



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700 023

Telephone No. : 033-2448-1160, 033-2448-1171

E-mail : gggdc.coll@gmail.com

Website : www.govtgirlsekalpur.com

Ref. No. : .....

Date : .....

**With reference to DVV query regarding Criteria 6.2.2 of the SSR submitted by the HEI, this is to state that the clarification is as follows:**

6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**HEI input (before DVV):**

- A. All of the above.

**DVV remarks:** Kindly provide year wise annual e-governance report approved by Governing Council for the last five years.

**Changed input (after DVV):**

- A. All of the above.

**HEI clarification:**

The HEI is a Government college which is run by the Government of West Bengal. Being a Government college, the Governing Council or the Governing Body does not have any role as such to approve the annual e-governance report vide Government Order no. 304-Edn (A)/ 10 M- 44/95 dated 22.05.1995. Hence the HEI is providing the annual e-governance reports for the assessment years duly signed by the Principal of the HEI. The concerned Government Order of the Government of West Bengal is also being attached herewith the annual e-governance report.

**Documents:**

1. The concerned Government Order carrying no. 304-Edn (A)/ 10 M- 44/95 dated 22.05.1995 of the Government of West Bengal substantiating the statements made in the HEI clarification.
2. Annual E-governance report of the HEI during the assessment period.

*Signature*  
19/7/24

Principal  
Government Girls' General  
Degree College  
Kolkata

**Government of West Bengal  
Education Department  
Appointment Branch  
Bikash Bhawan, Bidhannagar  
Calcutta-91**

No. 304-Edn (A)  
10M-44/95

Dated, Calcutta, the 22nd May, 1995.

MEMORANDUM

Sub : Governing Body of the Govt. Colleges of the Government of West Bengal.

In supersession of all the existing orders regarding the Constitution of Governing Bodies of Government Colleges of Government of West Bengal the undersigned is directed by order of the Governor to say that the Governor is pleased to order that the Governing Bodies of all the Government Colleges of Government of West Bengal shall be re-constituted in the following manner:-

**A, Member of the Governing Bodies and the method of their selection/election.**

- a) The President should be an educationist of repute. Alternatively, President of the Governing Body may be an eminent person with a distinguished career. In the districts, the Divisional Commissioner or the District Magistrate or his representative not below the rank of Sub-Divisional Officer may head the Governing Body.
- b) The Principal/Officer-in-Charge of the College should be the Member Secretary.
- c) An Engineer of the Public Works Department not below the rank of Executive Engineer.
- d) 2 representatives of teachers to be elected in a meeting of the Teachers' Council.
- e) 1 representative of the non-teaching employees to be elected by members of the non-teaching staff of the College.
- f) 1 students' representative to be nominated by the Principal/Officer-in-Charge in consultation with the members of the Students' Union,
- g) 2 members to be nominated by the Government from among the persons with experience in educational administration.
- h) Two members to be nominated by the Vice-Chancellor of affiliating University.

The tenure of the Governing Body shall be three years, only the students' representative should be changed every year.

Any vacancy that may occur as a result of transfer or retirement or otherwise of the teachers and non-teaching employees shall be filled up within one month from the date of occurrence of vacancy.

**B. Function of the Governing Body.**

1. To approve the holiday list at the beginning of the calendar year or prior to beginning in the calendar year.
2. To approve the academic calendar of the College prior to beginning of the academic session and to look after the implementation of academic calendar.
3. To recommend the development proposal of the College to the Government,
4. To initiate steps to improve the smooth running of the College and to suggest necessary steps for its improvement to the Government, if necessary.
5. To recommend steps to redress the grievances of the students, and members of teaching and non-teaching staff
- 6) To write off damage repairable articles amounting to Rs. 1000/- per item in each meeting of the governing body subject to a maximum of Rs. 5000/-.
- 7) To consider any emergency matter.

C. The Governing Bodies should meet at least once in a quarter of the year.

By order of the Governor

Sd- T. K, Acharya

Joint Secretary.

