

# **HOLY CROSS COLLEGE, AGARTALA**

## **E-GOVERNANCE REPORT**

### **(2023-2024)**

Date:20.05.2024

Implementation of e-governance in Holy Cross College involves the use of information and communication technologies with an aim of promoting transparent, efficient, cost and time effective governance within the institution. To automate the various functions in an integrated manner, e-governance has been implemented in different areas of operation which includes administration, finance and accounts, academics, student admission, examination, library and student support.

The college has implemented e-governance with the help of e Camp Pro software developed by HEMBRO Software Solutions Pvt. Ltd.

#### **IMPLEMENTATION OF E-GOVERNANCE IN THE AREAS OF:**

**ADMINISTRATION:** The College has implemented the following e-governance system for its smooth functioning.

- The College uses the modules of HEMBRO Software, a web-based application for administrative purpose which provides an integrated platform for all the students, teachers, administration and other staff members. It can be accessed from anywhere by the login user ID and password. The College authority can supervise all service units in the office through the ERP Software.
- Introduction of ICT in administrative work has been implemented.
- College campus with 24x7 internet facility.
- Biometric attendance for the teaching and non-teaching staffs has been introduced for computerization and digitization of the activities of the institute.
- To strengthen the campus security, the college has installed CCTV cameras at various places as per need. Secure Eye application and software is available for surveillance on computer by college authorities.
- Inbuilt mobile app like G-mail/E-mail messenger is used by college administration for easy communication among the staffs and students.

- WhatsApp groups are used for awareness and circulation of information/notices amongst the students and staffs of the college.
- Facilities like Google Sheet, Google Docs, Google Forms and Google Drives are now used by the authority and IQAC to promote paperless IQAC.
- To communicate with the parents and to circulate information among the staff and stakeholders SMS service is used.
- All important information/notices are regularly uploaded in the college website.

#### **STUDENT ADMISSION AND SUPPORT:**

- For student admission advertisements are published in local dailies and flyers are circulated in social media along with the notification in the college website.
- Brochure containing the admission details is uploaded in the college website.
- Merit list of the selected candidates is uploaded in the college website.
- Payment of registration fee, admission fee is made online to promote cashless transaction.
- The college has purchased e Camp Pro software provided by HEMBRO Software Pvt. Ltd. for student admission and support like issue of I cards and library cards.
- The college has integrated library management software-Libnet V.2 for student support. Through this software issuing and returning of books is done.
- Through Web Opac, students/users can browse book from anywhere.
- The library has e-resource Inlibnet-Nlist through which users can read/download book(s)/journals.
- The college has computer lab for students with uninterrupted internet connectivity.
- During pandemic all the theory and practical classes were conducted online via e-Campus Pro SiS and Microsoft Teams platform.

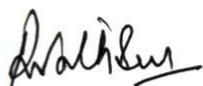
## FINANCE AND ACCOUNTS:

- The office maintains its account, financial records effectively and efficiently through Tally software and ERP.
- With Payroll Management System, salary of staffs gets calculated automatically and disbursed to the bank accounts.
- All the payments are made and received in an online mode such as NEFT, RTGS, Bank Transfer, Google Pay and Phone Pay.

## EXAMINATION:

- The exam related matter of the college is partially e-governed; all the exam related data are stored and maintained both in paper and in paperless manner.
- Students can get the examination date and time table from the college website which is also circulated in students' whatsapp group. Students access their result from the Tripura University Portal.
- Filling of the examination forms, receiving admit cards, uploading of marks etc are done in online mode as per the directions of Tripura University in and from the University portal.
- Payment of fees are made and received in an online mode.
- Seating arrangement of the students are prepared by the exam cell and circulated in the students' WhatsApp group by the respective department.
- The college is also planning to handle the examination process through ERP.

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