



V.M.V.V.Sangha's

**V.M.K.S.R. Vastrad Arts, Science and
Vijay Shankarappa Bellihal Commerce College, Hungund**



E-Governance Report



Submitted to
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Bengaluru

E-Governance Report

Electronic governance in the institution is necessary to use information and communication technologies with the aim to improve communication, promote transparency. Accountability and effective time management. E-governance has been implemented in various functions in an integrated manner in the area of administration, academic. Finance and account. Student admission, student support, library, examinations and CCTV surveillance.

IMPLEMENTATION OF E_GOVERNANCE IN THE AREAS

Administration:

The administration of the institution functions with an e-governance system at institutional level. The administration activities of the institute handled with ICT based technology. The activities of the institute handled with ICT based technology. The activities like office letters, e-mail write-up etc. and spared sheets for student, employee information management were done through MS word, MS-Excel. Tally. its including employee salary management, monitoring the attendance of the faculty through biometric.

Finance and Accounts:

The institution used the Tally Software and SEI 7.5 for account maintenance. Software for e-Governance of transparent functioning of the Finance and Accounts, some of the functions included generation of receipt, generation of financial reports. The administrative office maintained the reports and banks of accounts generated from the software which helps in auditing procedures. All payments and transactions were maintained through online mode such as NEEPT, RTGS, Bank Transfers, etc. Implemented appropriate security measures for maintaining confidentiality in transactions. automated salary calculation, generating salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc. were done through e-governance.

Student admissions and Support:

Institution used theorem technology to manage admission process of UG courses as per the government rules and regulations and it generates fee challans are paid to the bank. Updated college website regularly to share information and help stake holders including admission process, academic and co curriculum activities and online transaction interfaces etc. through e-

governance we shared the digital brochure. Uploaded social media posts on course details, sanctioned intake, placements and facilities. Various mobile apps are also used for preparing and sharing timetables and other academic information through SMS.

Library:

E-lib software 16.2 version has been used for administrative purposes and also used for book classification using DDC maintain accession register, used as effective search engine, the functions included library book transactions, acquisition, stock position, stock verification the members are bifurcated as staff. Students and others for issuing of books and non-book materials. It provided online public Access Catalog (OPAC) search. OPAC a regular search through software. The search can be based Title. Author, Accession Number, etc. the institute has also subscribed for access to inflibnet and Delnet. The module for Receiving Quotations Inward and Outward has been continued.

Examination :

The Examination section is equipped with ICT tools which are necessary for conducting examination and examination related all activities are managing online CIA marks entry, Generate online examination form and hall ticket.

Other activities:

All departments and non-statutory bodies were held online using either Microsoft Teams or Zoom platforms and Academic activities were conducted through online software due to pandemic. CCTV Camera surveillance systems are used to maintain safety and security in and around the campus, the college uses ICT tools in the process of planning college events, activities and academics. Important notice and announcements and communication are also circulated via mobile SMS to all the stakeholders. It has started using Google facilities like Google Form, Google Sheet and Google Drive.




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