

HINDU COLLEGE : : GUNTUR



6.2.2

ANNUAL E-GOVERNANCE REPORT

2021-22

Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the management to provide and integration of various stand-alone systems and services. The e-governance facility started in college since 2020. The entire e-governance system/model is prepared by our students and faculty. The very purpose of e-governance is to bring transparency and efficiency in the working of an organization. The e-governance platform provides facility for maintaining records of administration, planning and development, finance and accounts, student admission and support and examination system.

Hindu college, Guntur is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. All the staff and most of the students use smart phones to utilize the benefits of modern day technologies available in the field of higher education.

1. Planning and Development

Online official communications regarding planning and development is realized through e-mails, whatsapp groups and messages. Proposals for infrastructural development, R & D projects, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organisations including state government and sanctions are obtained through the same mode. Various MIS modules are an integral part of the data and information transfer process between the College and the higher education department.

Proper training for working on different user interfaces is organised by IT-team 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 team. 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.

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 and internal communications through Whatsapp groups. The ICT based significant institutional tasks carried out online as part of the e-governance program can be outlined as-

- Management of e-service books (ER Sheets) of employees (under progress)
- Supervision of various scholarship schemes,
- Maintenance & disclosure of comprehensive information on its web-page,
- Development of ICT based infrastructure in the College,
- Applications including transfer applications & online leave management
- Wi-Fi campus and biometric attendance system,
- Fully computerised office and academic departments,
- Conduction of seminars/workshops/trainings on digital literacy,
- Organization of computer awareness programs,
- Management of e-resources in central library & departmental libraries,
- Issuance of salary/GPF e-slips,
- Salary payment to employees through net-banking,
- Cashless transactions & payments, and

A committed WhatsApp Group has been created for sharing orders, information, direction, vital announces and notices to the employees.

3. Finance and Accounts

As a basic ingredient of e-governance concept and as per instructions of the government, all kind of financial transactions has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, 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 at College level-

- Online payment of examination and admission fees,
- Pay bill preparation & management of various scholarship schemes,
- All kind of payments including salaries to staff-members,
- Disbursement of salary slips & accounting of GPF,
- Conduction of computer awareness programs for office-staff,

All the accounts are being maintained in nationalized banks with maintenance of proper ledger at College level.

4. Students' Admission and Support

All the admissions for UG level will be conducted by APSCHE in OAMDC throughout the state through online mode. We will arrange the required technical assistance through a special Admission Helpline Desk. With respect to PG admission a Common Entrance Test will be conducted by at the State level. Hence all the admission processes will be realized through online process and it is managed & regulated by AP State Council for Higher Education through its web-portals www.apsche.org and <https://cets.apsche.ap.gov.in/APscheHome.aspx>. Institutional assignments for online admission to various courses/classes are performed with support of qualified and skilled staff with orderly transparency on merits. Online admission and support activities include the followings as such-

- Disclosure 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,
- 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, and

Above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

5. Examination System

As ours is an affiliated College, all the External examinations will be conducted by the Affiliating University. With respect to Internal examinations, we have a separate exam cell which conducts exams, maintains records. The digital features of External exam system include-

- Online registration, fee payment & issuance of admit cards on web address
www.anu.ac.in
- Declaration of results on web-site, and
- Preparation of mark-sheets and degrees.

The College administration is planning to have 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.

6. Screen Shots of User Interfaces:

Various user friendly interfaces are

[A few screenshots of usage of e-office by the college](#)



Hindu College

(Re-accredited by NAAC as Grade 'A' with CGPA 3.07)

Main Road, Opp. Sri Venkateswara Vignana Mandir, Guntur Ph.: 0863-2227649

Individual Student Fee Payment Details

Hall Ticket Number	y191028032						
Name of the Student	MOHAMMED AZRA AHAMED SIDDIQUE						
Course	B.A. ()						
Department	HEP						
Academic Year	2019 - 2022						
Year	Fee Type	Actual Amount	Paid Amount	Due Amount	Bill Number	Amount Paid	Paid Date
First Year	Tuition Fee	3500	3500	0	CHALLANA	3500	01-07-2019
Second Year	Tuition Fee	3500	3500	0	CHALLANA	3500	05-02-2021
Third Year	Tuition Fee	3500	3500	0	2112-34	3500	02-12-2021
Total		10500	10500	0			

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HINDU COLLEGE, GUNTUR

(Re-accredited by NAAC as Grade 'A' College)



STUDY & CONDUCT CERTIFICATE

Date: 25-10-2022

This is to certify that KOTE MERY SRAVANI was / is a student of this college during 2018 - 2021 in B.Com. class in English medium with Group subjects Computers and her character and conduct was / is found satisfactory.

