

Darjeeling - 734 101, West Bengal, INDIA.

Phone / Fax : (0354) 2254078 (0354) 2254019 Email : dgc.principal@gmail.com

Mama No	
Memo No	Date :

IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION:

- 1. ADMINISTRATION
- 2. FINANCE & ACCOUNTS
- 3. STUDENT ADMISSION & SUPPORT
- 4. EXAMINATION

ADMINISTRATION

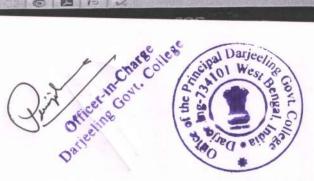
Administration of Darjeeling Government College is completely digitalized. All the information of College administration are communicated from Office of the Principal to the Higher Education Department, Government of West Bengal through emails. (Link: darjeelinggovernmentcollege.com/administration.html)

FINANCE & ACCOUNTS

Finance and Accounts of Darjeeling Government College is completely digitalized. Since 2015, along with offline table work, the implementation of e-governance in case of Finance and Accounts work are done through Intergrated Financial Mangement System (IFMS) Portal, initiated by Government of West Bengal. There are three main sections that college staff work with from this portal:

I. E-Billing
II. E-Pradhan
III. HRMS

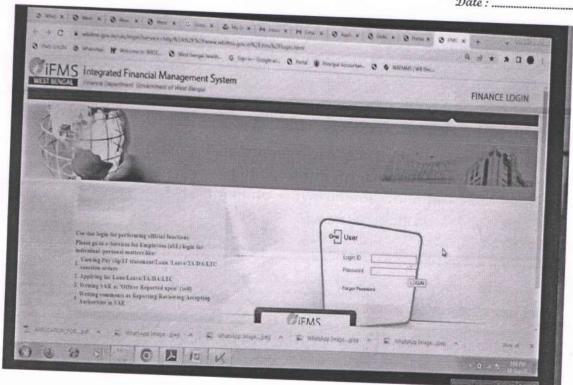


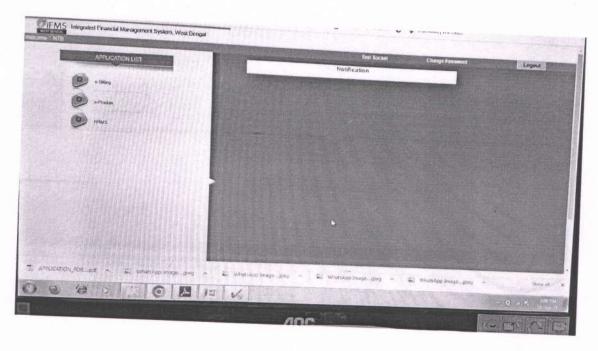




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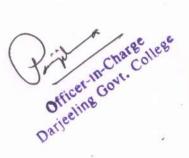
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STUDENT ADMISSION & SUPPORT

Admission of the students are processed through online mode. All the details of the students (both UG & PG) admission and important notices regarding admission are displayed on the college website (http://www.darjeelinggovernmentcollege.com/students-section.php). Submission of admission form, providing name list of students on merit basis, payment of admission fees etc. all these activities are done via online mode through the college website. It must be mentioned here that the admission process is completely governed according to the rules and regulations of Government of West Bengal and complete transparency is maintained by the College website. The newly admitted students come to College for the first time on the day of commencement of the academic session.

Regarding the student support, the institution provides basic academic guidance and procedure such as registration, subject combinations, books, grades, transcripts, scholarships, etc. (Link: darjeelinggovernmentcollege.com/scholarship-schemes.html). All students file anti-ragging declaration form online after admission. The institution provides tutorials regarding any academic and administrative problems. For any problem, students can contact directly, or via phone calls and emails. The student help desk is available by email at: dgcic.feedback@gmail.com. Also student feedback form is available in college website darjeelinggovernmentcollege.com/student-feedback.html. All the important notices with regards to student support are displayed on the College website from time to time.





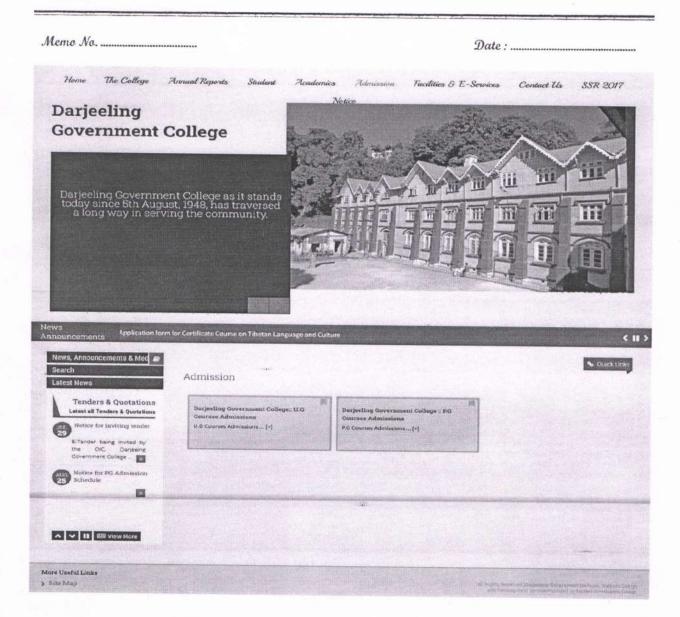


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EXAMINATION

In general, college examination are held in offline mode. However, filling up of registration form before examination by students, downloading of admit card by students, display of semester examination results etc. are done via online mode through the University website: https://www.nbuexams.net/StudentHome.php#! All the important notices with regards to UG & PG examination are displayed on the College website from time to time.

