



छत्तीसगढ़ युवा विकास संगठन शिक्षण समिति द्वारा संचालित

(उच्च शिक्षा विभाग से मान्यता प्राप्त एवं पं. रविशंकर शुक्ल विश्वविद्यालय से स्थायी संबद्ध)

विप्र कला वाणिज्य एवं शारीरिक शिक्षा महाविद्यालय

जी.ई.रोड, रायपुर (छ.ग.)

E-Mail vipracollege1996@gmail.com

Visit on- www.vipracollege.org

पंजीयनकं.-17951

Phone No. 9406082000

6.2.2: Implementation of E-governance in areas of Operation

6.2.2: Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination


PRINCIPAL
Vipra Arts Commerce & Physics
Education College, G. E. Road
Raipur (C. G.)

Principal

Dr. Meghesh Tiwari
Vipra Kala, Vanijya Avam
Sharirik Shiksha Mahavidyalaya
Raipur, Chhattisgarh



E-Governance Report

Vipra Kala Vanijya Avam Sharirik Shiksha Mahavidyalaya, Raipur (C.G.) has drafted policy for implementation in various administration and academic activities of the college in the academic year.

Implementation of e-governance in the areas of operation:

It has been decided to automate all the various operation of the instructions in an integrated manner in order to enable transparency clarity in different functionalities of the instructions pertaining to teaching learning (Academic), Administration, Finance and Accounts, Student Admission & Support & Examination.

In this direction a few vendors/service providers of ERP software are called and quotations are invited as per the recommendation of the IQAC of the college followed by the directions of the Governing council suitable ERP has been deployed and put in to the appropriate use. Required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stakeholders.

Administration:

Enterprise Resource Planning (ERP) aims at immediate availability of data in required formats that ease the work of staff and management and increase in transparency and accountability in administration. Facilities are provided for online to the students, faculties and employees.

Finance & Accounts:

Tally software is being used for maintaining finance & appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software are given on timely basis. Office shall continue with Tally solutions for Finance management.

The E-Governance report is submitted to the Governing Council. The Governing Council has verified and accepted the report.

Student Admission & Support:

Students are providing maximum services like admission process, payment of fees, internal examination & practical, bonafide certificates etc. in online mode.

Academic & Examination:

College is planning for all the assessment marks have to be uploaded in the automation software which simplifies the works by expanding the analyzing capacity and faster feedbacks. Controller of Examination needs to supervise the entire process of examination under the guidance of the Principal of the college through e-governance. Such as-

- Management
- Staff Management
- Student Management
- Fee Management
- Time Table
- Academic Activity
- Student Attendance
- Student Evaluation & Assessment
- Examination
- Material Upload
- Online Exam etc.



Policy Document on E-governance

The college is planning to implement e-governance in all aspects of functioning like, Accounts, admissions, administration, Examinations etc.

The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

Website:

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Affiliated University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

Accounts:

The office continues to maintain its account on Tally. Latest versions of the software Tally ERP is purchased in year 2022 and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software are providing regularly.

Administration:

Attendance Management Software i.e. Radio Frequency Identification (RFID) is used by Administrative Staff and Teaching Faculty to record and track Attendance. Administrative office use Advanced Excel and File Management System Tools to maintain effective database. To provide a hassle free, convenient and smooth process, administration of the college to be made paperless. Students must be able to obtain maximum services in online mode. The college will look into opportunities to automate some of its functions related to administration. Administrative Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination:

The College has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.


Library:

Vipra College has a well-maintained e- Library stocking more than 10350 books. These are fulfilled the requirement of the courses which are run by the college a variety of books available for students & Staff belonging to all streams (Physical Education, Education, Computer Science, B.Sc. and Commerce) of the college. National and local Newspaper (both Hindi and English), Magazines, (beneficial for the competitive examination), e-Journals, e-books under the UGC-INFONET Digital Library consortium of INFLIBNET N-List.

Hardware Infrastructure:

The college to ensure that it has adequate number of desktops and laptops for student and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminars rooms and laboratories. The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.


PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. S.)

 *dewangan@LibTechno Solutions*
Knowledge management
H.No. 54/1065 shanti vihar coloney Danganiya Raipur (C.G.)
Ph.0771-2243498 Mob.91-9977561450
Email- libtechnosolution@gmail.com
<http://dewanganlibtechnosolution.webs.com/>

<i>Library ,Vipra College,Raipur C.G.</i>	<i>Bill No.2014/011/ Date 21/11/2014</i>	<i>Original / date</i>
<i>Smt.Pranita Sharma (Librarian)</i>		

Ref. Your Email

<i>S.No.</i>	<i>Description</i>	<i>Amount</i>
<i>1</i>	<i>Installation of ILMS NewGenLib (OSS)</i> <i>(Installation and Customization of OSS and Library blogs)</i>	<i>15000.00</i>
<i>Total</i>		<i>15000.00</i>

Rupees Fifteen Thousand Rupees only

Cheques/ Draft made in the favor of Anil Kumar Dewangaan

Plz Make payment Before 30 days

Received by cheque No. 044209 of Nagarik bank date 18/11/2014

E& OE

For dewanganlib@technology Solouations

Phone No. 0771-2234440

0771-4044778

CASH/CREDIT MEMO

P.C.DOCTOR COMPUTER SERVICES

NEAR K.P. TRAVELS, MISHRA BHAWAN, TATIYAPARA CHOWK, RAIPUR (C.G.)

Invoice No: PCD/09-10/33940

Date: 10-02-2009

Order No.

Challan No.

DIRECT BILL

MS

VIPRA COLLEGE RAIPUR (C.G)

SR.NO.	Particulars	VAT%	QTY.	RATE	AMOUNT
1	TALLY 7.5 ACCOUNTING SOFTWARE		1		4500.00

"We declare that invoice shows the actual price of goods described and that all particulars are true & correct"

TOTAL	4500.00
OUTPUT VAT 4%	0.00
ROUND OFF	0.00
G.TOTAL	4500.00

RUPEES: FOUR THOUSENDS FIVE HUNDRED RUPEES ONLY

Terms & Condition :-

- 1) IF PAYMENT IS NOT RECEIVED WITHIN 7 DAYS 2% MONTHLY INTREST WILL BE CHARGED
- 2) WARRANTY ON ALL PRODUCTS IS SUBJECT TO PRODUCT PRINCIPAL.
- 3) NO WARRANTY ON PHYSICAL AND BURNI PRODUCT.
- 4) NO RESPONSIBILITY OF GOODS IS LEAVES OUR PREMISE!
- 5) GOODS ONCE SOLD WILL NOT BE RETURNED OR EXCHANGEDD AT ANY COST.
- 6) SUBJECT TO RAIPUR JURISDICTION ONLY

Prepared By

Checked By

For, P.C.DOCTOR COMPUTER SERVICES

