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

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| * **Planning and Development**

 e-Governance (or e-Administration) was planned for the benefit of all the stakeholders such as: a) Teachers b) administrators, c) student and parent/guardian community. All official communications are through mails and messages. Use of these services facilitates speedy, transparent, accountable, efficient and effective interaction with external stakeholders like students, parents/guardians. On the other hand, internal services are focused on better management and reduced operational costs by providing speedy, transparent, accountable, efficient and effective process for performing administrative activities. |
| * **Administration**

The Administration of the College functions with E-governance system at College level. The college staff uses developed technology for administration purpose. Use of Smartphone with inbuilt social apps like Gmail and WhatsApp notes are shared with students. WhatsApp Group for awareness and of smooth functioning of the same. The college campus is equipped with CCTV Cameras |
| * **Finance and Accounts**

College gives prospectus at the initial stage of admission process of every academic year. They can register and take up the admission with minimum amount on first come first serve basis. College extends help for the students with several services such as Admission form Filling, Examination form filling as well as Scholarship Form filling at one place only. This service helps all students. The College has provided the facility to the students for linking the contact number with aadhar card. |
| * Student Admission and Support

College gives prospectus at the initial stage of admission process of every academic year. They can register and take up the admission with minimum amount on first come first serve basis. College extends help for the students with several services such as Admission form Filling, Examination form filling as well as Scholarship Form filling at one place only. This service helps all students. The College has provided the facility to the students for linking the contact number with aadhar card. |
| * **Examination**

The institute has an examination committee separately for University exams and internal exams. The Sessional Committee takes care of internal exams which regularly meets to evaluate the functioning of examination system for external examinations as per the requirement of university; Examination committee provides all the necessary arrangements including dedicated office personnel with a Separate Desktop and Internet Facility for online procedure of Paper Downloading and further activities for exam purpose. The examination department has the digital valuation centre for online evaluation. |