

# RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017



*Criterion Name: Governance, Leadership and  
Management*

*Index No: 6.2.2*

*Subtitle: Response to DVV - An Annual  
e- governance report approved by the  
Governing Council.*

*Index No: 6.2.2*

**An  
Annual  
e- governance report  
approved by the Governing  
Council.**



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**RANI BIRLA GIRLS' COLLEGE**

38, Shakespeare Sarani

Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

## **6.2.2- An Annual e- governance report approved by the Governing Council.**

The College functions under the Administrator appointed by the Higher Education Department, Government of West Bengal, who is at par with the Governing Council, hence all e- governance report of the college are approved by the administrator.

The E- Governance report includes:

Sl.No	Year	Links to e-governance report
1.	2022-2023	<a href="https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2022-23.pdf">https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2022-23.pdf</a>
2.	2021-2022	<a href="https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2021-22.pdf">https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2021-22.pdf</a>
3.	2020-2021	<a href="https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2020-21.pdf">https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2020-21.pdf</a>
4.	2019-2020	<a href="https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2019-20.pdf">https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2019-20.pdf</a>
5.	2018-2019	<a href="https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2018-19.pdf">https://www.rbgc.ac.in/EGovernanceReports/Annual-E-Gov-Report-2018-19.pdf</a>

(Dr. Srabanti Bhattacharya)

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ANNUAL E- GOVERNANCE REPORT

YEAR 2022 - 2023

**RANI BIRLA GIRLS' COLLEGE**

**38, Shakespeare Sarani, Kol-17**

**ANNUAL E- GOVERNANCE 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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**38, Shakespeare Sarani, Kol-17**

- ✓ Other relevant Administration related interface under the E-governance has been hosted in the College Website <https://www.rbqc.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.

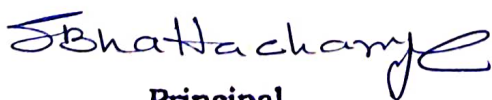
  
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- ✓ The student-support system like scholarship and student progression is recorded online. A good number of students of this institution are registered beneficiaries of state sponsored schemes like Kanyasree, Minority Scholarship, Swami Vivekananda 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.rbqc.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](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 also has a mechanism of circulating invigilation related duty list for various University examination among the teaching and non-teaching staffs through a dedicated whatsapp 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](http://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.rbqc.ac.in/results.php>



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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

  
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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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ANNUAL E- GOVERNANCE REPORT

YEAR 2020 - 2021

## RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kol-17

### ANNUAL E- GOVERNANCE 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 whatsapp 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.



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#### 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](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.
- ✓ 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.

  
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ANNUAL E- GOVERNANCE REPORT

YEAR 2019 - 2020

## PRANI BIRLA GIRLS' COLLEGE

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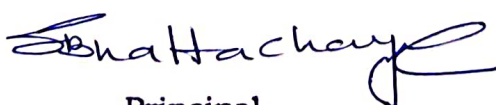
### ANNUAL E- GOVERNANCE REPORT (2019-2020)

#### E-Governance in Administration:

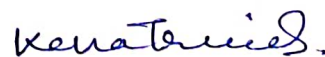
- ✓ Much of the college's administrative work was done online. The college website functioned as the medium to convey all administrative and educational activities including accreditation and ranking certificates. For example, it notifies admission procedures prior to fresh admission and updates institutional 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.



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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](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. 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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ANNUAL E- GOVERNANCE REPORT

YEAR 2018 - 2019

## RANI BIRLA GIRLS' COLLEGE

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### 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](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.
- ✓ 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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