No. 340/1 (17)-Edn (A)

Copy forwarded for information and necessary action to—

1. The Director of Public Instruction, West Bengal, Bikash Bhawan, Calcutta-91. He is requested to direct the Principals of the Govt. Colleges of Govt. of West Bengal to take immediate steps for the constitution of the Governing Bodies.
2. The Registrar,
  - a) Calcutta University,
  - b) Burdwan University,
  - c) North Bengal University
3. To The Principal, Presidency College, Calcutta,  
To The Principal, L. B. College, Calcutta.  
To The Principal, Bethune College, Calcutta.  
To The Principal, Goenka College, of Commerce & B. (X Calcutta.  
To The Principal, M. A. College, Calcutta.  
To The Principal, H. M. College, Hooghly.  
To The Principal, Chandannagar College, Hooghly.  
To The Principal, Durgapur Govt. College, Burdwan.  
To The Principal, Barasat Govt. College, Dt. 24 Parganas ( North )  
To The Principal, Krishnagar Govt. College, Dist. Nadia.  
To The Principal, A. B. N. Seal College, Cooch Behar.  
To The Principal, Jhargram Raj College, Dt. Midnapore  
To The Principal Darjeeling Govt. College, Dt. Darjeeling.

He is requested to take immediate step to constitute the Governing Body for this College introduced in Govt. Colleges.



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekbalpur.com

Ref. No.: .....

Date: .....

## ANNUAL E – GOVERNANCE REPORT FOR THE ACADEMIC YEAR 2018 – 2019

### Introduction:

Government Girls' General Degree College is a new college. The college received its DDO. Code – CABEDI215 dt. 16/11/2016 as per GO-DT/O/7/D-10(pt.-10)/1597, in 16th November, 2016. After getting the DDO. Code the college is able to implement e-governance in its different activities. The College has successfully implemented e-governance in different fields such as **Administration, Finance and Accounts, Admission, Student-support and Examination.** Government Girls' General Degree College introduced fully online Admission process since 2016 with the help of external agencies. In academic year 2018 – 2019 online admission is done by out sourcing. They create separate web portal for admission. The college hires the services of a private vendor Suryashakti Infotech Pvt. Ltd. to create and run an admission portal that shall be easy to access and make the admission process of the college error free, quick and transparent. This college has been using Integrated Financial Management System Portal of Govt. of West Bengal (WBIFMS) portal since 2016. The KOHA is used as the ILMS in the central library. The college has been successfully implemented e-governance in the following four fields.

### 1. e - Governance in Administration

The college administration has taken initiatives to minimal usage of papers. Institutional tasks are carried out online with extensive using of digital platform such as -

- College has its own website which contains all relevant information
- In the college website all notices are displayed.
- Students are intimated about new notices of the college.
- Departments and library have computers with internet connection.
- College has a computer laboratory with 30 computers.
- Student – database is managed by MS- Word and Excel.
- Communication with higher authorities and funding agencies done through email in addition to hard copies.
- Central Library is managed by KOHA Software.
- Employee database is managed using Digital Platform WBIFMS portal.
- Online Self – Appraisal Report (SAR) of teachers introduced through WBIFMS portal.
- Employees can update their personal information through WBIFMS portal.
- Employees can download pays lip, statement of General Provident Fund (GPF) Account through WBIFMS portal.
- Fixation of pay of staff members are done through the HRMS module of WBIFMS portal.

Principal  
Government Girls' General  
Degree College  
Kolkata



सत्यमेव जयते



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

- Staff members can apply online for leave and loan from General Provident Fund (GPF) through WBIFMS portal.
- Employees can get benefit of West Bengal Health Scheme through WBHS portal.
- The details of all teachers and all students of this college are registered under Banglar Uchachashiksha Portal & AISHE portal.
- Digital platform MS Excel is used for Computation of Income Tax of the Employees.
- Selected places of college campus are covered under CCTV & Principal Madam manages it online through mobile phone.
- Webel Computer Centre introduces different computer courses in this college.
- Internal Complaints Committee (ICC) Cell, Anti - Ragging Cell, Anti-Sexual Harassment Cell, Grievance Redressal Cell, Backward Class (SC/ST/OBC) and Minority Cell, Research and Development Cell, Incubation Cell, Career Counselling and Placement Cell are displayed in the College Website including detailed information.

