RANI BIRLA GIRLS' COLLEGE

38, SHAKESPEARE SARANI, KOLKATA- 700017

ANNUAL E- GOVERNANCE REPORT

YEAR 2020 - 2021

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kol-17
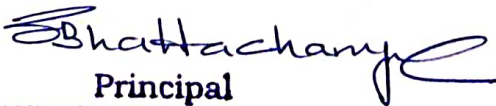
ANNUAL E- GOVERNANNCE REPORT (2020-2021)

The year 2020 has been a challenging one with the onset of pandemic. This year was marked by COVID-19 which necessitated a drastic shift towards online education and distance learning. The E-governance initiatives implemented during this year aimed at facilitating the transition towards online teaching and learning ensuring continuous provision and mentoring the students through various web-enabled services.

E-Governance in Administration:

✓ At the Administrative level virtual meetings on Zoom and Google meet platforms were extensively used.

✓ Dedicated whatssap groups have been created in different heads to share Govt.orders, timely notification and information in a common platform among the stakeholders.

✓ Administrative meetings and teaching learning was mostly done online adhering to the departmental time table.

✓ Administrative level workshops were organised online through Webinars.

✓ The College renewed the Annual membership of the N-LIST programme of INFLIBNET which manages e-resources accessible to students and teachers by individual username and password. The link of the N-LIST is available in the college website.

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 managed the Students Financial data through a Student Accounting System Software.

✓ The College used the interface like Public Financial Management System (PFMS) which to manages 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 were also paid through NEFT/RTGS.

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017

ADMINISTRATOR
Rani Birla Girls' College
38, Shakespeare Sarani, Kol-17

E- Governance in Students Admission and Support:

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

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

✓ As the year was hit by Pandemic the College followed the *Online admission* process as notified by the Higher Education Department on Online Admission (2020-2021) dated 16.07.2020 *No.434-Edn(CS)/10M-95/14* and notification No. *530-Edn(CS)/10M-95/14* dated 21.09.2020.

✓ Various online interfaces related to Students Scholarships programmes were operated by various substantive teachers as Nodal Officers. Data verification of the students for scholarships were also done and uploaded digitally.

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 College abides by the University's notification for conducting the examination. This year was pandemic year, hence, as per the Higher Education Department order/notices, all the examination were conducted online.

✓ Many departments also conducted online tests and gave assignments to the students submissions of which were made through Google classrooms and departmental emails.

✓ To initiate registration process in the pandemic situation, the college made provisions as per the guidelines issued by the University. The college uploaded all the relevant information of the student database in the excel format (as given by the University). This was done as per the notice *(Registration Process for Undergraduate Courses 2020-2021) Ref: No.:R/627/2020* issued from the office of the Registrar, University of Calcutta.

✓ 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.

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017

ADMINISTRATOR
Rani Birla Girls' College
38, Shakespeare Sarani, Kol-17