

6.2.3 (5)

IMPLEMENTATION OF e-GOVERNANCE IN AREAS OF OPERATIONS

SR.NO.	e-GOVERNANCE AREA	DETAILS
1	Examination	<ul style="list-style-type: none"> ✓ Autonomous cell conducts examinations in consultation with the principal of the college. ✓ All the payments are online. ✓ Academic calendar is followed.
2	Planning and Development	<ul style="list-style-type: none"> ✓ Committees are formed before the beginning of every academic session. ✓ Committees are formed to organize youth festival, Literary and cultural activities. ✓ Internal Quality Assurance Cell of the college organizes supervises the working/activities of the committees. ✓ The college for benefit of the students conducts various plans of the government.
3	Administration	<ul style="list-style-type: none"> ✓ The head of the institution runs college management system. Principal distributes duties to professors, permanent/temporary employees and stakeholders as entrusted to her by the government. ✓ A micro, macro level timetable is prepared to facilitate teaching. ✓ Orders, circulars, notes, information etc are circulated to all the staff, teaching and others. ✓ Managerial information are circulated, received and sent with the help of latest information technology. ✓ Website and email is helpful in disbursing information to higher authorities. ✓ Accounts related work is done with the help of IFMIS.
4	Finance and Accounts	<ul style="list-style-type: none"> ✓ All the payments done by the office are online. Payments for purchases are made online by office. All financial transaction by autonomous cell is online. ✓ Scholarships are deposited in account of the beneficiary students directly
5	Student Admission and Support	<p>The college has a transparent online admission for the programmes it offers. Right since its inception in 2012, the institution's admission system has yielded positive result, owing to the special feature of online admission system, given as under:</p> <ul style="list-style-type: none"> ✓ It facilitates the students to compare and evaluate entry requirements of college education, choice of programmes, fee structure and related details. ✓ Making it easier to compare admission process of other colleges and universities. ✓ It helps the candidates to register themselves from anywhere at their own convenience. ✓ It is the most reliable transparent process. ✓ Institutions can monitor the complete process. ✓ It facilitates data retrieval and analysis. ✓ The portal supports various modern online payment gateway, auto SMS and auto generated email for registration, verification and seat confirmation.

		<ul style="list-style-type: none">✓ It is a complete integrated multiuser system which provides secured, accurate and timely information to users.✓ Release of admission notification on admission website and newspaper and through promotion campaign college chalo abhiyan.✓ The prestige of the college due to its autonomous status and NAAC accreditation (grade A) makes it a much sought after choice amongst admission aspirants.✓ The college updates its fee structure, number of programmes and subject groups on the admission website.✓ The college constitutes admission committees for its various programmes.✓ Counseling committee is constituted by the college to satisfy the queries of the applicants relating to various dimensions of college education and admission process.
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6.2.3_2 – AREAS OF IMPLEMENTATION OF e-GOVERNANCE (ADMINISTRATION, FINANCE & ACCOUNTS, STUDENT ADMISSION & SUPPORT AND EXAMINATION)

As far as the Finance and Accounts information is concerned, the college gets its accounting information audited by Chartered Accountants every year. They assess and evaluate the accounting principles used for the overall presentation of the financial statements

The team of Chartered Accountants reported that the figure stated in the financial statement agrees with the Books of Accounts maintained by the institution.

The institution maintains its accounts on cash basis, which is verified for its authenticity. The Receipts and Payments Accounts, Income and Expenditure Accounts and the Balance Sheets are also verified by the team of Chartered Accountants.

e-Governance and leadership is practiced in the institution with the help of various modes of e- Gadgets as under -

1. Record of e-attendance –

The college administers attendance of all the students for administrative record and allots enrolment numbers and roll numbers. The attendances of the students are also recorded by the respective subject teachers which are required for uploading electronically for making their mark sheets.

2. Installation of cameras in the college premise –

The college ensures its smooth operation with the help of CCTV cameras installed at the gate. The CCTV cameras installed in the Principle Chamber/office keeps the Principle updated with the presence of staff and visitors in the college. Any movements in the college premises by the strangers are also restricted with the help of CCTV cameras.

3. E-Admission –

As per the e-admission guidelines of Higher Education, the college through its 'admission committee' registers e-admission in the Govt. Portal of admission.

The college uses 'e-pravesh in M.P.' Portal for the admission of Graduate and Post- Graduate students in Commerce and Arts stream.

4. Video Conference –

The Principal and the staff participate in all the video conferences online conducted from time to time by Higher Education Bhopal.

5. Thumb Impression –

The college ensured e-attendance of its staff members by taking electronic thumb impression through the machine. The attendance of the staff gets automatically generated through the e-machine. At present this method of e-attendance is not practiced now.

6. Net Banking –

All fees and other receipts of the college come through net banking. The college observes cashless transactions for making various payments like salary and advances and for meeting varied expenditures of the college.

The College maintains the record of salary of regular staff members on IFMIS basis and also the GPF and GIS amounts of the staff is auto generated in their respective accounts.

The salary of Temporary staff is funded by Janbhagidari Samiti automatically through Net Banking the message of its receipt is received in their message box.

7. World Bank –

The World Bank being establishment in the year 2015 in the college is also functional on Net Banking basis.