

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



ANNUAL E- GOVERNANCE REPORT

YEAR 2021 - 2022

## RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kol-17

### ANNUAL E- GOVERNANCE REPORT (2021-2022)

#### E-Governance in Administration:

- ✓ As far as possible the communication and information flow were made paperless. All important notices and Government orders were disseminated online through College Website as well as through whatsapp for discussions on urgent matters. Formal correspondence were dispatched through emails as well.
- ✓ Administrative work and teaching learning was mostly done through online/ hybrid mode as partial lockdown was still going on in the state. Urgent meetings were held on various online platform as well.
- ✓ A dedicated and strictly monitored whatsapp group with different heads continued to be in use to facilitate quick inflow of information among the stakeholders. Administrative level workshops were organised Online.
- ✓ The Faculty related data were managed digitally and is preserved and is used for All India Survey of Higher Education (AISHE) and National Institute Ranking Framework (NIRF).
- ✓ The College renewed its annual membership 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 feedback of the student was collected online through Google forms.

#### 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 manages the funds received from the Government, Human Resource Management System (HRMS) to

  
Principal  
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ADMINISTRATOR  
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generate salary slips seamlessly, disburse the salary to the bank accounts of the substantive staff members.


- ✓ The Substantive staffs has access to the WBIFMS to generate pay slips and related documents anytime with their own credentials as login username and password.
- ✓ 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 were 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 managed all the activities including the whole admission process, registration and form fill up.
- ✓ Various interfaces related to Students Scholarships programmes were digitally operated by various substantive teachers as Nodal Officers.

#### E- Governance in Examination:

- ✓ Rani Birla Girls' College is affiliated to the University of Calcutta. The University has a dedicated portal [www.cuexam.net](http://www.cuexam.net) /[cuexamwindow.in](http://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 abides by the University's notification related to conducting the examination. Hence, as per the Standard Operating Procedures from the HED of Covid related protocols, examination still continued through online mode.
- ✓ 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* generation.
- ✓ After the results are published the students can visit the [www.cuexam.net](http://www.cuexam.net) portal to view and download results as well.

  
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