DPG DEGREE COLLEGE

(Affiliated to MDU Rohtak)

Sector-34, Near Marble Market, Gurugram 122001

Annual E-governance Report 2021-22

(Presented for Approval of Governing Body)

E-governance is the integration of information and communication technology in all working processes of the DPG College. To facilitate the same DPG College is using ERP software with Student, Faculty, Examination, Finance and Account. The detail of this software is as follow Name of vendor – H3 Info Tech Pvt. Ltd. Greater Noida, year of implementation 2015.

E-Governance is also the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of an organization. This urge for transparency and efficiency is derived by the demand of ever increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

Committee

The Committee has been constructed to look after the ERP/ Website functioning and the work has been distributed among the members of committee for the smooth functioning. Dr. Sapna is the assigned convenor of the ERP committee and Dr. Jyoti, Ms. Bhawna, Dr. Yashpal and Mr. Upender are the members of the committee. Ms Preeti Rathi & Ms. Deepika have been assigned the duty to monitor and up gradation of the website of the college . Mr. Manish is the ICT incharge of the college.

In DPG Degree college E-governance is functioning in the areas of :

1. **Administration Function**

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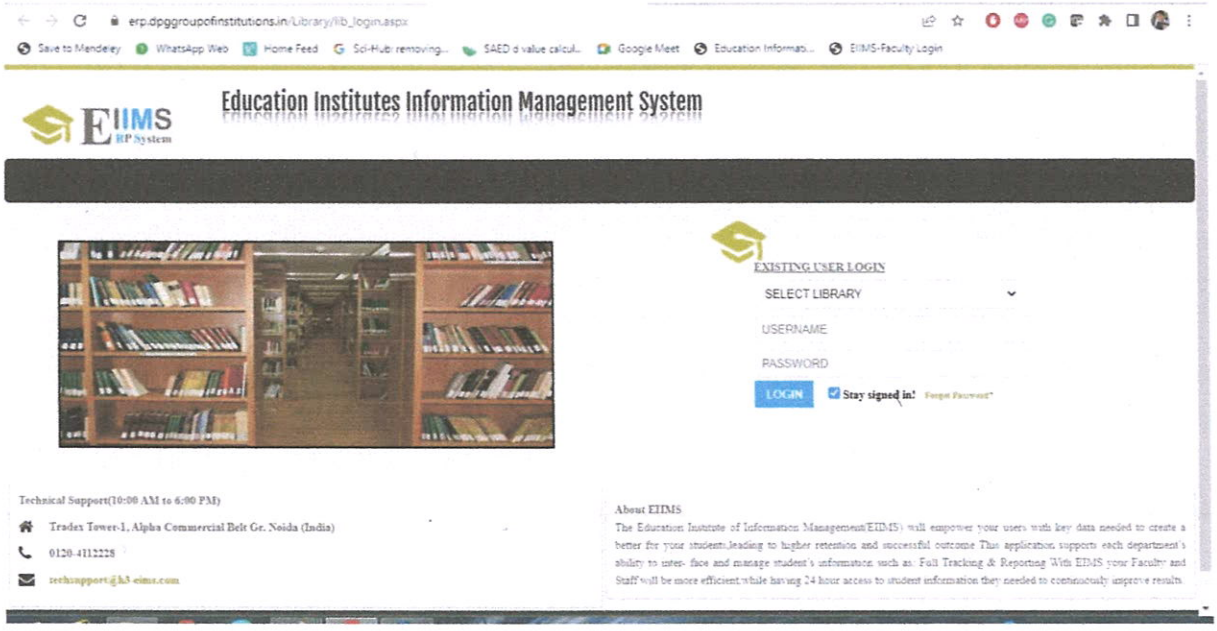
- DPG College staff members maintain online attendance records.
- DPG College has biometric attendance for teaching and non teaching staff.
- DPG College campus is equipped with CCTV cameras installed at various places of need.
- College staff members uses smart-phone with inbuilt app like G-Mail to communicate.
- Whatsapp groups of faculty and students has been created to provide brief notice and circular to staff.
- DPG College also maintains online leave record and Time table management through ERP.

A well equipped IT-Cell has been established in the College to monitor and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits could be ensured out of them. Conduction of seminars/workshops/trainings on digital literacy and ERP.

