



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 policy document on e-governance.

Changed input (after DVV):

A. All of the above.

HEI clarification:

The HEI is providing the e-governance policy document.

Documents:

1. E-governance policy document of the HEI during the assessment period.

Signature

19/7/24

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:

e - Governance Policy of Government Girls' General Degree College

Policy: The objectives of the Government Girls' General Degree College are to implement e-governance in all fields of activity of the college for smooth functioning of the college by employing ICT based Technology to provide efficient, reliable, and quick service to all its stakeholders maintaining transparency.

Scope and Applicability: Extensive use of Information and communication technology in the following components of the college -

1. Administration,
2. Finance and Accounts,
3. Admission & Student-support,
4. Examination
5. Library
6. ICT enable infrastructure

1. Administration –

- College website must contain all relevant information related to the college and the website has to be updated on regular basis.
- All notices are to be displayed in the college website.
- Students must be intimated about new notices of the college through SMS.
- All departments and library should have computers with internet connection.
- To arrange for a central computer laboratory with sufficient computers with internet connection.
- Student database has to be managed digitally so that data can be retrieved easily.
- Communication with higher authorities and funding agencies are done through email in addition to hard copies.
- Central Library has to be managed digitally by using Library Management Software.
- Employee database is maintaining by WBIFMS portal, digitally.
- Online Self – Appraisal Report (SAR) of teachers are maintained through WBIFMS portal.

Signature
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:

- Employees can be updated their personal information through WBIFMS portal.
- To ensure that Employees can download their payslips, statements of General Provident Fund (GPF) Account through WBIFMS portal.
- Fixation of pay of staff members has to be done through the HRMS module of WBIFMS portal.
- Staff members will apply online for leave and loan from General Provident Fund (GPF) through WBIFMS portal.
- To ensure that Employees can apply for the benefit of West Bengal Health Scheme through WBHS portal.
- Income tax calculator module has to be used for computation of Income Tax of the Employees.
- The covered places of college campus are under CCTV surveillance should be extent.
- Students should informed about 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, Career Counselling and Placement Cell, Incubation Cell of the college through the college website.
- ICT Infrastructure has to be updated on a regular basis.
- To ensure internet connectivity to the college campus.

2. Finance and Accounts -

- Salary Bill has to be processed through HRMS module of WBIFMS portal.
- To manage all accounts related work using digital platform.
- Salary of the employees has to be credited to their respective accounts through e – Pradhan modules under WBIFMS portal.
- Purchase bills are to be processed through e- billing module of WBIFMS portal.
- Government Transactions are to be executed cashless.
- Management of various scholarship schemes should done digitally through their respective portal.
- Admission fees and other fees including Tuition fees and examination fees from the students are to be collected through ERP Software.
- To conduct computer awareness programme for the office staff.

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.govtgirlsekbaldpur.com

Ref. No.:

Date:

3. Student Admission and Support –

e–Governance in Student Admission

- Admission rules / schedule have to be published in the website.
- Application should be done strictly through the Admission Portal of the college.
- Publication of merit lists are to be managed in online mode.
- Payment of fees & other admission formalities has to be done through online mode.
- Admission related data management has to be done digitally through ERP Software.

e–Governance in Student Support

- Notices should be displayed in the College website.
- Admission fees and other fees including Tuition fees and Examination fees from the students should be collected through online by ERP Software.
- Adjustment of fees if required can be done online.
- Registration has to be done in online mode through the portal of University of Calcutta.
- Knowledge and skill of the student to be acquired after completion of graduation irrespective of discipline has to be displayed as Programme Outcome (PO) in the college website.
- Knowledge and skill of the student to be acquired after completion of graduation in any particular discipline has to be displayed as Programme Specific Outcome (PSO) in the college website.
- Knowledge and skill of the student to be acquired after completion of any particular course in any particular discipline has to be displayed as Course Outcome (CO) in the college website.
- A computer awareness/digital literacy programme will be conducted among student.

4. Examination -

Enrolment for semester-end examination and payment of examination fees are to be done through the portal of Calcutta University.

Admit cards are to be issued through the portal of Calcutta University and College website.

Marks of the Internal Examinations should be uploaded in the portal of University of Calcutta.

Principal
Government Girls' General
Degree College
Kolkata