



# Annual e-governance Report



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## ANNUAL e-GOVERNANCE REPORT

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 by 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 finds its foundation.

Government MH College of Home Science & Science for women, Jabalpur 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 and similar other funding agencies through development and project grants. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education. Regular digital literacy programs are conducted for students and staff-members under the digital India initiative of the central government. A well-equipped IT-Cell has been established in the College to monitor and regulate smooth functioning of computer systems



and to address all IT related issues so that maximum benefit could be ensured out of them. Students and staff- members are provided help-desk pattern assistance and support through IT-Cell, in case of software and online portal related issues. Not only that, IT-Cell maintains online MIS and other data formats of the College up-to-date. The overwhelming response of human resource to digital technology has strengthened the prospects of e-governance in different areas of operation. By and large, in Government MH College of Home Science & Science for women, Jabalpur 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 is realized through e-mails, MIS modules, fax, messages and virtual meetings. Proposals for infrastructural development, R & D projects, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organizations including state government and sanctions are obtained through the same mode. Necessary budget allocations for various schemes including research projects are also realized digitally through net banking and other online modes. Various MIS modules are an integral part of the data and information transfer process between the College and the higher education department. Monthly MIS reporting to provide monthly issues related log to AD Office and Directorate IT Cell in suggested format is carried out through [www.mphighereducation.nic.in](http://www.mphighereducation.nic.in) and [www.highereducation.mp.gov.in](http://www.highereducation.mp.gov.in) portals. The following main organizational assignments are carried out online-

- Working with various web-based MIS modules,
- Communication through e-mails to government and other agencies,
- Proactive disclosure of incessant information on its web- page,



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

Proper training for working on different user interfaces is organized by IT-Cell throughout the year. Apart from maintaining online MIS & 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 is also initiated by the Cell. A dedicated Whatsapp Group has been created at institution level and also 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 e-shakti, 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 Page-

- Management of e-service books (ER Sheets) of employees,
- Maintenance of various scholarship schemes,
- Hosting of comprehensive information on its web site.
- Promotion of ICT Culture in the College,
- Applications including transfer applications & online leave management through IFMIS module,



- Wi-Fi campus and biometric attendance system,
- Fully computerized office and academic departments
- Conduction of seminars/workshops/trainings online as well as offline.
- Organization of computer awareness programs.
- Deployment of e-resources in central library & departmental libraries such as Inflibnet, OPAC & Delnet, e-granthalaya
- Availability & monitoring of internet connection,
- Generation of salary/GPF e-slips
- Payment of GPF part-final/advance payments,
- Salary payment to employees through net-banking,
- Management of College web-site.
- Cashless transactions & payments, and
- District level Nodal center for CM Helpline.

Various Whatsapp Groups have been formed for sharing orders, information, and notices to the employees & students.

### **3. Finance and Accounts**

As a basic ingredient of e-governance concept and as per instructions of the government, all kinds of financial transactions have become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS. 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 –

- Online payment of examination and admission fees,
- Pay bill preparation & management of various scholarship schemes,
- All kinds of payments including salaries to staff members,
- Disbursement of salary slips & accounting of GPF,



- Hands-on disclosure of budgetary/financial data on its web-page.
- Online required installation for conferences
- 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.

### **IFMIS (Integrated Financial Management Information System)**

IFMIS is a module used by the Government of Madhya Pradesh to manage its financial activities. Here are some key features of the IFMIS module:

- **Budgeting:** Preparation and management of budgets for various government departments and schemes.
- **Expenditure tracking:** Monitoring and control of expenditures to ensure adherence to budget allocations.
- **Accounting:** Maintenance of financial accounts, including receipts, payments, and balances.
- **Treasury management:** Management of government treasuries, including cash flow and fund management.
- **Reporting:** Generation of financial reports, including balance sheets, income statements, and expenditure statements.
- **Compliance:** Ensures compliance with financial rules, regulations, and standards.
- **Automation:** Automates financial processes, reducing manual errors and increasing efficiency.
- **Integration:** Integrates with other government systems, such as payroll and pension systems.
- **Security:** Ensures secure financial data management and access control.
- **Decision support:** Provides financial data and analytics to support informed decision-making.



The IFMIS module helps the Government of Madhya Pradesh to streamline its financial management, improve transparency, and enhance accountability.