PRINCIPAL

A few screenshots of CFMS usage by the college faculty and staff

Login

herb.apcfs.in

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

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1. User Manual for DDO's to Assign Locations
2. User Manual for DDO's to Employee Mobile

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OAMDC
Online Admission Module for Degree Colleges
GOVT. OF ANDHRA PRADESH

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4 year UG Programmes

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[Click here](#) Important Instructions to the Principals of all unaided colleges

[Click here](#) Circular For Unaided College Managements on Management Quota

OAMDC Intro Video

OAMDC Registrat...

JñānaBhūmi
Learning Gateway

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Learning Gives Creativity Creativity Leads to Thinking Thinking provides Knowledge Knowledge makes you great

Latest Notifications
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Online Affiliations
Online Affiliations will be opened soon for A.Y. 2020-21
Click Here to Login

Social Welfare Students- 767802 Amount (in cr) - 133	Tribal Welfare Students- 276784 Amount (in cr) - 447	B.C Welfare Students- 300640 Amount (in cr) - 208	Minority Welfare Students- 129401 Amount (in cr) - 299	Differently Aabled Students- 8304 Amount (in cr) - 3	Kapu Students- 165396 Amount (in cr) - 478	EBC Students- 143296 Amount (in cr) - 422	Affiliating Authorities 36
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ACHARYA NAGARJUNA UNIVERSITY
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EXAMINATION NOTIFICATIONS

Students	Date	Notification
REGULATED EXAMINATION FEE/CRIP SPECIFIC RATES	04/04/2023	REGULATED EXAMINATION FEE/CRIP SPECIFIC RATES
DD APPLICATION FORM	04/04/2023	DD APPLICATION FORM
US & F&C RATES	04/04/2023	US & F&C RATES
REGULATION APPLICATION	02/04/2023	REGULATION APPLICATION
ANALISE PAYMENT FORMS CHALLAN	01/04/2023	ANALISE PAYMENT FORMS CHALLAN
AFFILIATED COLLEGES FEE CHALLAN	31/03/2023	AFFILIATED COLLEGES FEE CHALLAN
EXAMINATION FEE CHALLAN	28/03/2023	EXAMINATION FEE CHALLAN
TUT & SA	18/03/2023	TUT & SA

**Andhra Pradesh state Council of Higher Education
Learning Management System & Internship**


S.No	Admitted Year	Course	Branch	Student Id	Student Name	Status	Email	Mobile Number	Reg Date	Last Active Date
1	2021-22	BA	ECONOMICS, POLITICAL SCIENCE, COMPUTER APPLICATIONS	DAM00201028563	ALLA VENKATA NARAYANA	Verified	LOVITYONIVENKATg@GMAIL.COM	7660874007	24/03/22, 12:57 PM	25/03/22, 12:58 PM
2	2021-22	BA	ECONOMICS, POLITICAL SCIENCE, COMPUTER APPLICATIONS	DAM00201018741	BALUCURI KTEENI	Verified	KERTIKITTU661p@GMAIL.COM	7388030358	30/03/22, 3:50 AM	--
3	2021-22	BA	ECONOMICS, POLITICAL SCIENCE, COMPUTER APPLICATIONS	DAM00201019488	BAI JULA VENKATA GOPI	Verified	VENKATAGOP188B@GMAIL.COM	9896973281	24/03/22, 1:17 PM	24/03/22, 1:18 PM

The above are some of the initiatives towards e-governance in the institution. I request the Governing Body headed by Secretary and Correspondent to approve the same.


(P.M. PRASAD)
Principal



PRINCIPAL
HINDU COLLEGE
GUNTUR


(CH. RAMAKRISHNA MURTHY)
Secretary & Correspondent



Secretary & Correspondent
HINDU COLLEGE GUNTUR