# DR. KANAILAL BHATTACHARYYA COLLEGE

*(Affiliated to the University of Calcutta)*
**Re- Accredited with 'B' Grade by NAAC**
**15, KONA ROAD, RAMRAJATALA,**
**P.O. SANTRAGACHI, HOWRAH - 711104**

Ref. No. ...............................　　　　　　　　Date : ............................

## Annual e-governance report approved by Governing Council.

Governing Council is to be considered as Governing Body in compliance with the Statutory Provision of the University of Calcutta.

1. Administration :
A. <u>Grant in Salary Bill Generation & Submission</u> both to Directorate of Education Department of Higher Education Government of West Bengal & Treasury Howrah II through Integrated Financial Management System, Department of Finance Government of West Bengal with effect from 01/04/2017 on regular Basis for employees appointed to substantive posts and SACTs.
B. <u>Employees' contribution to General Provident Fund</u> both Deposit & Withdrawal are to be conducted by Integrated Financial Management System, Department of Finance Government of West Bengal with effect from 01/04/2017 on stipulated phase.
C. <u>Death cum Retirement Benefit for Employees</u> are to be settled through WBHED e-pension portal. The aforesaid benefit of e-pension has been settled for two superannuated Associate Professor and Two Upper Division Clerk with effect 01/04/2020.
D. <u>e –Tendering</u> process has been conducted for the purchase of books under RUSA Fund No. KBC/RUSA/E-Tender/1/18 -19 Dated 21/09/2018.
E. <u>Regular uploading for all administrative information</u> to College Website
F. <u>Ensuring Online Administrative Support System</u> for Students Teachers and Non-Teaching Staff during COVID – 19 induced lockdown with particular Reference to College appointed Subject Faculties for conducting Online Classes and Casual Non-Teaching Staff.
G. Ameliorating College Website for incorporation vital departmental information and raising WhatsApp Group for quick dissemination of information.
2. Finance & Accounts :
A. Computerized Accounting System running through customized Accounting Software *Finaware* from 2010 – 11 with regular up gradation since Financial Year 2017 – 18 & 2021 – 22.

Phone : 2627-2490 (College Off.)
Principal : 9903389092
Whatsapp : 8697383305
Fax : 91-33-2627-3241
E-mail : klb.college@gmail.com
Website : www.drklbcollege.ac.in

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### Contd.

3. **Student Admission and Support.**
   A. Totally Online Admission to Previously First Year and to First Semester is Being successfully conducted for the Academic Session with w.e.f 2017 – 18 through a dedicated Website www.drklbcadm.in .
   B. Students can submit their designated fees by Online Mode with CampusXpert Software with effect from 2019 – 20.
   C. Impressions of the students regarding service provided by the College along With Learning Management System is functionalized through Online Feedback procurement system.
   D. All notices on differential requisites to issues related to Curricular Management System are uploaded to College Website for the purpose of Instant Communication.
   E. Bulk SMS System has been introduced for conveying emergency alert to Students.
   F. Each Subject Teacher maintain individual interface WhatsApp group with Students for the purpose of facilitating the students to understand dedicated Curricular topic as also to get acquainted with their problem for onward submission to College Authority.

4. **Examinations :**
   A. Online Examinations were conducted in adherence with UGC Guideline along With Circular issued by the University of Calcutta during COVID – 19 Pandemic situation calibrating Institutional IT infrastructure for this purpose.
   B. IT infrastructure along with scanning and bulk printing facility have been Incorporated to support Online Form Filling up System and downloading of Admit Card for University of Calcutta Examinations with effect from Academic Session 2018 – 19.
   C. Upgrade institutional IT Infrastructure is being operational with effect from Academic Session 2018 – 19 in order to provide required facility to Faculties for Online uploading of Marks to University of Calcutta Examination portal cuexam.net.

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Klah 18/05/2023
**Dr. Kaustubh Lahiri.**

Principal
Dr. Kanailal Bhattacharyya College
Ramrajatala, Howrah-4