GOVT. HOLKAR (MODEL AUTONOMOUS) SCIENCE COLLEGE, INDORE

(An ISO 9001:2015 & ISO 14001:2015 Certified Instituion)

SSR DOCUMENT

2017-18 TO 2021-22

CRITERION – 6

Governance, Leadership and Management

Metric No. : 6.2.2

Document Title:
E-Governance Annual Report

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Office of the Principal

Government Holkar (Model Autonomous) Science College, Indore (M.P.)

(ISO 9001:2015 & ISO 14001:2015 Certified)

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(Re-accredited 'A' Grade by NAAC)

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E-Governance Annual Report (Year: 2022 -2023)

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Introduction:

In the pursuit of excellence and efficiency, our college embraced technology and implemented E-Governance across various domains. This transformative initiative aimed to streamline administrative processes, enhance financial management, and improve student admissions and examination procedures. The integration of MP-Online and college portals played a pivotal role in achieving these goals. This annual report summarizes the achievements and advancements made during the year 2023.

1. Administration:

The implementation of E-Governance in the administration department has brought forth numerous benefits. The use of digital platforms such as Gmail, WhatsApp and etc. for internal communications, document sharing, and task tracking resulted in faster decision-making and increased transparency. Key accomplishments include:

Digital Document Management: Most of the college records, including student data, faculty information (ER Sheet), and financial reports, are now stored and managed electronically.

Online Meetings and Communication: Faculty and staff members utilized video conferencing and messaging platforms, reducing the need for physical meetings and ensuring better collaboration.

Implementation of Biometric Attendance System in College: The implementation of a biometric attendance system in our college signifies a significant step forward in the realm of e-governance. It promises accuracy, efficiency, transparency, and enhanced security while minimizing administrative burdens. By adopting this advanced technology, the college reinforces its commitment to providing a modern and effective educational environment for all stakeholders.

2. Finance and Accounting:

The integration of E-Governance in the finance and accounting department has significantly improved financial management, ensuring accuracy and accountability. Key achievements include:

IFMS Implementation: The college has fully adopted the Integrated Financial Management System (IFMS) for managing pay-bills and payments, streamlining the entire financial process.

Digital Payment System: All financial transactions, including fee payments, salary disbursements (Jan Bhagidari Employee), and vendor payments, were seamlessly shifted to digital platforms, reducing manual errors and delays.

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Budget Monitoring: Real-time budget tracking tools were implemented, enabling better financial planning and resource allocation.

Online Auditing: The audit process was streamlined with the adoption of digital auditing tools, ensuring compliance and transparency in financial operations.

E-procurement: The college's adoption of e-procurement methods through GEM and an institution-specific portal demonstrates a commitment to modernization, efficiency, and accountability in the procurement process. By embracing technology, the college aims to save time and resources, while also fostering transparency and competition among vendors. This move reflects the institution's dedication to staying at the forefront of e-governance practices and contributing to a more streamlined administrative framework.

3 Student Admission and Support

The college's implementation of E-Governance has significantly transformed the student admission process, making it more efficient, accessible, and student-friendly. The introduction of the MP Online Admission Portal has been instrumental in streamlining the admission procedures. Here are the key highlights:

Online Application Process: With the MP Online Admission Portal, prospective students can now apply for admission to various courses online. The portal allows them to fill out application forms, upload necessary documents, and pay application fees digitally.

Enhanced Accessibility: The online admission process has broken geographical barriers, enabling students from different regions to apply to our college easily. This has resulted in a diverse applicant pool and fostered inclusivity.

Instant Notifications: Applicants receive real-time notifications regarding their application status, admission updates, and other important announcements. This timely communication ensures transparency and keeps the candidates informed throughout the admission process.

Merit Lists and Selections: The automated system generates merit lists based on the predefined criteria, ensuring fairness and objectivity in the selection process. Candidates can access the published merit lists online.

Counselling and Support: The E-Governance system has facilitated virtual counselling sessions for students and their parents. This support system aids in making informed decisions regarding course selection and career paths.

Admission Fee Payment: Once selected, students can make secure online payments for their admission fees, simplifying the payment process and eliminating the need for physical visits to the college for fee submission.

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Document Verification: All necessary documents submitted during the admission process are verified digitally, reducing the need for physical document handling and expediting the verification process.

Online Scholarship Application: The MPTAAS portal allows eligible students to apply for various scholarships available for different categories and academic achievements. The online application process ensures ease of access for all students.

Updated Scholarship Information: The portal provides comprehensive and up-to-date information about various scholarship schemes offered by the government and other organizations. Students can access details about eligibility criteria, application deadlines, and required documents.

Online Value-Added Courses, FDPs, Seminars, and Workshops on College Learning Management System (LMS); The integration of online value-added courses, FDPs, seminars, and workshops through the College LMS signifies our college's commitment to embracing technology for educational enrichment and professional development. By leveraging the digital realm, we aim to provide inclusive learning opportunities, empower faculty members, and foster a culture of continuous learning and growth. This transition exemplifies our dedication to staying at the forefront of educational innovation and e-governance practices.

Automation of Library: The transition to an automated library system with online access to study materials marks a significant step forward in our college's commitment to e-governance and educational enhancement. This move aligns with the digital era's demands and positions the college at the forefront of educational innovation. By providing students and teachers with easy and flexible access to a wealth of academic resources, we are fostering a culture of continuous learning and academic excellence.

4 Examination

The digitization of the examination process has revolutionized how we conduct assessments and result declarations. Key advancements include:

Online Examination Form Filling: Students can fill out examination forms online through the college portal. This streamlined process eliminates paperwork and reduces administrative overhead.

Automated Timetable Generation: The E-Governance system generates examination timetables automatically, taking into account course schedules and avoiding clashes, thereby ensuring a smooth examination period.

Secure Online Examination (CCE): The college has successfully conducted online examinations using secure platforms LMS. This approach has ensured the integrity of the examination process and provided students with a flexible and convenient mode of assessment.

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Online Marks Entry: Faculty members can enter and submit student marks through the secure college portal. This not only saves time but also minimizes errors in the result calculation process.

Swift Result Declaration: With the integration of digital assessment tools, result compilation and processing have become faster and more accurate. Students can access their results online, reducing the wait time.

Performance Analytics: The digital system allows for in-depth performance analytics, enabling faculty and administration to analyze student performance, identify areas of improvement, and implement necessary interventions.

Feedback Collection: The E-Governance system facilitates the collection of feedback from students regarding the examination process, ensuring continuous improvement and refining the assessment methods.

In conclusion, the implementation of E-Governance in student admission and examination processes has brought immense benefits to both students and the college. The use of IFMS MP Online and college portals has led to increased efficiency, transparency, and accessibility, making our college a progressive and technology-driven institution.

Forwarded to GB for Approval

Principal
Principal
Government Holkar (Model Autonomous)
Science College, Indore

IQAC Coordinator
Government Holkar (Model Autonomous)
Science College, Indore