

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



ANNUAL E- GOVERNANCE REPORT

YEAR 2019 - 2020

PRANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kol-17

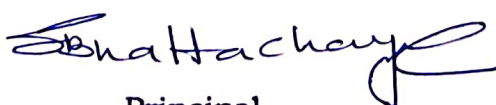
ANNUAL E- GOVERNANCE REPORT (2019-2020)

E-Governance in Administration:

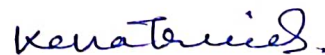
- ✓ Much of the college's administrative work was done online. The college website functioned as the medium to convey all administrative and educational activities including accreditation and ranking certificates. For example, it notifies admission procedures prior to fresh admission and updates institutional events on a regular basis. Every student has a unique identification number, the use of which is indicative of fee status, admit card, University registration number and roll number.
- ✓ The College maintained its link with Higher Education Department also online through dedicated email and WhatsApp 24x7 so that urgent matters were conveyed immediately and appropriate action could be taken instantly.
- ✓ The Management Information System has a database of details of staff, students, financial matters and all the important information necessary, thus helping the administration identify key areas for planning and development. It also includes data pertaining to admission, University registration and results. Information sought by the Department of Higher Education likewise is available in the system. The College also uploaded and updated the academic, administrative and financial data in *BANGLA UCCHASHIKSHA PORTAL*.

E- Governance in Finance and Accounts:

- ✓ Fees collection including examination fees, admission fees, refunding in case of cancellation of admission etc. from students was done online. The entire processing of the salaries and generation of play slips was done online. Accounts department maintains records through digital documentation. Ledger records were maintained through Tally ERP.
- ✓ The salaries of employees were also paid through NEFT/RTGS.



Principal
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Kolkata - 700 017



ADMINISTRATOR
Rani Birla Girls' College
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E- Governance in Students Admission and Support:

- ✓ Admission was conducted fully via online mode confirming to the regulations laid down by the University. SMS through notification gateway were sent to the applicants confirming successful submission of application and receipts of payments. Data required by the University for registration were processed online based on the information drawn from the application forms.
- ✓ A good number of students were registered beneficiaries of various state sponsored schemes like Kanyashree, Aikyashree, Minority Scholarship, Swami Vivekananda Merit Scholarship through e-portals.

E- Governance in Examination:

- ✓ Rani Birla Girls' College is affiliated to the University of Calcutta. The University 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 form submission, registration and marks submission for examination were done online as prescribed by the University.
- ✓ 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.
- ✓ Uploading, Scrutinising and downloading of all relevant marks of all the components (Internal, Tutorial/Practical and Theoretical) by the faculties were done through the dedicated University Portal through *OTP* generation.



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