## 2. e - Governance in Finance and Accounts

In Finance and Accounts e – governance is fully introduced –

- Salary Bill is generated through HRMS module of WBIFMS portal.
- Salary of the employees are credited to their respective accounts through e – Pradhan modules under WBIFMS portal.
- Purchase bills are processed through e – billing module of WBIFMS portal.
- The college pays GST TDS on applicable purchase bills of vendors for purchase of different goods & services.
- Government Transactions are executed cashless.
- Management of various scholarship schemes are done through their respective portal and with the help of MS Word and Excel.
- Admission fees and other Fees including Tuition fees and examination fees from the students are collected through the online banking.

## 3. e - Governance in Student Admission and Support

### A. e – Governance in Student Admission

- Publication of admission rules / schedule in the website.
- Application through the Admission Portal of the college.
- Publication of merit lists in online mode.
- Payment of fees & other admission formalities through online mode.
- Admission related data management is done through MS Word and Excel.

*Alquda*

Principal  
Government Girls' General  
Degree College  
Kolkata



सत्यमेव जयते



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekbalpur.com

Ref. No.: .....

Date: .....

## B. e – Governance in Student Support

- Notices are displayed in the College website.
- Admission fees and other fees including Tuition fees and examination fees from the students are collected through online banking.
- Adjustment of fees, if required can be done online.
- Registration is done in online mode through the portal of University of Calcutta.
- Knowledge and skill, a student has acquired after completion of graduation irrespective of discipline is displayed as **Programme Outcome (PO)** in the college website.
- Knowledge and skill, a student has acquired after completion of graduation in any particular discipline is displayed as **Programme Specific Outcome (PSO)** in the college website.
- Knowledge and skill, a student has acquired after completion of any particular course in any particular discipline is displayed as **Course Outcome (CO)** in the college website.
- Students are benefited by different **scholarships schemes**. Many students receive **Post Matric Minority Scholarships & Kanyashree Scholarships**.

## 4. e - Governance in Examination

e–Governance in examinations are the following -

- Enrolment for semester – End examination and payment of examination fees are done through the portal of Calcutta University.
- Admit cards are issued through the portal of Calcutta University and College website.
- Marks for Internal examination are uploaded in the University portal.

Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

## ANNUAL E – GOVERNANCE REPORT FOR THE ACADEMIC YEAR 2019 – 2020

### Introduction:

Government Girls' General Degree College has successfully implemented e-governance in different fields such as Administration, Finance and Accounts, Admission, Student-support and Examination. In academic year 2019 – 2020 online admission is done by out sourcing. They create separate web portal for admission. The college hires the services of a private vendor Ignite Pvt. Ltd. to create and run an admission portal. That the portal should be easy to access and make the UG admission process quick and error free, and transparent. This college has been using Integrated Financial Management System Portal of Govt. of West Bengal (WBIFMS) portal since 2016. The KOHA is used as the ILMS in the central library. The college has been successfully implemented e-governance in the following four fields.

### 1. e - Governance in Administration

The college administration is as far as possible paperless. Institutional tasks are carried out online with extensive using of digital platform such as -

- College has its own website which contains all relevant information
- In the college website all notices are displayed.
- Students are intimated about new notices of the college.
- Departments and library have computers with internet connection.
- College has a computer laboratory with 30 computers.
- Student – database is managed by MS- Word and Excel.
- Communication with higher authorities and funding agencies done through email in addition to hard copies.
- Central Library is managed by KOHA Software.
- Employee database is managed using Digital Platform WBIFMS portal.
- Online Self – Appraisal Report (SAR) of teachers introduced through WBIFMS portal.
- Employees can update their personal information through WBIFMS portal.
- Employees can download their own payslip, statement of General Provident Fund (GPF) Account through WBIFMS portal.
- Fixation of pay of staff members are done through the HRMS module of WBIFMS portal.
- Staff members can apply online for loan from General Provident Fund (GPF) through WBIFMS portal.
- We are in process to regulate e- service book and online leave of the staff members of the college through WBIFMS portal.
- Employees can get benefit of West Bengal Health Scheme through WBHS portal.

Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

- Many teachers of this college are registered in Vidwan Portal. They have separate Vidwan IDs.
- The details of all teachers and all students of this college are registered under Banglar Uchachashiksha Portal & AISHE portal.
- Digital platform MS Excel is used for Computation of Income Tax of the Employees.
- Selected places of college campus are covered under CCTV & Principal Madam manages it online through mobile phone.
- Webel Computer Centre introduces different computer courses in this college.
- The college open its own Facebook page on 15th NOV 2019.
- Internal Complaints Committee (ICC) Cell, Anti - Ragging Cell, Anti-Sexual Harassment Cell, Grievance Redressal Cell, Backward Class (SC/ST/OBC) and Minority Cell, Research and Development Cell, Incubation Cell, Career Counselling and Placement Cell are displayed in the College Website including detailed information.

## 2. e - Governance in Finance and Accounts

In Finance and Accounts e – governance is fully introduced –

- Salary Bill is generated through HRMS module of WBIFMS portal.
- Salary of the employees are credited to their respective accounts through e – Pradhan modules under WBIFMS portal.
- Purchase bills are processed through e – billing module of WBIFMS portal.
- Government Transactions are executed cashless.
- Management of various scholarship schemes are done through their respective portal and with the help of MS Word and Excel.
- Admission fees and other Fees including Tuition fees and examination fees from the students are collected through the online banking.

## 3. e - Governance in Student Admission and Support

### A. e - Governance in Student Admission -

- Publication of admission rules / schedule in the website.
- Application through the Admission Portal of the college.
- Publication of merit lists in online mode.
- Payment of fees & other admission formalities through online mode.
- Admission related data management is done through MS Word and Excel.

  
Principal  
Government Girls' General  
Degree College  
Kolkata



सत्यमेव जयते



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekbalpur.com

Ref. No.: .....

Date: .....

## B. e - Governance in Student Support -

- Notices are displayed in the College website.
- Admission fees and other fees including tuition fees and examination fees from the students are collected through online banking.
- Adjustment of fees, if required can be done online.
- Registration is done in online mode through the portal of University of Calcutta.
- Knowledge and skill of a student has acquired after completion of graduation irrespective of discipline is displayed as **Programme Outcome (PO)** in the college website.
- Knowledge and skill of a student has acquired after completion of graduation in any particular discipline is displayed as **Programme Specific Outcome (PSO)** in the college website.
- Knowledge and skill of a student has acquired after completion of any particular course in any particular discipline is displayed as **Course Outcome (CO)** in the college website.
- Students are benefited by different scholarships schemes. Many students receive **Post Matric Minority Scholarships, Kanyashree Scholarships, SVMCM Minority Scholarships & TSP Minority Scholarships.**
- 

## 4. e - Governance in Examination

E-governance in examinations are the following

- Enrolment for semester – End examination and payment of examination fees are done through the portal of Calcutta University.
- Admit cards are issued through the portal of Calcutta University and College website.
- Marks for Internal examination are uploaded in the University portal.

  
Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekbalpur.com

Ref. No.: .....

Date: .....

## ANNUAL E – GOVERNANCE REPORT FOR THE ACADEMIC YEAR 2020 – 2021

### Introduction:

The academic year 2020-2021 is the year of Lockdown due to the occurrence of Covid 19 pandemic. In this pandemic year total physical classes of the college are suspended and all types of physical interactions and transactions are suspended, so the Government Girls' General Degree College has become compelled to adopt digital platform in all types of its activities. The college has implemented online teaching learning through Google Meet or Zoom or other online modes. All types of meeting of the college are done in online mode. The college has successfully implemented e-governance in different fields such as Administration, Finance and Accounts, Admission, Student-support and Examination. In this academic year 2020 – 2021 online admission is done by out sourcing. They create separate web portal for admission. The college hires the services of a private vendor Ignite Pvt. Ltd. to create and run an admission portal that shall be easy to access and make the admission process of the college error free, quick and transparent. This college has been using Integrated Financial Management System Portal of Govt. of West Bengal (WBIFMS) portal since 2016. The KOHA is used as the ILMS in the central library. The college has been successfully implemented e-governance in the following four fields.

