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

**1. Administration**

**2. Finance and Accounts**

**3. Student Admission and Support**

**4. Examination**

Administration:

* The college authorities can implement full supervision of all service units in the office through the ERP software.
* The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email
* All important administrative information including notices is regularly published on the website.
* Biometric attendance for all staff members
* Fully automated, wireless office with 24x7 internet facility
* To achieve the target of Paperless IQAC , committee members of it started using Google facilities like
* Google sheet : For data collection from Various Departments
* Google Docs: To prepare notices and activity reports.
* Google Forms: To prepare Feedback forms and get online feedbacks of Students, Parents.
* The college campus is equipped with CCTV Cameras installed at various places of need.
* ICT has been introduced in the Administrative work.
* WhatsApp Group helps to provide the brief notices of any event to be happened on college.
* WhatsApp Groups are also used for awareness and of smooth functioning of the same.

❖ Finance and Accounts:

* The accounts of the institution are maintained through the Tally software and ERP
* Financial matters are also dealt with Pay U Money for transaction purposes.

❖ Student Admission and Support:

* Student Admission is carried out through the Students Module of ERP.
* Customer Relationship Management (CRM) is also used for admission
* The college website act as a mirror of the college information. Admission and online transaction interfaces are provided on website. College is having a full time web developer and team members. Self Study Report (SSR) Cycle 1, Year: 2020
* Alumni portal is provided on website for the information of pass out students.