#### **4. Students Admission and Support**

Admission to BSc., MSc. & Diploma classes is realized through online process and it is managed & regulated by higher education department through its web-portals [www.mphighereducation.nic.in](http://www.mphighereducation.nic.in) and [www.epravesh.nic.in](http://www.epravesh.nic.in) annually since 2012-13. Fees is paid online, examination fee deposition has also been initiated online. Institutional assignments for online admission to various courses/classes are performed with support of qualified and skilled staff with complete transparency. Online admission and support activities include the following-

- Publication of admission rules/schedule on web-page,
- Verification of documents, payment of fees & other admission formalities.
- Preparation & publication of admission rolls and related statistics.
- Admission related data management through web-based MIS & e-mails.
- Management of different scholarship schemes for students.
- Disclosure of students-centric information/data/materials on web-site.
- Wi-Fi campus & Availability of internet/e-resources in library.
- Running of computer based programs/courses.
- Conduction of computer awareness/digital literacy programs for students.
- ICT based teaching in smart class-rooms,

#### **5. Examination System**

Under the autonomous system there is a fully computerized exam cell which conducts exams, maintains curriculum and publish results online for different courses/programs. Results processing is realized through internally developed software since 1991 and from 2010 onwards the complete exam



management is done through fully customizable software with stringent security features. The digital features of exam system include-

- Online registration, fee payment & issuance of admit cards
- Intranet for entering CCE marks and other data.
- Declaration of results on web-site, and
- Preparation of mark-sheets.

The College administration is committed to having an automated examination system based on features of e-governance for bringing reliability & efficiency in the system and eventually to improve the quality of education.

The integration of information technology & continuous internal assessment has revolutionized the management & conduction of examination. By the Introduction of these reforms our institution has experienced great improvement in the exam management system, leading to more efficient and transparent overall assessment mechanism. Conduction of CCE through OMR prepares the students for competitive exams.

The College has developed integrated Web enabled application software consisting of Examination Module which takes care of all examination procedure. The examination module is linked to student module and Fee Module of software for accessing student data. The following tasks are performed by examination module:

- Initialization of examination session.
- Initialization of course wise subject paper.
- Mapping of students with their respective courses.
- Subject and paper wise allotment of maximum/minimum marks.
- Initialization of Roll numbers and generation of list of valid students. The student's data is accessed from students' module and fee module.
- The roll list for CCE is generated on the basis of admission fee.



- The roll list for main examination is generated on the basis of "main examination fee".
- Generation of Foils, for entry of marks of CCE, project and practical.
- Entry of marks of CCE & Project section wise.
- Entry of marks of practical and written examination Roll number wise.
- Generation of "filled foils" for the checking of marks.
- Generation of "admit card" and second signature form for entry into the examination hall.
- Defining all examination rules in the generated admit card.
- Result processing, Generation of Tabulation register, Result display, Mark sheets and Summary of results.
- Marking the students for retotaling followed by updating of marks. Result processing and TR generation, declaration of result, generation of mark sheet.
- Dealing of UFM cases.
- Updating of data of students' module on the basis of examination result.

With the introduction of NEP 2020 in the session 2021-22, the examination software has been upgraded their by displaying the credits, grade point, AGPA & CGPA attained by each student in a session. It generates diverse credits for all different courses such as major, minor, elective, vocational and their practical's respectively. Time table; admit card and results are displayed on the website. This automation has reduced the burden on faculty & streamlines the assessment process.

Diversified assessment methods are introduces such as quizzes, debates, group discussions, presentations, assignments charts, projects etc. This caters to various learning styles & assesses a broader range of skills & competencies. Continuous formative assessment throughout the session provides opportunities for continuous feedback & course adjustments. These methods help students to



identify their areas for improvement & enable them to understand the concept better. Regular assessment keeps the students engaged & motivated throughout the session thus promoting active learning. This helps the students to minimize the burden of learning & reduces exam stress & anxiety at the time of final exams. Thus the integration of IT in the examination procedure serves as a boon by doing the entire task flawlessly.

## Welfare Measures for Employees-eHRMS

eHRMS is provide provision for maintaining eService book, employee's personal information, family details, nominees, education, qualification, transfer history, annual confidential reports, leave records etc. With implementation of eHRMS, it alleviates transparency, quick and continuous access to employees' records which is difficult in manual handling.

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*[Handwritten Signature]*

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