Hands on Training for five days has been organized by DPG Degree College in collaboration with H3 Info. Tech. Pvt. Ltd. From 11th- 23rd October 2021 and 22nd- 26th August 2022. Ms. Pragya from H3 Info. Tech. was the assigned trainer for the training. Various aspects of functioning of ERP like working of faculty portal, admin portal and library portal were explained and queries of teaching and non-teaching staff were discussed.



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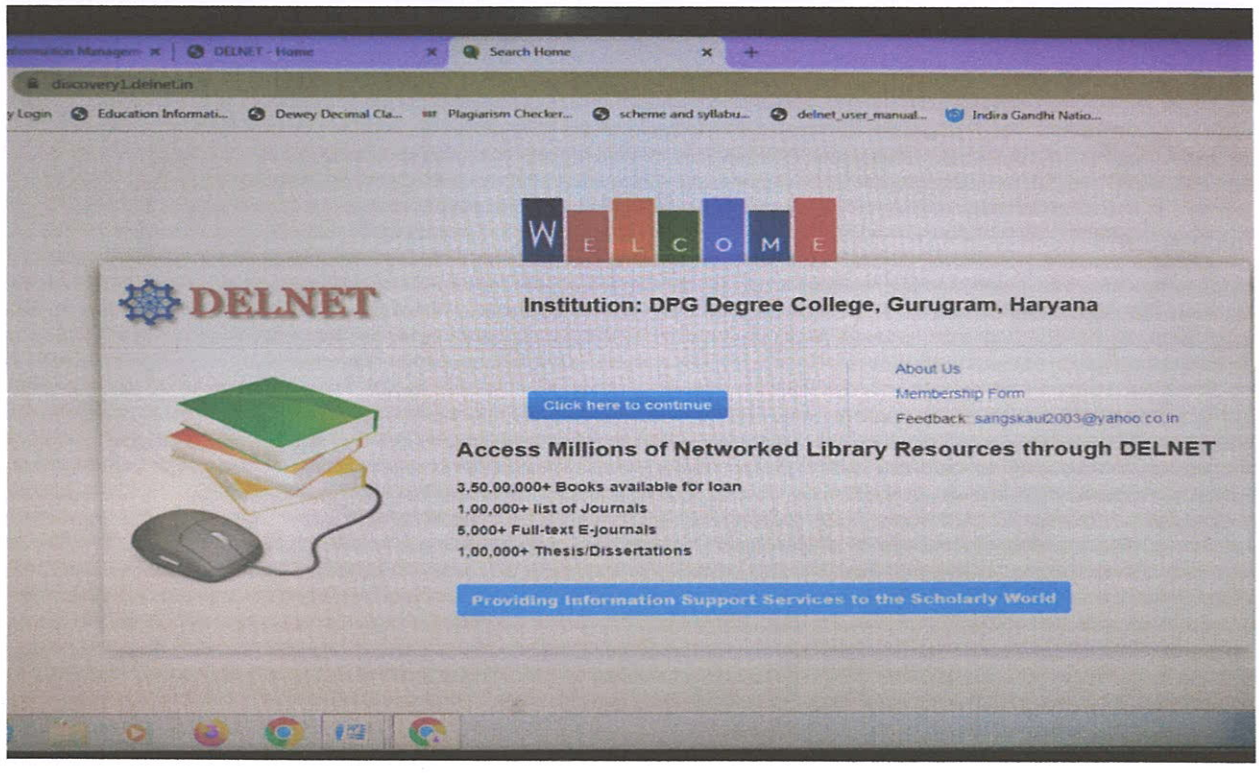

