## Office-Principal





Phone/Fax: 07642-252536

Website: <a href="http://www.gjmcgirlscollegemandla.in">http://www.gjmcgirlscollegemandla.in</a>

AISHE Code: C-33429 College Code: 3502

# **Report on E-Governance**

E-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of an organization. This urge for transparency and efficiency is derived from the demand of ever-increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and findsits foundation.

Govt. Jagannath Munnalal Choudhary Mahila Mahavidyalaya, Mandla, M.P. is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. The necessary infrastructure is provided partly by the state government and partly by the UGC. Most of the staff and students use smart phones to utilize the benefits of modern-day technologies available in the field of higher education. Students with more than 80% attendance have been provided smart phones through a scheme of the state government. Digital literacy programs are conducted for students and staff-members under the digital India initiative of the central government. A well-equipped Smart classroom has been established in the College to monitor and regulate the smooth functioning of computer systems and maximum benefits could be ensured out of them. Students and staff-members are provided help-desk pattern assistance and support through in case of software and online portal related issues. The overwhelming response of human resources to digital technology has strengthened the prospects of e-governance in different areas of operation. By and large, in college the following operational fields of educational administration have been identified for realizing the exquisiteness of e-governance.

## 1. Planning and Development:

Online official communications regarding planning and development are realized through e-mails, and messages. <a href="www.mphighereducation.nic.in">www.mphighereducation.nic.in</a>, <a href="www.mphighereducation.nic.in"

### Communication through e-mails to government and other agencies,

- Proactive disclosure of incessant information on its webpage
- Large scale computerization.

- Conduction of computer awareness programs for teachers and students.
- Management of e-library.
- Endless such functions as components of e-governance scheme.

Proper training for working on different user interfaces is organized throughout the year. Apart from maintaining other data formats up-to-date and keeping hardware and software inventory of college up to date & accurate, new proposals for conduction of online courses and development of IT based infrastructure are also initiated by Cell. A dedicated WhatsApp Group has been created at institution level and in each academic department for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of government schemes such as skill development and digital awareness are provided by the government and proper utilization is ensured with utmost transparency within time limits.

#### 2. 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:

- a. Management of e-service books (ER Sheets) of employees,
- b. Supervision of various scholarship schemes,
- c. Maintenance & disclosure of comprehensive information on its webpage,
- d. Development of ICT based infrastructure in the College,
- e. Applications including transfer applications & online leave management.
- f. Wi-Fi campus and biometric attendance system,
- g. Fully computerized office and academic departments,
- h. Conduction of seminars/workshops/trainings on digital literacy,
- i. Organization of computer awareness programs,
- j. Management of e-resources in central library & departmental libraries,
- k. Availability & monitoring of internet connection,
- 1. Issuance of salary/GPF e-slips,
- m. Disbursement of GPF part-final/advance payments,
- n. Salary payment to employees through net-banking,
- o. Management of College website our website.
- p. Cashless transactions & payments, and
- q. Never-ending many such assignments.

A committed Whatsapp Group has been created for sharing orders, information, direction, vital announcements and notices to the employees and students in each class.

#### 3. Finance and Accounts

As a basic ingredient of e-governance concept and as per instructions of the government, all kinds of financial transactions has become cashless. The salaries of employees including examination remunerations are paid directly A/c pay cheque. Not only that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Outlined below are some of the major assignments being performed digitally at college level.

- a. Online payment of examination and admission fees,
- b. Pay bill preparation & management of various scholarship schemes,
- c. All kind of payments including salaries to staff-members,
- d. Disbursement of salary slips & accounting of GPF,
- e. Hands-on disclosure of budgetary/financial data on its webpage,
- f. Conduction of computer awareness programs for office-staff,
- g. Management of College accounts and many such functions as required.

All the accounts are being maintained in nationalized banks with maintenance of proper ledger at college level.

#### 4. Students' Admission and Support

Entry level admission to B.Sc., B.Com & B.A. classes were realized through online process in lockdown period and it is managed & regulated by higher education department through its web-portals <a href="www.mphighereducation.nic.in">www.mphighereducation.nic.in</a> and <a href="www.mphighereducati

- a. Disclosure of admission rules/schedule on webpage,
- b. Verification of documents, payment of fees & other admission formalities,
- c. Management of different scholarship schemes for students,
- d. Disclosure of students-centric information/data/materials on website,
- e. Wi-Fi campus & Availability of internet/e-resources in library,
- f. Running of computer-based programs/courses,
- g. Conduction of computer awareness/digital literacy programs for students,
- h. ICT based teaching in smart classrooms

The above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

- a. Online registration, fee payment & issuance of admit cards on web address www.exam123.myfreesites.net,
- b. Intranet for entering CCE marks and other data,
- c. Display on website.

#### 5. Screen Shots of User Interfaces

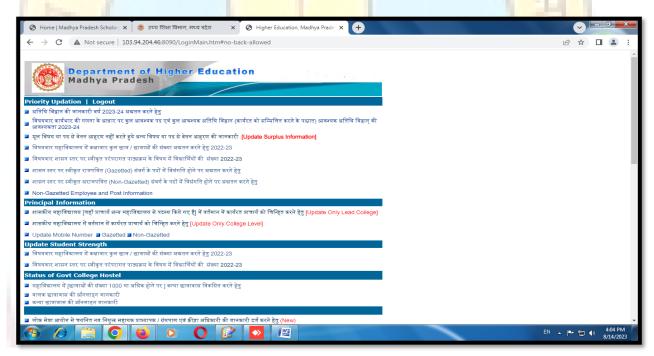
Various user-friendly interfaces are being used frequently by staff members and students to realize IT-based services accessible to them. The power of appreciating these e-governance technologies is tremendous in terms of accuracy, time and money. Not only have these IT-based services inculcated transparency in the system of working, they have made the system more efficient. Here are some of the interfaces which have become an integral part of our system.



