



## Annual E-Governance Report 2021-22

Electronic governance in the institution allows use of information and communication technologies with the aim to improve communication as it promotes transparency, accountability and increases Cost and time effectiveness. The overwhelming response of human resources to digital technology has strengthened the prospects of e-governance in different areas of Operations.

E-Governance review meeting of the college was held on 31st May 2022.

Review of the proper functioning of all the software's is considered in the meeting. E-governance is in place with the related modules of ERP in terms of planning by maintaining transparency in admission process by sharing information to the stakeholders through ERP and Website.

Following issues related to the implementation of e-governance system were discussed in the meeting

E-Governance Administration
E-Governance Finance and Accounts
E-Governance Student Admission and Support
E-Governance Examinations

Following are the organizational assignments absorbed through online mode.

1. IQAC & NAAC Related e-mail id generated from IT Department of the college.
2. Minutes of Meeting of Governing council, IQAC, various committees etc. are made available on the website for the consumption of stakeholders.
3. To maintain the smooth functioning of the data of the books, the college has e- Granthalay Library management software. This helps to carry out day to day activities more efficiently and saves time.
4. Computer awareness programs are conducted regularly for teachers and students.
5. Dedicated WhatsApp Groups have been created in each academic department for orders, information, direction sharing and discussion on a common platform.

Following are the operational fields of educational administration discussed in the meeting for implementing the e-governance system.



**I. Administration:** There is paperless communications in the college and online mode is adopted for the same. Staff and students communicate with each other through email and other digital platforms. A committed WhatsApp Group has been created for sharing orders information, direction, vital announcements and notices to the employees.

Following are the activities carried out using different softwares as a part of e-Governance -

1. For day to day operation we have our own in-house ERP software. It incorporates all events conducted by all the departments; This Software is used to preserves View and obtain information about every students' activities.

2. The College has a Biometric attendance system compulsory for all the staff. College will introduce attendance portal where all types of leave records are maintained. The portal is beneficial to keep the monthly record of attendance of all the staff.

3. Salary is paid to the staff through net banking and salary slip is duly issued online to all the staff members.

4. Student satisfaction survey is conducted online to check the satisfaction level of the students.

**II. Finance & Accounts:** As a key ingredient of the e-governance concept and as per instructions of the government, all kinds of financial transactions have become cashless.

Few important activities carried out digitally are as follows:

1. The salaries of employees including remunerations of examinations are paid online through NEFT/RTGS.

2. To maintain transparency and financial accountability in the system, the payment of scholarships and all purchasing transactions are executed cashless necessarily.

3. Mastersoft ERP software is used to track Fees payment of every student. Some of the functions include collection of fees, generation of receipt, generation of financial reports.

4. Tally cloud base Software is also there for staff salary calculation and taxation purpose. The administrative office maintains the reports and books of accounts are generated from the software which helps in auditing procedures.

5. TDS Xpress software is used for TDS related work and it's helpful for generating Form 16A.



**III. Students Admission and Support:** For smooth functioning of the admission process and tracking of the admission enquiries we have:

1. Online college ERP portal and office mail ID where students' data is entered and all the student's queries are handled at one place. Thus, we get all the information of a student in one place. This software also helps to get a bonafide certificate as well as the leaving certificates to the students.
2. Online admission and support activities include Disclosure of admission rules/schedule on the college website, verification of documents, payment of fees & other admission formalities, and Counselling of the students.
3. Disclosure of students-centric information is available on website. Regular Conduction of computer awareness programs is carried out for students.

**IV. Examination System:** There is a fully computerized exam cell which conducts exams, maintains curriculum and publishes results online for different courses/programs. Following are the features of the digital system:

1. Students access college website for getting the updates of the examination dates and time tables.
2. Messages are sent to students regarding examination rules and regulations. Examination section has given online facility to in house students for filling up examination form via Google form and so it avoids the movement of the students and is a hassle free task.
3. Result is declared on the college website and mark sheets are available online. The online interface has become an integral part of the system. The e-governance technology is not just accurate and cost effective but also creates transparency in the working system of the Institution.