CCTV Footage

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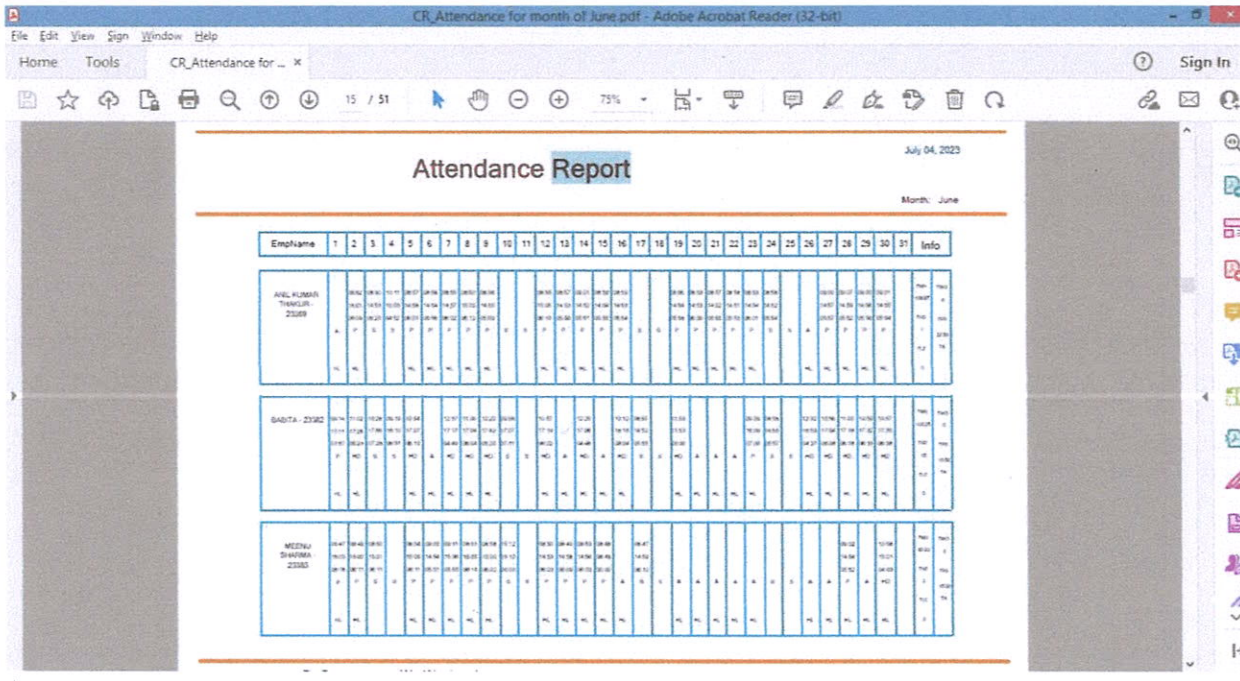

2. Finance and Accounts:

Like past few years Tally ERP system has helped in smarter decision making and detecting problems. It provides benefits such as increased standardization, better reporting and provide all information to our finance and Accounts department. It has made collaboration and drilling into reports simple. The Online transaction facility is available for the students. All the accounts are being maintained in HDFC banks with maintenance of proper record at College level. Salaries of the staff are being paid in bank only.

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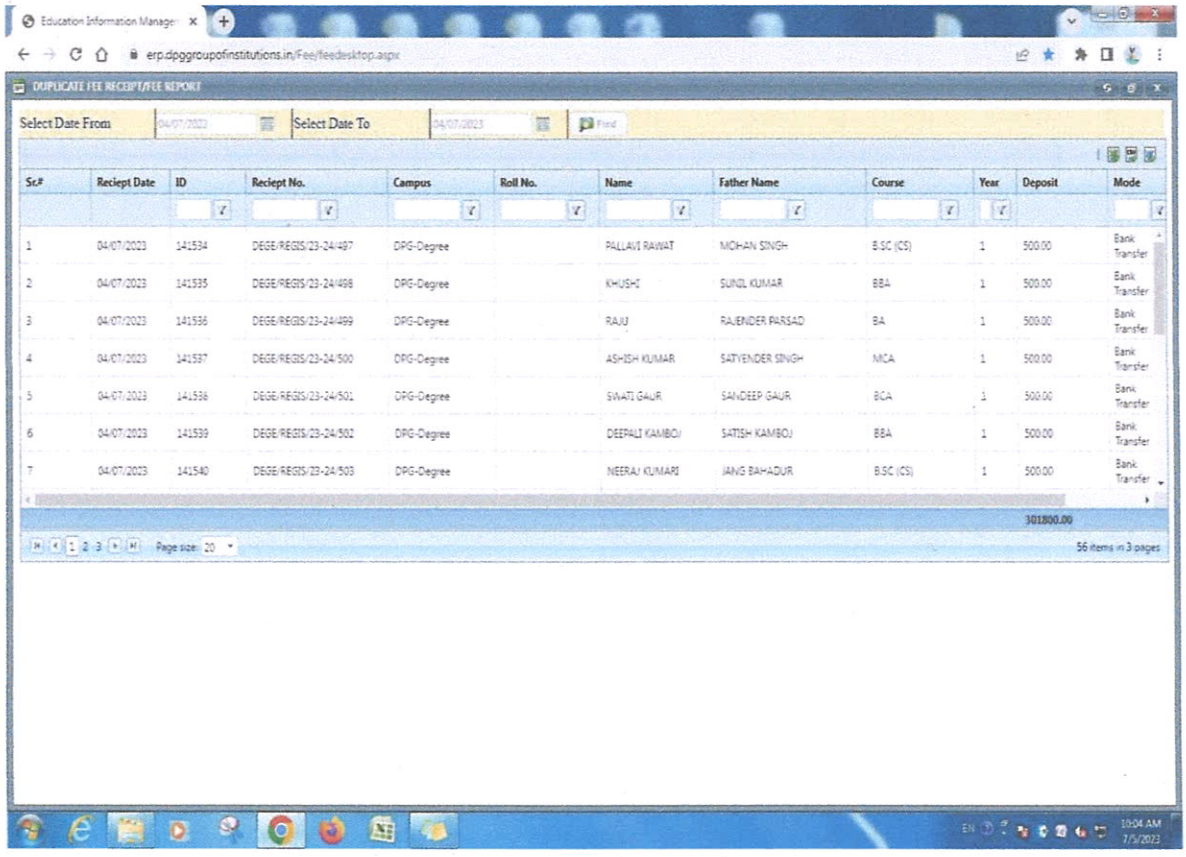

