कॉलेज कोड – 2603

फोन – 07374 232676

कार्यालय प्राचार्य, नेताजी सुभाष चंद्र बोस शासकीय स्नातकोत्तर महाविद्यालय, ब्यावरा (राजगढ़) म. प्र.

E-mail : hensbgcbioraj@mp.gov.in

Web site 1: www.nscbgovtcollege.in   Web site 2: www.mp.gov.in/highereducation/gpgbiaora

Implementation of E-governance in areas of operation

E-governance Policy

Objectives:

1. Implementing e-governance in all college-related operations is one of the objectives.
2. Improving the college's efficiency in operation.
3. Encouraging responsibility, openness, and empowerment.
4. To encourage the institution to operate paperless.
5. Enabling quick and simple information access.

Policy:

1. It is decided to adopt and implement e-governance in all activities of college operating in order to provide easier and competent structures of governance within the institution.
2. The college has already started using e-governance in a number of areas, including admissions, the library, academics, exams, and accounting. However, it has been decided to implement e-governance in a few additional areas of the institution.
3. E-governance areas: This policy is used into other functional areas, including:

a). College Website: The college website serves as a mirror of campus information, including notices, events, extracurricular and co-curricular activities, and functionaries. A web developer and team members are employed by the college to upload information. A separate service provider is contracted to host the website. The website also offers interfaces for admission and online transactions

b) Learning Management System (LMS): An LMS is an online tool used to organise, carry out, and gain access to a particular learning process. It aids in administration, documenting, tracking, and recording of information learned in a classroom.

Administration:

All service units in the college can be fully supervised by the college authorities. The administration uses email to interact with the members of the Governing Body as well as the teaching and support staff. All significant administrative information, including notices, is regularly posted on the website.

- Biometric attendance for every employee
- Fully wi-fi, automated workplace with constant internet access
- Committee members of the Paperless IQAC started utilizing Google services, such as Data collection from many departments using a Google sheet, to create announcements and activity reports, using Google Docs and Google Forms is used to create feedback forms and collect online comments from parents and students.
- CCTV cameras have been deployed throughout the campus of the college
- WhatsApp Groups are utilized for awareness and the efficient operation of the same, as well as for short alerts of any events that will place on campus.

Accounting and Finance:

- Tally software and official ERP are used to maintain the institution's accounts.
- . SBI Collect financial portal handles financial transactions.
- IFMIS Software is used for accounting and finance.

Student Admission and Support:

- E-Pravesh portal is used to handle student admission
- The college's website serves as a reflection of its data. On the website, there are interfaces for admission and online transactions. A web developer and team members work for the college.
- College organizes alumni connect program by which college students are benefitted in settling their doubts.
- The college has a well maintained mechanism of handling student grievance.
- Feedback received from all the stakeholders (student, faculty, parents, etc.) is perfectly analyzed and necessary actions have been taken.
- Various complaints of students regarding exams, results and issues related to university are resolved online by CM Help line portal.
- Scholarships Complaints of students are also resolved through CM Helping portal.
- The Principal of institution is L1 Officer for resolving the CM Helpline Complaints all District Colleges.

Examination:

- Barkatullah mponline is used to manage the exam process.
- Everything is done online, including filling out exam applications, getting admission cards, uploading marks, etc. Under the direction of the institution's

examination controller, the academic cell of the college oversees the entire examination procedure.

- Sessional results can be accessed on the website.
- The process of examination consist of enrollment, approval of exam form, filling the form, depositing the exam conducting fees, admit cards and result declaration. All are completed through Barkatullah MP Online portal.

Principal
Subhash Chandra Bose
Govt. P. G. College
BIAORA (Rajgarh) M. P.