### 1. e - Governance in Administration

The college administration is almost paperless during lockdown period. Institutional tasks are carried out online with extensive use of digital platform such as -

- College has its own website which contains all relevant information
- In the college website all notices are displayed.
- Students are intimated about new notice of the college.
- Departments and library have computers with internet connection.
- College has a computer laboratory with 30 computers.
- Student – database is managed by MS- Word and Excel.
- Communication with higher authorities and funding agencies are done through email in addition to hard copies.
- Employee database is managed using Digital Platform WBIFMS portal.
- Online Self – Appraisal Report (SAR) of teachers introduced through WBIFMS portal.
- Employees can update their personal information through WBIFMS portal.
- Employees can download their own payslips, statement of General Provident Fund (GPF) Account through WBIFMS portal.
- Fixation of pay of staff members are done through the HRMS module of WBIFMS portal.
- Staff members can apply online for loan from General Provident Fund (GPF) through WBIFMS portal.
- We are in process to regulate e- service book and online leave of the staff members of the college through WBIFMS portal.
- Employees can get benefit of West Bengal Health Scheme through WBHS portal.
- Many teachers of this college are registered in Vidwan Portal. They have separate Vidwan IDs.

Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

- The details of all teachers and all students of this college are registered under Banglar Uchachashiksha Portal & AISHE portal.
- The details of all teachers and all students of this college are registered under Banglar Uchachashiksha Portal & AISHE portal.
- Digital platform MS Excel is used for Computation of Income Tax of the Employees.
- Selected places of college campus are covered under CCTV & Principal Madam manages it online through mobile phone.
- Webel Computer Centre introduces different computer courses in this college.
- The college has its **Facebook** page.
- The college has done different webinars in Google Meet.
- The college sports and different competitions were done in online mode.
- Internal Complaints Committee (ICC) Cell, Anti - Ragging Cell, Anti-Sexual Harassment Cell, Grievance Redressal Cell, Backward Class (SC/ST/OBC) and Minority Cell, Research and Development Cell, Incubation Cell, Career Counselling and Placement Cell are displayed in the College Website including detailed information.

## 2. e - Governance in Finance and Accounts

In Finance and Accounts e – governance is fully introduced –

- Salary Bill is generated through HRMS module of **WBIFMS** portal.
- Salary of the employees are credited to their respective accounts through e – Pradhan modules under **WBIFMS** portal.
- Purchase bills are processed through e – billing module of **WBIFMS** portal.
- All types of purchase bill was paid in online mode.
- Government Transactions are executed cashless.
- Management of various scholarship schemes are done through their respective portal and with the help of MS Word and Excel.
- Admission fees and other Fees including Tuition fees and examination fees from the students are collected through the online banking.

## 3. e - Governance in Student Admission and Support

### A. e - Governance in Student Admission

- Publication of admission rules / schedule in the website.
- Application through the Admission Portal of the college.
- Publication of merit lists in online mode.
- Payment of fees & other admission formalities through online mode.
- Admission related data management is done through MS Word and Excel.

Principal  
Government Girls' General  
Degree College  
Kolkata



सत्यमेव जयते



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

## B. e - Governance in Student Support

- Notices are displayed in the College website.
- Admission fees and other Fees including Tuition fees and examination fees from the students are collected through online banking.
- Adjustment of fees, if required can be done online.
- Registration is done in online mode through the portal of University of Calcutta.
- Enrolment for semester end University examination and payment of examination fees are done through the portal of Calcutta University.
- Knowledge and skill of a student has acquired after completion of graduation irrespective of discipline is displayed as **Programme Outcome (PO)** in the college website.
- Knowledge and skill of a student has acquired after completion of graduation in any particular discipline is displayed as **Programme Specific Outcome (PSO)** in the college website.
- Knowledge and skill of a student acquired after completion of any particular course in any particular discipline is displayed as **Course Outcome (CO)** in the college website.
- Students are benefited by different scholarships schemes. Many students receive Post Matric Minority Scholarships, Kanyashree Scholarships, SVMCM Minority Scholarships, TSP Minority Scholarships & SVMCM Non-Minority Scholarship.
- As per the Gazette notification no. 142L/OM-90L/2021 dt. 30/06/2021 issued by the Government of West Bengal the college has enrolled in the Student's Credit Card schemes and many of our students has entitled to avail Student's Credit Card.

