

RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI, KOLKATA- 700017



ANNUAL E- GOVERNANCE REPORT

YEAR 2018 - 2019

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kol-17

ANNUAL E- GOVERNANCE REPORT (2018-2019)

E-Governance in Administration:

- ✓ Use of Biometric system to record and monitor staffs attendance. Administrative office of the college is well equipped with all the basic hardware and software required for smooth and seamless office work.
- ✓ Dedicated Whatsapp groups were created in different heads to share Govt. orders, timely notification and information in a common platform among the stakeholders. Formal correspondence were done through emails.
- ✓ The college library is endowed with UGC funded software SOUL (2.0 version) which facilitates accession and circulation. Readers of the institution through N-List programme of INFLIBNET can avail 90,000 e-books and e - journals. Online classrooms have been introduced through instituting of Virtual Class Rooms and the same have been funded by the State Govt . A control room for conducting University Exams where in College serves as an External Centre have been operationalized and refurnished with ICT.
- ✓ Digital Supervision of various Govt. scholarship programmes.

E- Governance in Finance and Accounts:

- ✓ The planning and allocation of funds from UGC/State is delegated to Purchase/Finance Committees which includes as its participating members both teaching and non teaching staff. Utilization of grant and all budgetary alterations are meticulously discussed in these bodies and deliberations are duly recorded. Library Committee drafts book budget in close consultations with respective departments.
- ✓ The Financial accounting of the institution is managed by TALLY ERP 9 GOLD which was purchased in 2015 and is in use till date.
- ✓ The College also manages the Students Financial data through a Student Accounting System Software.


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- ✓ The College uses the interface like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Human Resource Management System (HRMS) to generate salary slips seamlessly, disburse the salary to the bank accounts of the substantive staff members.
- ✓ The salaries of employees are also paid through NEFT/RTGS.

E- Governance in Students Admission and Support:

- ✓ The online admission procedures were rendered more rigorous and responsive. The Admission Committee tries to rectify previous lapses towards fulfilling all procedural formalities. Telephonic queries were responded to through delegated teachers on a round the clock basis.
- ✓ Being a Government-aided college, new admission to Semester 1 was conducted online as per direction/orders of the Department of Higher Education, Government of West Bengal, and the University of Calcutta. The students' section of the office digitally manages all the activities including the whole admission process, registration and form fill up.

E- Governance in Examination:

- ✓ Rani Birla Girls' College is affiliated to the University of Calcutta. In the year 20218 the University incorporated the Choice Based Credit System (CBCS) and has a dedicated portal www.cuexam.net /cuexamwindow.in for all the examination related activities and the college adheres to every notices and deadlines related to the examinations by accessing the University Portal.
- ✓ The College also has a mechanism of circulating invigilation related duty list for various University examination among the teaching and non-teaching through a dedicated whatsapp group.
- ✓ The faculties also circulated the exam schedule with the students in various whatsapp groups for quick access.
- ✓ Uploading, Scrutinising and downloading of all relevant marks of all the components (Internal, Tutorial/Practical and Theoretical) by the faculties were also done through the dedicated University Portal through an OTP generation.


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