

6.2.3 Implementation of e-governance are in the following areas of operation during the last completed academic year		
1. Planning and Development		
2. Administration		
3. Finance and Accounts		
4. Student Admission and Support		
5. Examination System		
6. Biometric / digital attendance for staff		
7. Biometric / digital attendance for students		
Areas of e-governance	Details of Functional aspects	Year of implementation
Planning and Development	E governance is used while planning and preparing Institutional Plan, Time Tables, Allocation of Subject to Staff, Teaching Practice schudule,. During the lock down period, an interim planning for online teaching was immediately implemented to complete the syllabus .	2020
Administration	The administrative activities involve maintenance of records related to infrastructure, faculty, support staff and students etc. of the college through e-governance.	2018
Finance and Accounts	The college uses the TALLY ERP 9 software for the management of finance and accounts. Further accounts are being managed with the double entry system.	2013

Student Admission and Support	During the admission time, complete details of student's i.e. personal data, qualification, fees deposit etc. are saved in the MS Office. Tests, Assignments, notices and circulars for students are also available on e- govenrnace	2001
Examination System	Internal Exams question papers prepared. Internal exmas marks entered in MS Excel. Internal and practical assessments are uploaded on affiliating University online portal.	2015
Biometric / digital attendance for staff	Was practiced before the pandemic, machines are present in college	2016
Biometric / digital attendance for students	Was practiced before the pandemic, machines are present in college	2016