## 4. e - Governance in Examination

E-governance in examinations are the following

- Enrolment for semester – end examination and payment of examination fees are done through the portal of Calcutta University.
- Admit cards are issued through the portal of Calcutta University and College website.
- All types of Calcutta University Exam are done in online mode and all examiners evaluate their answer script in online mode.
- Marks of the Internal examination are uploaded in the University portal.
- Results of the University were published in online mode.

  
Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

## ANNUAL E – GOVERNANCE REPORT FOR THE ACADEMIC YEAR 2021 – 2022

### Introduction:

Government Girls' General Degree College again is in its full form in this post covid period and also applies e-governance in different areas. The college has successfully implemented e-governance in four following fields such as Administration, Finance and Accounts, Admission, Student-support and Examination. In this academic year 2021 – 2022 online admission is done by out sourcing. They create separate web portal for admission. The college hires the services of a private vendor Suryashakti Infotech Pvt. Ltd. to create and run an admission portal that shall be easy to access and make the admission process of the college error free, quick and transparent. This college has been using Integrated Financial Management System Portal of Govt. of West Bengal (WBIFMS) portal since 2016. The college has been successfully implemented e-governance in the following four fields.

### 1. E-governance in Administration

The college administration is trying its best to minimize paper usage. Institutional tasks are carried out online with extensive use of digital platform are:

- College has its own website which contains all relevant information
- In the college website all notices are displayed.
- Students are intimated about new notice of the college.
- Departments and library have computers with internet connection.
- College has a computer laboratory with 30 computers.
- Student – database is managed by MS- Word and Excel.
- Communication with higher authorities and funding agencies are done through email in addition to hard copies.
- Employee database is managed using Digital Platform WBIFMS portal.
- Online Self – Appraisal Report (SAR) of teachers have maintained through WBIFMS portal.
- Employees can update their personal information through WBIFMS portal.
- Employees can download their own payslip, statements of General Provident Fund (GPF) Account through WBIFMS portal.
- Fixation of pay of staff members is done through the HRMS module of WBIFMS portal.
- Staff members can apply online loan from General Provident Fund (GPF) through WBIFMS portal.

Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

- We are in process to regulate e- service book and online leave of the staff members of the college through WBIFMS portal.
- Employees can get benefit of West Bengal Health Scheme through WBHS portal.
- Many teachers of this college are registered in Vidwan Portal. They have separate Vidwan IDs.
  
- The details of all teachers and all students of this college are registered under Banglar Uchachashiksha Portal & AISHE portal.
- Digital platform MS Excel is used for Computation of Income Tax of the Employees.
- Selected places of college campus are covered under CCTV & Principal Madam manages it online through mobile phone.
- Webel Computer Centre introduces different computer courses in this college.
- College has its own Facebook page & YouTube Channel of IQAC and the fast uploading of this YouTube Channel done on 3.9.2021.
- The college has done different webinars in Google Meet.
- Internal Complaints Committee (ICC) Cell, Anti - Ragging Cell, Anti-Sexual Harassment Cell, Grievance Redressal Cell, Backward Class (SC/ST/OBC) and Minority Cell, Research and Development Cell, Incubation Cell, Career Counselling and Placement Cell are displayed in the College Website including detailed information.

