

**Office of the Principal and Officially Secretary,  
Governing Body, C.M.Dubey P.G.College, Bilaspur (C.G.)**

No.: /CMD/2018-19

Date: 18/09/2018

K/106/2

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

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

**ANNUAL e-GOVERNANCE REPORT**

The college has emphasized the need for devising suitable measures for quality education. Implementation of robust design for quality assurance has been one of the imperatives for implementing the vision of the institution. The details are mentioned below.

**1. ADMINISTRATION :**

- I. **ERP:** Previously college administration was run through university ERP software. Now the College Administration has been equipped with computerized ERP software which has been found to be satisfactory. Bulk SMS Portal is being used by our college using software **AQUA SMS Gujarat** from 2017 - 2018. College official Website started in 2019 – 2020.
- II. **Cabin:** Principal cabin has been lace with internet, computer, with scanner and a printer. All responses from university and education department through email are routine practice. Administrative office is fully computerized.

**2. FINANCE & ACCOUNTS :**

- I. The institution has computerized **TALLY software** for maintaining Finance & Accounts for sustenance and has been found equally satisfactory.
- II. **ERP software** also used for maintaining Finance & Accounts. In this process payment receipt of permanent faculties are provided through government rules. By using ERP software this college collect the fees of the students and records is maintained accordingly.

  
**Incharge Principal**  
C.M. Dubey P.G. College  
Bilaspur (C.G.)

### 3. STUDENT ADMISSION & SUPPORT:

- I **Library:** In the year 2018 after the digitalization of our library, **KOHA** Software is used in our college
- II **ERP software** is used for student admissions, academics, library management,.
- III Later on college started using LMS software named as Campus Technology (**Kahaan** Technology) for teaching and learning. This software helps in teaching students in bulk, creating class and helps in monitoring students, creating Time Table, Taking Attendance.

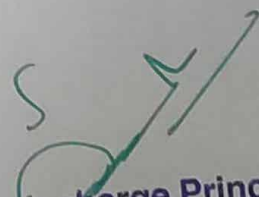
### 4. EXAMINATION

Admit card and Results of students were received through University websites. Online admission portal of college has been established for the sake of the students.

- I **Website:** College maintains and updates its official Website on regular basis which is governed by the website committee.
- II **Bilaspur University Exam Portal:** A well-organized exam portal to upload student's marks such as lab Internal and External marks.

Our college incorporates an inclusive participative action plan for development of the college. Suggestions and invocative ideas and taken into account from the departments which in turn collect the feedback from the stakeholders. These are related to Departmental development and future planning. There are various other committees' viz. Library Committee, Infrastructure committee, Research Committee, Sports Committee who also send the recommendations for future plans to the IQAC cell of the College. IQAC Cell collects the data from all spheres selects and recommends those which it deems suitable. It also initiates the future plan of action and through the Principal is forwarded to the Management Committee for its approval. These all plans are operated and monitored by used of ERP related softwares.

As Per the Order of the Governing Body.....

  
**Incharge Principal**  
C.M. Dubey P.G. College  
Bilaspur (C.G.)