

6.2.2 – Implementation of e-governance in areas of operations:

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Administration: The administrative block is fully equipped and its various functions are fully computerized. The administrative work in the college has witnessed a great improvement with the implementation of the e-governance system. The administrative staff uses the system for publishing all important student notification / information related to fees, roll number issuance, holidays, examination date sheet, library information etc. The system publishes the information on the college website, sends the same to the mobiles of all the registered students and their parents. The college office is connected through internet and intranet with the Principal's office for online supervision. The salary of the substantive staff members is transferred through the Campus Whizz software. To provide a hassle free, convenient and cheap process, the administration of the college is enabled with ICT technology. Students obtain maximum information in online mode. Attendance is filled and monitored through the online portal or Android App. This has highly benefited to the students and teachers in taking attendance, recording it in a paperless way and any time access for the student and teacher. WhatsApp Groups have been created for sharing orders, informations, directions, vital announcements and notices to the employees. The College administration has stepped ahead in the direction of paperless administration. Almost all communications with higher authorities are realized online through e-mails.

The other digital formats used by the college are:

- Supervision of various scholarship schemes
- Maintenance disclosure of comprehensive information on its webpage
- Development of ICT based infrastructure in the College
- Biometric attendance system
- Fully computerised office and academic departments
- Conduction of seminars/workshops/training on digital literacy
- Organization of computer awareness programs
- Management of resources in central library departmental libraries
- Issuance of salary/ GPF e-slips
- Salary payment to employees through net-banking
- Management of College web-site
- Cashless transactions payments,
- AISHE Data and NIRF data on MHRD Portal.

Finance and Accounts: The college operates through PFMS for its Grants received from State or Central Government. Expenditure is met out of the available accounts online and through PFMS portal, transferring directly to the vendors/beneficiaries through their bank/Post office account The college regularly uses online payment facility through various portals. All kind of financial transactions has become cashless. Fee from the students is also collected through online mode. The salaries of employees and examination remunerations are paid through online mode. All purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Purchase of items and hiring of various services is entirely through online through GeM (Government e-Market Place) portal as per the mandate of Government of India. All the accounts are being maintained in nationalized banks with maintenance of proper ledger at College level. Campus Whizz facilitates – Automation of salary, Leave, PF, other deductions, generation of ITR reports, management of various funds and online quotations / biddings for purchase of goods / services etc. All the departments are interconnected through IP telephony, surveillance and internet connectivity through optical fibre routed and managed by CISCO switching and firewall.

Mobilization of funds includes all the financial transactions, purchases and expenditures which are managed through online mode which help in managing administrative work and also help to maintain a secure, accurate repository with transparency in the system. Accounting of the institute is computerized. All financial transactions are managed through bills vouchers ensuring transparency. Bursar ensures proper utilization of funds and verification of bills/ vouchers ensuring internal audit. Accounts of the college are subjected to external auditing by a certified Chartered Accountant –Statutory Audit.

Student Admission and Support: Regarding Student admission and support, the college has made a great leap in the implementation of e-Governance with a full automation of student admission procedures and maintenance of an exhaustive student profile. The admission procedure for students is online and all the guidelines of admission are available to the students. The students upload their admission forms and scanned copies of their supporting documents on online-portal. Merit lists are displayed online on admission portal. Admission includes online payment gateway and fee is deposited online. Information regarding the admitted students' is sent online to the Panjab University through its portal.

Examination: Automated Examination Management Module of Campus Whizz and G-Suite has been installed. The modules for attendance, evaluation, assignment and its evaluation and result publication have been automated. As per the directions of the University, it is mandatory to carry out the examination related activities in online manner. The examination forms of the students are filled online. Roll numbers are issued by the university in online mode. Filling of examination forms, revaluation forms, obtaining roll numbers, receiving of examination papers, uploading of marks, etc. everything has to be done in online mode. This year due to Covid-19, University Final Examinations-2020 were conducted in online mode. University Question Papers of different programs were sent to the colleges through University portals. The colleges uploaded each question paper on the college website for students as per examinations schedule. The students downloaded the question papers from college website and took their exams. After completing their exams within time, they submit their answer scripts online to the college. The answer scripts were examined by the Faculty members and the marks were uploaded on the University Examinations Portal after scrutiny.