## 2. e - Governance in Finance and Accounts

In Finance and Accounts e – governance is fully introduced –

- Salary Bill is generated through HRMS module of WBIFMS portal.
- Salary of the employees are credited to their respective accounts through e – Pradhan modules under WBIFMS portal.
- Purchase bills are processed through e – billing module of WBIFMS portal.
- The college is registered under GEM portal. All computers and its peripherals are purchased through this GEM portal.
- All types of purchase bills were paid by online mode.
- Government Transactions are executed cashless.
- Management of various scholarship schemes done through their respective portal and with the help of MS Word and Excel.
- Admission fees and other fees including Tuition fees and examination fees from the students are collected through the online banking.

  
Principal  
Government Girls' General  
Degree College  
Kolkata



सत्यमेव जयते



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

## 3. e - Governance in Student Admission and Support

### A. e - Governance in Student Admission

- Publication of admission rules / schedule in the website.
- Application through the Admission Portal of the college.
- Publication of merit lists in online mode.
- Payment of fees & other admission formalities through online mode.
- Admission related data management is done through MS Word and Excel.

### B. e - Governance in Student Support

- Notices are displayed in the College website.
- Admission fees and other Fees including Tuition fees and examination fees from the students are collected through online banking.
- Adjustment of fees, if required can be done online.
- Registration is done in online mode through the portal of **University of Calcutta**.
- Knowledge and skill of a student has acquired after completion of graduation irrespective of discipline is displayed as **Programme Outcome (PO)** in the college website.
- Knowledge and skill of a student has acquired after completion of graduation in any particular discipline is displayed as **Programme Specific Outcome (PSO)** in the college website.
- Knowledge and skill of a student has acquired after completion of any particular course in any particular discipline is displayed as **Course Outcome (CO)** in the college website.
- Students are benefited by different scholarships schemes. Many students receive Post Matric Minority Scholarships, Kanyashree Scholarships, SVMCM Minority Scholarships, TSP Minority Scholarships, SVMCM Non-Minority Scholarship & OASIS Scholarship.
- As per the Gazette notification no. 142L/OM-90L/2021 dt. 30/06/2021 issued by the Government of West Bengal the college has enrolled in the Student's Credit Card schemes and many of our students has entitled to avail Student's Credit Card.

## 4. e – governance in Examination

- E-governance in examinations are the following
- Enrolment for semester – End examination and payment of examination fees are done through the portal of Calcutta University.
- Admit cards are issued through the portal of Calcutta University and College website.
- Marks for Internal examination are uploaded in the University portal.

  
Principal  
Government Girls' General  
Degree College  
Kolkata



सत्यमेव जयते



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

## ANNUAL E – GOVERNANCE REPORT FOR THE ACADEMIC YEAR 2022 – 2023

### Introduction:

Government Girls' General Degree College applied modern ICT based technology in its all fields. The college has successfully implemented e-governance in four of the following fields such as Administration, Finance and Accounts, Admission, Student-support and Examination. In this academic year 2022 – 2023 online admission is done by out sourcing. They create separate web portal for admission. The college hires the services of a private vendor Suryashakti Infotech Pvt. Ltd. to create and run an admission portal that shall be easy to access and make the admission process of the college error free, quick and transparent. This college has been using Integrated Financial Management System Portal of Govt. of West Bengal (WBIFMS) portal since 2016. The college has been successfully implemented e-governance in the following four fields.

### 1. e - Governance in Administration

The college administration is continuing its efforts to be going almost paperless. Institutional tasks are carried out online with extensive use of digital platform such as -

- College has its own website which contains all relevant information
- In the college website all notices are displayed.
- Students are intimated about new notices of the college.
- Departments and library have computers with internet connection.
- College has a computer laboratory with 30 computers.
- Student – database is managed by MS- Word and Excel.
- Communication with higher authorities and funding agencies are done through email in addition to hard copies.
- Central Library is managed by KOHA Software.
- Employee database is managed by using Digital Platform WBIFMS portal.
- Online Self – Appraisal Report (SAR) of teachers introduced through WBIFMS portal.
- Employees can update their personal information through WBIFMS portal.
- Employees can download their own payslips, statements of General Provident Fund (GPF) Account through WBIFMS portal.
- Fixation of pay of staff members are done through the HRMS module of WBIFMS portal.
- Staff members can apply online for loan from General Provident Fund (GPF) through WBIFMS portal.
- We are in process to regulate e- service book and online leave of the staff members of the college through WBIFMS portal.
- Employees can get benefit of West Bengal Health Scheme through WBHS portal.
- Many teachers of this college are registered in Vidwan Portal. They have separate Vidwan IDs.

