

### **6.2.3. Implementation of e-governance in areas of operation**

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

#### 1. Administration :

- College administration communicates with government, institutions, and stakeholders online through e-mails and other digital formats.
- Scholarship schemes from the government and NGOs is done online. The college website is a reliable database.
- ERP system has several modules of maintaining records of employees.
- The college is wi-fi linked and has a biometric attendance system.
- College office is fully automated, and some academic departments and classrooms are ICT enabled.
- Financial transactions are usually cashless transactions accomplished through net banking.
- Mastersoft Education Management System – Microsoft License – Windows OS, Microsoft Office, and other software. - Tech Sync Corporation is used for administration function.

#### 2. Finance and Accounts:

- Revenue and Capital Budget for the institution is configured in accounting software - Tally.Net – Cybercom Data Systems, Akruti Sankul, Tilak Road, Pune – 30
- TDS online payment - TDS Pac SaITDSSu - Thompson Reuters South Asia Pvt. Ltd, DivyaSree Technopolis, Yamalur Village, Varthar Hobli, Bangalore 560037

#### 3. Student Admission and Support:

- UG and PG admissions are done online through the ERP system.
- Payment of admission fees is online
- Records of number of students enrolled, their details regarding course wise, subject wise, gender wise, caste wise, income wise spread, pending fees data, etc. are maintained by ERP
- ERP messages, WhatsApp, and SMS messages as the source of information for all student related matters
- The college also delivers latest student related information on its website
- ICT based teaching by some departments
- Issuance of I-Cards, hall tickets , fee receipts, etc.
- e-platform of Mastersoft Education Management System. University has provided Software maintained by MKCL, and Matersoft ERP which are operational for the student's admission and support.

#### 4. Examination:

- Examination work done through the ERP system that includes acceptance of forms for all regular and ATKT examinations.

- Generates examination schedules and daily seating arrangements.
- Filling the examination forms, application for revaluation and payment of fees through ERP.
- Marks of internal evaluation/project/unit test, practical, semester examinations are entered into the system
- Keeping records of number of students appeared, passed, ATKT, applied for revaluation of examination.
- Generation of ledgers, grade card, and printing of grade cards, declaration of results. Mastersoft Education Management System University provided Software maintained by MKCL ITLE Result and Examination