



Office-Principal

**Govt. Jagannath Munnalal Choudhary Mahila
Mahavidyalaya, Mandla, Madhya Pradesh**



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Website: <http://www.gjmcgirlscollegemandla.in>

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College Code: 3502

Enterprise Resource Planning

Areas of e- governance:

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

1. Administration: The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats.

The ICT based significant institutional tasks carried out online as part of the e-governance program can be outlined as:

- Management of e-service books (ER Sheets) of employees
- Supervision of various scholarship schemes
- Maintenance & disclosure of comprehensive information on its webpage
- Development of ICT based infrastructure in the College
- Applications including transfer applications & online leave management
- Issuance/ avail of salary slip through IFMIS module
- Foreign Travel Permission
- Biometric attendance system
- GPS Geo-tagging of college
- Partially computerized office and academic departments
- Conduction of seminars/workshops/trainings on digital literacy
- Organization of computer awareness programs
- Availability & monitoring of LAN/internet connection
- GPF e-slips
- Disbursement of GPF part-final/advance payments
- All payments to employees through net-banking
- Management of College website (<http://www.gjmcgirlscollegemandla.in>)
- Cashless transactions & payments
- Attendance of employees through Aadhar enabled Biometric devices.
- A committed WhatsApp Group has been created for sharing orders, information, direction, vital announces and notices to the employees.

2. Finance and Accounts: As a basic ingredient of e-governance concept and as per instructions of the government, all kind of financial transactions has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Some of the major assignments being performed digitally at college level are outlined below:

- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes
- All kind of payments including salaries to staff-members
- Accounting of GPF
- Conduction of computer awareness programs for office-staff
- All the accounts are being maintained in nationalized banks with maintenance of proper ledger at college level

3. Student Admission and Support: Entry level admission to B.A. classes is realized through online process, and it is managed & regulated by higher education department through its web-portals www.mphighereducation.nic.in and www.epravesh.nic.in annually since 2012-13. Institutional assignments for online admission to various courses/classes are performed with support of qualified and skilled staff with orderly transparency on merits.

Online admission and support activities include the following such as:

- Disclosure of admission rules/schedule on webpage
- Verification of documents, payment of fees & other admission formalities
- Preparation & publication of admission rolls and related statistics
- Admission related data management through web-based MIS & e-mails
- Management of different scholarship schemes for students
- Disclosure of students-centric information/data/materials on website
- Wi-Fi campus & Availability of internet/e-resources in library
- Running of computer-based programs/courses
- Conduction of computer awareness/digital literacy programs for students
- ICT based teaching in smart classrooms.


Above digital functions are realized online through internet with support of ICT based infrastructure available in the College. WhatsApp group of students remains in contact with respective faculty member for communication of important information.

4. Examination: The digital features of examination system include:

- Online registration, fee payment & issuance of admit cards on website of the affiliating university
- Managing CCE marks and other data
- Declaration of results on website and online statement of marks

The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability & efficiency in the system

and eventually to improve the quality of education. Presently we are using ICT platforms for management of accounts, examination, admission and administration. We are moving towards ERP cautiously because the use of one integral information platform may be more helpful to manage the administration and processes of the institution.


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