CRITERION-VI

Metric No. 6.2.3	Implementation of e-governance in areas of operation

Areas of e-governance
Administration
Finance and Accounts
Student Admission and Support
Examination

Policy on E-Governance

Electronic Governance plays a vital role in all administration, academic, and management activities. In this regard, a set of activities involving the effective contribution of information and communication technology for strengthening the administration and management in the education system. To protect the natural greenery of our country as much as we have decided to choose the paperless administration. All stakeholders will be educated on e-governance and encouraged to wield it possibly.

Special Features:

- Centralized information access from anywhere
- Transparency in the exchange of information
- Dissemination of information in a quick manner
- Easier communication, transaction, and integration
- Less paperwork administration
- Providing easy access information
- Achieving cost and operational efficiency
- Improving administrative efficiency
- Public services in all aspects of education
- Data security

To save time and to provide a more simple and efficient contribution, the e-governance structure is taken on within the institution, in all aspects of our operations. E-governance is in use in some areas of the institution's operations. But now it has been decided to deploy e-governance in a wider range of domains.

1. **Website:** Updating the college website is an essential duty in the academic circle as it is a mirror of the college information. For this purpose, a separate web designer is appointed by the management. In addition to this, training is be given to the teaching and non-teaching faculty members for operating website administration and updating activities at the college level.
2. **Student Admission:** Student admission and transactions are conducted through the website through online mode only and the college accepts applications for all programs also through online mode.
3. **Administration:**
   - The ERP software enables the college administration to have complete control over all services in the office.
   - Maintaining the data of staff and students and providing it in required formats.
   - Maintaining attendance report
   - Generating different certificates like bonafide/TC/NOC

- To achieve the goal of a paperless IQAC, members of the committee use Google tools like;
    - ✓ Google Sheets: For data collection from various departments
    - ✓ Google Docs: For preparing Department Self Study Report every year
    - ✓ Google Drive: Soft copies of evidences and documents
    - ✓ Google Forms: For creating feedback forms and receiving online feedback from students and parents.
- The college campus is equipped with CCTV cameras at various places of need.
- ICT has been implemented in administrative work.

4. **Finance and Account**
    - Maintaining fee record of students
    - Monitoring fees installments
    - Generation of receipts for expenses and vouchers
    - Producing all types of reports like income, expenses, and balance sheets
    - Salary payments for all those working on the college campus are made through this.

5. **Examination**
    - Paperless communication between the Examination Committee and the other departments
    - Examination Duty allotment, Invigilation, Hall arrangement are generated
    - Internal marks entry and generation of data in required formats