Implementation of E-governance in areas of operation.

1. Administration

a) Online Activity proposal generation module:

Event proposal generation gives a zest of programme with objectives, requirements and outcomes of various activities conducted by the teaching faculties of the college. It helps to keep a systematic record of the various activities conducted.

The faculty coordinator who wants to conduct any activity has to fill in all the details on a Google form. The link of which is provided on the official website of the college under the tab Disclosure. After we select the option FORMS AND LINKS we are headed towards multiple options and we have to select the option ACTIVITY PROPOSAL.

The following things needs to be filled in the Activity Proposal

- ☐ Mention Email ID
- ☐ Fill in the Event Details
- ☐ Details of the participants
- ☐ Details of registration fee
- ☐ Proposed sources of funds
- ☐ Proposed expenditure
- ☐ Event coordinator details

It is then submitted for scrutiny and signature of the head of the department, IQAC Coordinator and the Principal.

Once the Google form is filled and submitted the Activity Proposal is generated and an automated response is sent to the faculty and to the college through Email.

Name of the Vendor with contact details: **ICT Lab, Vidya Prabodhini College, Parvari-Goa. 08322410500**
Year of implementation: 2016

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b) Online college activity report generation module:

Activity report generation module is designed to keep systematic records of all the academic, non- academic and administrative activities conducted in college. It is used to generate reports of the various activities organised/participated by the college.

The faculty coordinator who had conducted the activity has to fill in all the details in the Google form. The link of which is provided on the official website of the college under the tab Disclosure. After we select the option FORMS AND LINKS we are headed towards multiple options and we have to select the option ACTIVITY REPORT FORM.

The following things need to be filled in the Activity Report Form:

- Mention Email ID
- Fill in the Activity Details along with Geo tag photos
- Details of the participants
- Details about the resource person
- Activity coordinator details

It is then submitted for scrutiny and signature of the head of the department, IQAC Coordinator and the Principal.

Once the Google form is filled and submitted the Activity Report is generated and an automated response is sent to the faculty and to the college through Email.

Name of the Vendor with contact details: **ICT Lab, Vidya Prabodhini College, Parvari-Goa. 08322410500**
Year of implementation: 2021

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2. Finance and Accounts

a) Tally. ERP 9 to handle accounting, inventory management, tax management, payroll etc.:

The college makes use of Tally ERP 9 accounting software to handle accounting, inventory management, tax management, payroll etc.

This program is compatible with various business applications such as inventory, finance, sales, payroll, and purchasing.

Tally software is used to keep detailed records of all transactions for each account.

Name of the Vendor with contact details: **Microtech Systems Mobile No. 9850270194, E-mail:microtech31@rediffmail.com**

Year of implementation: 2013

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3. Student Admission and Support

a) Integrated Academic Information Management System (IAIMS)

The IAIMS e-governance is an integration of a total of 34 digital modules that include online college admissions, learning management system (LMS) including online examination, attendance system, etc., where students access both academic content as well as administrative services, remotely and for 24 hours a day . The benefits of IAIMS include:

1. **Centralized Admission**
2. **Learning Management System**: The LMS module provides online access to academic content, online examination, and attendance system.
3. **24/7 Access**: students can access academic content as well as administrative services remotely and for 24 hours a day.
4. **Attendance:** Students can also monitor their attendance status by login to their profile.

Students should mandatorily have the following documents in specified format to complete the online application.

a. SSC Marksheet (pdf format with file size less than 1MB)
b. HSSC Marksheet (pdf format with file size less than 1MB)
c. Aadhar card / Passport (pdf format with file size less than 1MB)
d. Passport Size Colour Photograph (JPEG Format with file size less than 1 MB. Avoid white/ light background)
e. Signature (JPEG Format with file size less than 1 MB.)
3. Valid certificate is mandatory for candidates applying under the reservation category - SC/ST/OBC/EWS/PH.

Name of the vendor:

 Directorate of Higher Education, Goa. Phone: 8830084183

Year of implementation: 2021

b) KOHA-Open source integrated library management system (ILMS)

KOHA provides students with information on the number of books borrowed by them from the library. It also informs them with the renewal date of the borrowed library books and penalty if any. KOHA is an open source library management system that offers a comprehensive range of features to facilitate the management and organisation of libraries in educational institutions. It has a flexible and user-friendly interface.

Name of the Vendor with contact details: **Directorate of Higher Education, Goa. Phone: 8830084183**

Year of implementation: 2021

b) Google Classroom

Google Classroom helps educator create valuable learning experiences which they can personalize, manage and measure. It helps to streamline the process of sharing files between teachers and students.

Teachers are using Google Classroom for **sharing material, giving assignments, discussions** and giving any other instructions.

c) Student WhatsApp Group

Class groups on WhatsApp groups are made for students along with teachers. These groups act as a direct link between students and faculty members. It helps in sharing of information and facilitates smooth communication related to academics. Also provides a platform for students to communicate with their teachers and solve their queries and doubts.

WhatsApp group is also used as a **collaborative tool for group projects**. Students use WhatsApp to discuss ideas, share files, and work together on assignments. This is particularly useful for students who are unable to meet in person due to distance or scheduling conflicts.

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4. Examination

a) Integrated academic information management system (IAIMS)

IAIMS penetrates an organization in four stages : from creating awareness ; through development of foundation infrastructure ; through integration as an extra effort ; to integration as a by-product of organizational structure and information architecture.

The ISA and SEE marks of the students are entered into the software which further processes the progression report of the student. It also provides a student profile and performance report.

Functioning of all the roles of faculty like management of Annual Performance Report (APR) as of uploading and downloading of APR reports with result and file download .

Name of the vendor:
Directorate of Higher Education, Goa. Phone: 8830084183
Year of implementation: 2021