** To enable usage of library resources both inside and outside campus, the entire library system with regard to issue and reference is to be automated. On-campus students will have access to electronic journals and articles.
- 5. Administration:** To track and record the attendance of Administrative staff and teaching faculty attendance management software is used. Advanced Excel and file management system tools are used by the administrative office to maintain a successful database. The college's administration is to become paperless to enable a simple, convenient, and efficient approach. In order to remain updated with the technological advancements, the administrative staffs are to be provided with adequate training.
- 6. Examinations:** The Examination process is regulated by the affiliating university (MAKAUT) and thus e-governance policy of the University is adopted in this regard. Students can examine their total marks at the conclusion of each semester and report discrepancies, if any, via affiliating university's online portal.
- 7. Placements:** The in-house placement cell facilitates campus recruitment processes for the students. It keeps a track of students' information and also provides instant access to placement related data.
- 8. Alumni:** The dedicated alumni link on the website offers services like registration, alumni accomplishments, noteworthy alumni from the institute, and other aspects, aims to deepen our interactions with our alumni.
- 9. E-waste Management:** As part of its commitment to a sustainable environment, the college maintains a precise and environmentally friendly waste management system. Most environmental-related initiatives on campus are led by the NSS cell of the College.

The institute will work to bring all administrative processes under a unified e-governance platform. The current computerized systems for various tasks, however, must be maintained and improved to meet requirements and compatibility until complete integration is achieved.



Campus : Regent Education & Research Foundation Group of Institutions

E-mail : [refkolkata@gmail.com](mailto:refkolkata@gmail.com), Website : [www.refr.in](http://www.refr.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, Biresh Guha Street**  
**7<sup>th</sup> Floor, Kolkata - 700 017**  
**Tel.: 033-3221-3013**