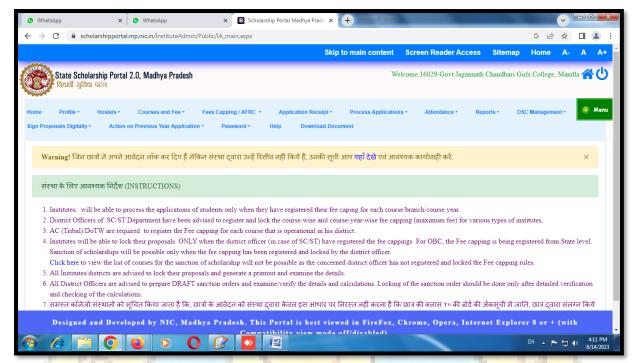
# **Screenshots of the User Interfaces**



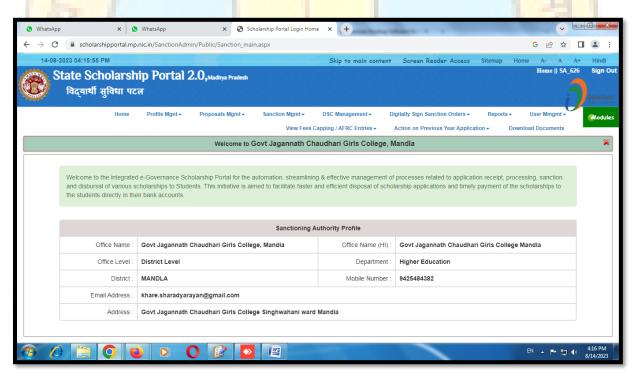
#### **Institutional Website**



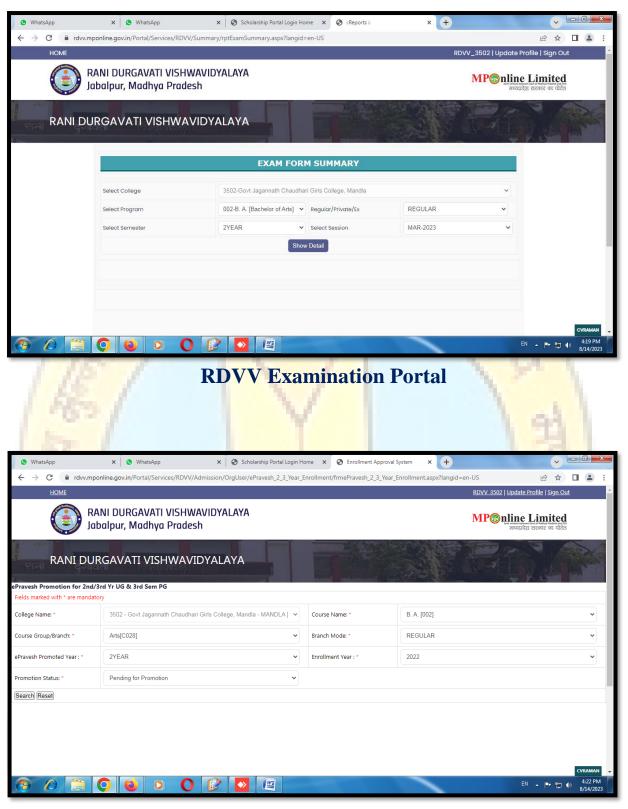
M.P. Higher Education Portal



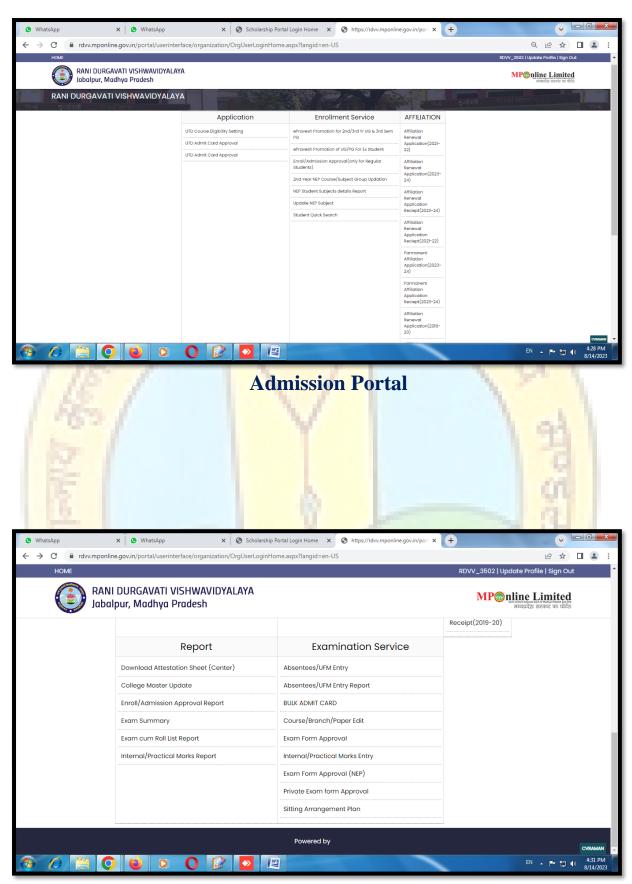
## M.P. Higher Education Scholarship Portal



**Scholarship Portal** 



**RDVV Admission Portal** 



**Admission Portal** 

