

6.2.3 Annual E- Governance Report approved by the Governing Council/Board of Management/
Syndicate Policy Document on e-governance

INDEX

Sr. No	Particulars	Link
1.	Policy document on E-Governance	https://cscollege.co.in/policies/

ANNUAL E GOVERNANCE REPORT FOR AY 2022-23

The college has implemented e-governance to enhance good governance, to improve communication technologies, promote transparency, accountability and cost effectiveness.

Many initiatives have been taken by the college towards E-governance, to automate the functions , students support and administration. Some of which in the area of general administration are:

1. Master Software for student admission and support
2. All-important notices to the students, Alumni and staff on administration matters are published on college website and messaged through official whatsapp groups.
3. Biometric attendance for staff.
4. Wi-Fi facility in the campus
5. Use of Google form for Data collection from students and also for Feedback.
6. College has installed CCTV cameras on all strategic locations.
7. Salaries are paid through NEFT/RTGS
8. University fees and charges are paid through NEFT/RTGS

DURING THE YEAR THE COLLEGE PURCHASED MASTERSOFT ERP SYSTEM (CLOUD BASED) FOR THE FOLLOWING MODULES.

I. Academic Management

- Student Administration
- Time Table and Attendance
- Student support certificates like TC, LC ...
- LMS
- Mobile Application

II. Examination management

- Mark sheets, transcripts

III. Faculty Life cycle

- Employee profile
- Payroll
- Attendance & Leave management
- Service book

IV. Outcome Based Education

- Accreditation Data Management System
- Library Management System
- Society Management and Dashboard

IMPLEMENTATION OF E-GOVERNANCE IN THE AREAS OF:

1. Students administration and Fees collection:

University supports admission process through **MKCL** software for **PRE-ENROLMENT REGISTRATION FORM** and accordingly merit list is prepared. **Inficare Solutions Pvt. Ltd.** provides software support for student admissions form filling, verification of documents, merit list, fees payment etc. During the year **Master soft ERP system** was purchased and implemented

2. Student Attendance system:

After pandemic student attendance was taken in **Master soft Cloud** -

3. Online Learning System G-Suite: Given the increasing shift towards e-learning which was reinforced by the pandemic, the college has implemented an online learning system G-Suite through which students can attend lectures, submit assignments and attend internal examinations.

4. Zoom subscription for 500 participants capacity:

As during the pandemic lectures were conducted on zoom platform, college subscribed for the same.

5. Examination and Result Processing:

Examination department is equipped with necessary IT tools for conducting examinations, paper printing etc. Result processing is managed by software provided by S3 Softtech solutions. It is useful for generating Hall Ticket, generating consolidated mark sheets and individual mark sheets and storing data regarding students' examination performance.

6. On Screen Marking (OSM):

After the pandemic For the final semester University again began with the OSM system, which was updated and as per order of the university conduct exams for semester V and VI.

7. Finance and Accounts:

College uses **Tally ERP 9** for Accounting and Finance related matters. This data is used for MIS and Auditing purposes. **Spectrum software** is used for **TDS and Form 16**

8. Library Management :

The Master soft ERP Library Management system was implemented E- Granthalaya -3.0 was used by ILMS –this was upgraded with Cloud based ILMS in 2022,it's a part of Microsoft ERP which is highly integrated, friendly user and compatible system for complete computerization of all the in-house operations of Library. Entry of new books, Issue return and other information is managed. **N-List** has been subscribed.

9. Staff attendance :

After the pandemic, again begin with Biometric attendance reader and software was used for recording staff attendance when they are in the campus.

10. Internet connectivity:

Bandwidth Infinity Pvt. Ltd. Is a vendor for uninterrupted internet connectivity to the campus.

11. Website Management:

College website storage, bandwidth and email service is managed and hosted by vendor Mr. Tazeen Baig. **Pure way solutions handle** SSL certification work for website security and encryption.

12. Handling college social media, digital marketing and creative making:

Big box success handles social media and digital marketing work for college. Any creativity required by staff is made by them.

13. E-waste management :

MOU is signed with Eco Friendly Industries for collection and disposal of E- waste.