3. Student Admission and Support :

Attendance records were maintained and internal marks were also uploaded by faculty members via ERP. Library portal is also available to deposit and issue the books.

All the courses details were being added on the ERP portal and staff and student profiles were being created. Furthermore, curriculum data, admission records were being maintained on ERP

Other ICT related facilities available on website.

- Disclosure of admission rules/schedule on web-page,
- Admission related data management through ERP
- Management of different scholarship schemes for students,
- Disclosure of students-centric information/data/materials on web-site,
- 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,

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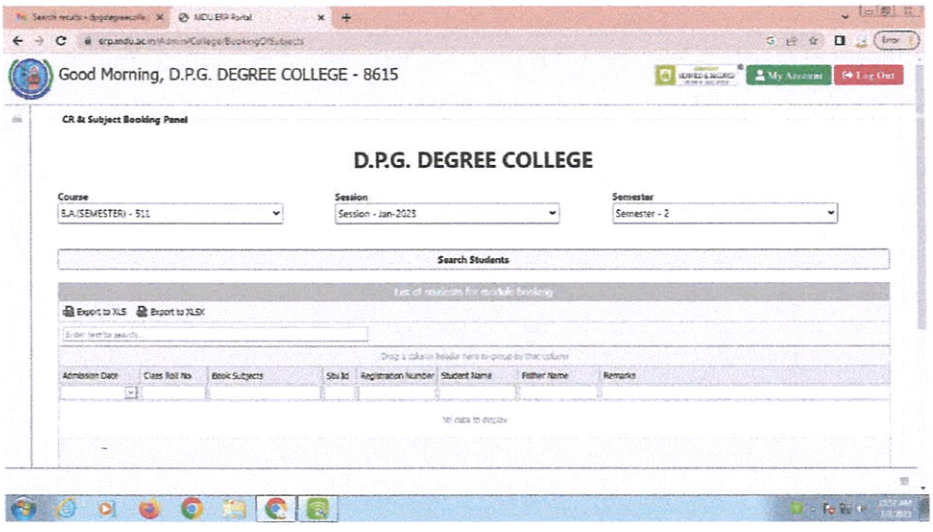
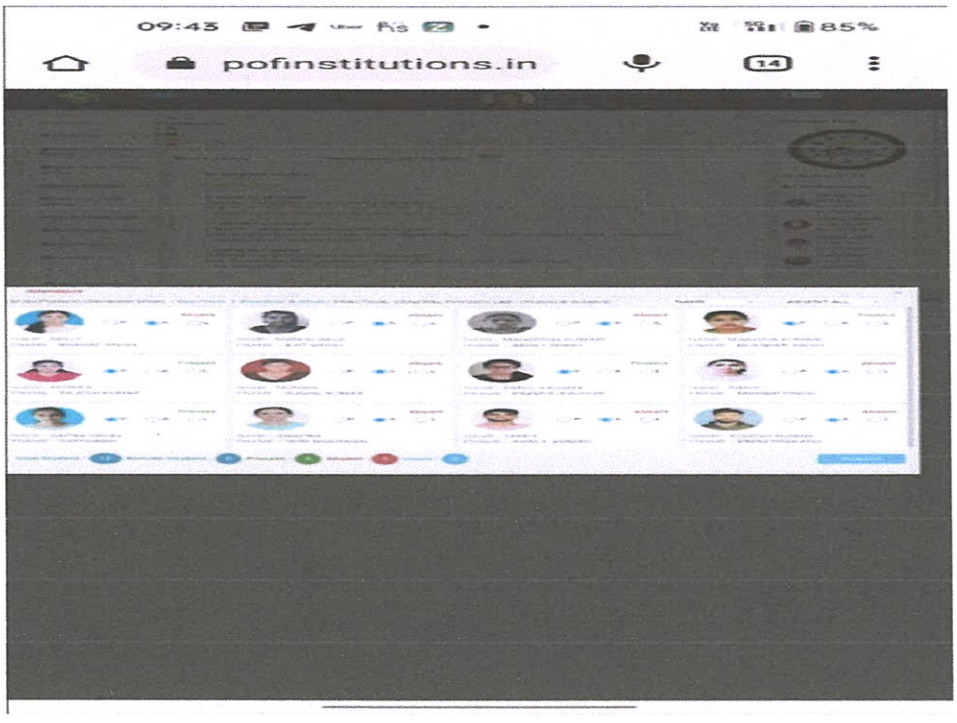
- ICT based teaching in smart class-rooms, and
- Maintenance of students' attendance in web-based formats.

