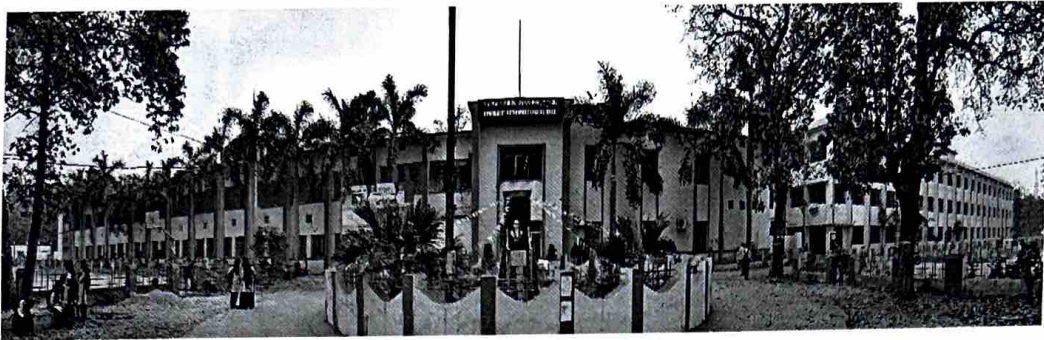


# Annual e-Governance Report

## [2023-24]



Government Autonomous College, Angul

## **Introduction**

E-governance is the platform to make use of Information and Communication Technology (ICT) in the field of administration, the very purpose being to bring transparency, improve work efficiency and accountability in the functioning of an organization for proper record keeping, timely delivery of services to all the stakeholders and ensure instant access to information.

Government Autonomous College, Angul continues to make significant stride in the use of e-Governance in its administration, accounts management, examination related works, admission process and teaching learning. This HEI in keeping pace with the recent applications of e-governance, performs all these functions digitally. Most of the staff and students use smart phones for academic interaction. A well equipped IT-Lab has been set up in the College to monitor and regulate smooth functioning of computer systems and to address all IT related issues. By and large, this HEI benefit from e-governance in the following operational fields.

### **1. Teaching and Learning**

This HEI has a wi-fi campus to help students avail multiple benefits of e-learning facilities. Our college Library can be accessed online to search books, and apply for issue of books. This HEI has organized training sessions with EBSCO to train students and faculties to access journals and eBooks for research purposes. All departments use WhatsApp groups and google team to share study materials and information with students. We have an online examination grievance system to redress the examination related grievances of students. It helps college administration to monitor and ensure that all the grievances of students are redressed in time.

### **2. Planning & Development**

Various MIS modules are an integral part of the data and information transfer process between the College and Department Of Higher Education, Government of Odisha and all other authorities concerned. Online official communications regarding planning and development is realized through e-mails. Proposals for institutional infrastructural development, seminars & workshops, various grants and scholarships are prepared and submitted online through to concerned organizations and authorities including state government and grants are obtained through the same mode. Necessary budget allocations for various schemes including research projects are also realized digitally.

The following organizational assignments are carried out online-

- Official compliances through e-mails to government and other agencies,
- Proactive disclosure of information on the college website,
- Large scale computerization,
- Management of e-library, and
- Many other functions as components of e-governance.

### 3. Administration

Communications and information flow are mostly online in this HEI. Students and staff communicate with each other through email and other digital medium like WhatsApp. Committed and strictly monitored WhatsApp groups have been created for sharing orders, information, direction, important announcements, and notices to all the employees.

The college has adopted biometric attendance system which is compulsory for all the teaching and non-teaching staff. Service-related works like Service Books, Sanction of leave, submission of PAR, generation of Pay Slips etc. are performed through the designated government portal, HRMS. Processing of Bills for salary and non-salary payments is also done through an integrated IFMS portal of Govt. of Odisha.

The HEI is under the surveillance of CCTV which is monitored from Principal's Office for better monitoring and administration.

### 4. Website

The website of this HEI, [www.gaca.nic.in](http://www.gaca.nic.in) showcases all its initiatives and news details on its vision and mission, policy, courses it offers, events happened, notices and advertisements etc.

Significant ICT based institutional tasks carried out online as part of the e-governance program are outlined as-

- Management of e-service books of employees,
- Supervision of various scholarship schemes,
- Maintenance & disclosure of comprehensive information on its web-page,
- Applications including transfer applications & online leave management through HRMS,
- Wi-Fi campus and biometric attendance system,
- Fully computerized office and academic departments,
- Management of e-resources in the college library,
- Digital access to salary /GPF slips,
- Disbursement of GPF payments,
- Management of College web-site ([www.gaca.nic.in](http://www.gaca.nic.in)), and
- Cashless digital payments like RTGS/NEFT.

### 5. Admission

Student Academic Management System(SAMS) is an integrated portal of Department of Higher Education, Government of Odisha which provides a common platform for admission into various courses across the state through e-Admission and offers several e-services to students at institution level through e-Administration. As this HEI is a government Institution, the whole admission process like application for admission, selection, generation of Intimation Letter, payment of admission fee, issue of Transfer Certificate etc. in this HEI is carried out through the designated online platform, SAMS (Student Academic Management System) maintained by Department of Higher Education, Government of Odisha to centralize

admission process of both UG and PG courses. The information about the admission process, vacancy, fees collection, college leaving certificate, all are managed in the portal. In addition to the admission, the subsequent readmission is also done through SBI e-Collect. There is the facility for all applicants to monitor the status of their application and selection, lock their choices, view vacancy status and download intimation letters by logging in into their individual Accounts. Applicants can also download Information Brochure from the portal.

## **6. Examination System**

The post-examination process of this HEI has been in online mode. It facilitates the registration of students for examination, issue of admit card, registration for back paper. Additionally, the system facilitates the processing of results and publication of results online. Students have been provided individual Accounts to view results and download admit cards and mark sheets. We have an online grievance management facility that helps students to submit their result related grievances online and the grievances are immediately redressed to. All the results are uploaded to NAD portal for seamless access by the students and employers.

The digital features of examination system include-

- Online Examination registration, fees collection & issue of admit card,
- Declaration of results on web-site, and
- Preparation of mark-sheets and degrees.

## **7. Accounts management**

On the way to ensure the maximum use of e-governance system and prioritizing transparency in all financial transactions and make them cashless, salaries of employees, payment of remunerations and purchases are made online through NEFT/RTGS and rarely by cheques or cash that too under unavoidable circumstances. Additionally, payment of scholarships is made digitally to maintain transparency and maintain financial accountability. Some of the major assignments performed digitally at College level are as follows:

- Online collection of examination, admission and readmission fees,
- Pay bill preparation & management of various scholarship schemes,
- All kinds of payments including salary to staff-members,
- Submission of utilization Certificates to different authorities,
- Management of College accounts and many such functions as required.

## **8. Library Management System**


Our Library uses an online system to issue books. The cloud-based library automation software is from NIC and e-Granthalaya. This digitized approach facilitates easy tracking of resources and enhances overall library management. The library facilitates an Online Public Access Catalogue (OPAC) and is available online through the website of this HEI. The library subscribes to NLIST for access of online resources.

**Conclusion**

This HEI's e-governance initiative continues to evolve, contributing to a digitally empowered and technologically advanced educational ecosystem. By leveraging technology, we enhance accessibility, transparency and efficiency, fostering an environment conducive for holistic learning and academic excellence.

  
COORDINATOR, IQAC

  
ADMN. BURSAR

  
PRINCIPAL  
**Principal**  
Govt. Auto. College, Angul