RANI BIRLA GIRLS' COLLEGE

38, SHAKESPEARE SARANI, KOLKATA- 700017

ANNUAL E- GOVERNANCE REPORT

YEAR 2022 - 2023

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kol-17

ANNUAL E- GOVERNANNCE REPORT (2022-2023)

E-Governance in Administration:

✓ At the Administrative level, communication and correspondence took over to another realm of disseminating relevant information and urgent notices for students through a dynamic and robust college website. The College website is frequently updated with timely changes and additional tabs are being added for easy access and display of information.

✓ There is an availability of high speed broadband with Wifi connectivity in the campus.

✓ A dedicated whatsapp group for various Departments, Statutory Committees, Cells has constantly been in use for sharing and disseminating information, important notices, Govt. orders and discussions among the teaching and non-teaching staffs. Formal correspondence were dispatched through emails as well.

✓ The Administrative office has access to complete computer system and hardware resources. Faculty related data is collected digitally and is preserved and is used for All India Survey of Higher Education (AISHE) and National Institute Ranking Framework (NIRF).

✓ The College Library is partially computerized through server-based SOUL SOFTWARE (SOUL3.0) in 2022-23. However the INFLIBNET-NLIST program is being used for access to e-resources. The readers can get the book list of the college library through Online Public Access Catalogue. The link of the catalogue is available in the college website.

✓ The College is an annual member of the N-LIST programme of INFLIBNET to provide the e-resource access to students and teachers by individual username and password. The link of the N-LIST is available in the college website.

✓ The College auditorium is ICT enabled with projectors for Administrative use such as holding workshops, seminars, training programmes and meetings at administrative level.

✓ The feedback of the student is collected online under the tab Student Satisfaction Survey displayed in the college website.

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✓ Other relevant Administration related interface under the E-governance has been hosted in the College Website https://www.rbgc.ac.in/index.php

E- Governance in Finance and Accounts:

✓ 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.

✓ 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 Substantive staff accesses the WBIFMS to generate pay slips and related documents anytime.

✓ Notices of E-tenders are put up in the College website in a separate tab for easy display and access for all. The salaries of employees are also paid through NEFT/RTGS.

E- Governance in Students Admission and Support:

✓ The institution adheres to the Online Admission and verification process as per the direction given by the HED Govt. of West Bengal.

✓ The students' section of the office digitally manages all the activities including the whole admission process, registration and form fill up.

✓ To further enhance the transparency of the process the College had its e-prospectus displayed on the college website. The e-prospectus has all the information and guidelines regarding the admission process. In this regard a Prospectus Sub-Committee was formed to work on the e-prospectus.

✓ The institution has established an online Grievance Redressal mechanism. Students can submit their grievances through an online portal, which is forwarded to the relevant authorities for resolution.

✓ The institution has also launched a Student Satisfaction Survey tab in the college website where feedbacks from the students are collected.
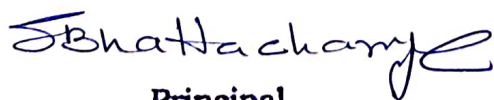
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- ✓ The student-support system like scholarship and student progression is recorded online. A good number of students of this institution are registered beneficiaries of state sponsored schemes like Kanyasree, Minority Scholarship, Swami Vivekananada Merit Scholarship, Aikashree Scholarship. Students Advisory Committee maintains regular liaison between staff, college and the students.
- ✓ Other Support Services available to students are all displayed in the College Website under the tab Student Support Services with detailed features and procedures for each section of the Governance https://www.rbgc.ac.in/student-support-services.php

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.
- ✓ A dedicated non-teaching staff maintains the University portal and coordinates all exam related affairs with the Principal of the College such as looking into the eligible candidates Check list, form filling, distributing the Admit cards after downloading from the University Portal, etc.
- ✓ The College also has a mechanism of circulating invigilation related duty list for various University examination among the teaching and non-teaching staffs through a dedicated whatsaap group.
- ✓ Uploading, Scrutinising and downloading of all relevant marks of all the components (Internal, Tutorial/Practical, Theoretical) by the faculties are also done through the dedicated University Portal through an OTP.
- ✓ After the results are published the students can visit the www.cuexam.net to view and download results as well.
- ✓ The institution also has a mechanism of displaying the results of the past years under the result section of the college website https://www.rbgc.ac.in/results.php

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