  
Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

- The details of all teachers and all students of this college are registered under Banglar Uchachashiksha Portal & AISHE portal.
- Digital platform MS Excel is used for Computation of Income Tax of the Employees.
- Selected places of college campus are covered under CCTV & Principal Madam manages it online through mobile phone.
- Webel Computer Centre introduces different computer courses in this college.
- College has its own Facebook page & YouTube Channel of IQAC and the first uploading of this YouTube Channel has done on 3.9.2021.
- The YouTube Channel of the college is open and the first uploading of this YouTube Channel has done on 7.12.2022.
- The college has done different webinars in Google Meet.
- The college applied for NIRF in 2023.
- Internal Complaints Committee (ICC) Cell, Anti - Ragging Cell, Anti-Sexual Harassment Cell, Grievance Redressal Cell, Backward Class (SC/ST/OBC) and Minority Cell, Research and Development Cell, Incubation Cell, Career Counselling and Placement Cell are displayed in the College Website including detailed information.

## 2. e - Governance in Finance and Accounts

In Finance and Accounts e – governance is fully introduced –

- Salary Bill is generated through HRMS module of WBIFMS portal.
- Salary of the employees are credited to their respective accounts through e – Pradhan modules under WBIFMS portal.
- Purchase bills are processed through e – billing module of WBIFMS portal.
- The college is registered under GEM portal. All computers and its peripherals are purchased through this GEM portal.
- All types of purchase bill were paid by online mode.
- Government Transactions are executed cashless.
- Management of various scholarship schemes are done through their respective portal and with the help of MS Word and Excel.
- Admission fees and other Fees including Tuition fees and examination fees from the students are collected through the online banking.

## 3. e - Governance in Student Admission and Support

### A. e - Governance in Student Admission

- Publication of admission rules / schedule in the website.
- Application through the Admission Portal of the college.
- Publication of merit lists in online mode.
- Payment of fees & other admission formalities through online mode.
- Admission related data management is done through MS Word and Excel.

  
Principal  
Government Girls' General  
Degree College  
Kolkata



सत्यमेव जयते



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023

Telephone No.: 033-2448-1160, 033-2448-1171

E-mail: gggdc.coll@gmail.com

Website: www.govtgirlsekalpur.com

Ref. No.: .....

Date: .....

## B. e–Governance in Student Support

- Notices are displayed in the College website.
- Admission fees and other Fees including Tuition fees and examination fees from the students are collected through online banking.
- Adjustment of fees, if required can be done online.
- Registration is done in online mode through the portal of University of Calcutta.
- Knowledge and skill of a student has acquired after completion of graduation irrespective of discipline is displayed as Programme Outcome (PO) in the college website.
- Knowledge and skill of a student has acquired after completion of graduation in any particular discipline is displayed as Programme Specific Outcome (PSO) in the college website.
- Knowledge and skill of a student has acquired after completion of any particular course in any particular discipline is displayed as Course Outcome (CO) in the college website.
- Students are benefited by different scholarships schemes. Many students receive Post Matric Minority Scholarships, Kanyashree Scholarships, SVMCM Minority Scholarships, TSP Minority Scholarships, SVMCM Non-Minority Scholarship & OASIS Scholarship.
- As per the Gazette notification no. 142L/OM-90L/2021 dt. 30/06/2021 issued by the Government of West Bengal the college has enrolled in the Student's Credit Card schemes and many of our students has entitled to avail Student's Credit Card.

## 4. e - Governance in Examination

E–governance in examinations are the following

- Enrolment of semester – end examination and payment of examination fees are done through the portal of Calcutta University.
- Admit cards are issued through the portal of Calcutta University and College website.
- Marks for Internal examination are uploaded in the University portal.

Principal  
Government Girls' General  
Degree College  
Kolkata