CR/RR Booking





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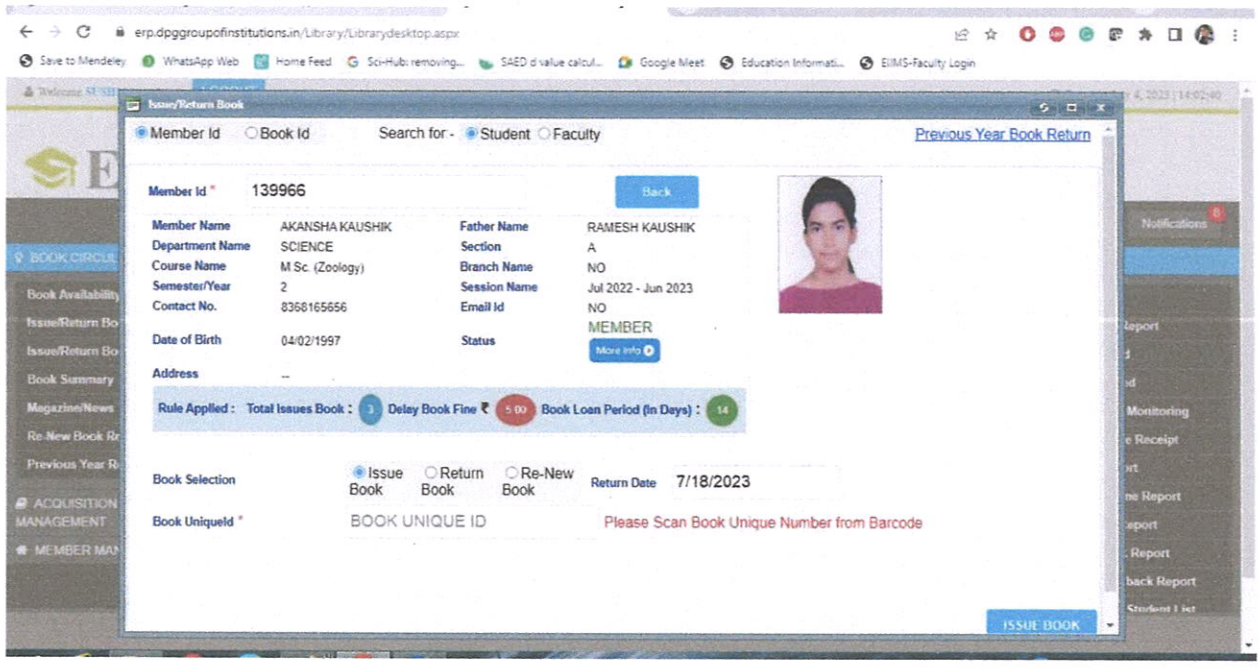

4. Examination :

As the college is affiliated from MDU university following the examination norms as per the affiliating university.

The digital features of exam system include-

- Online registration, fee payment & issuance of admit cards on web address of the university.
- Entering of internal marks and practical marks on university portal.
- Declaration of results on university web-site,
- The College administration is also to have an examination system based features of ERP which provide quick result and transparent system.

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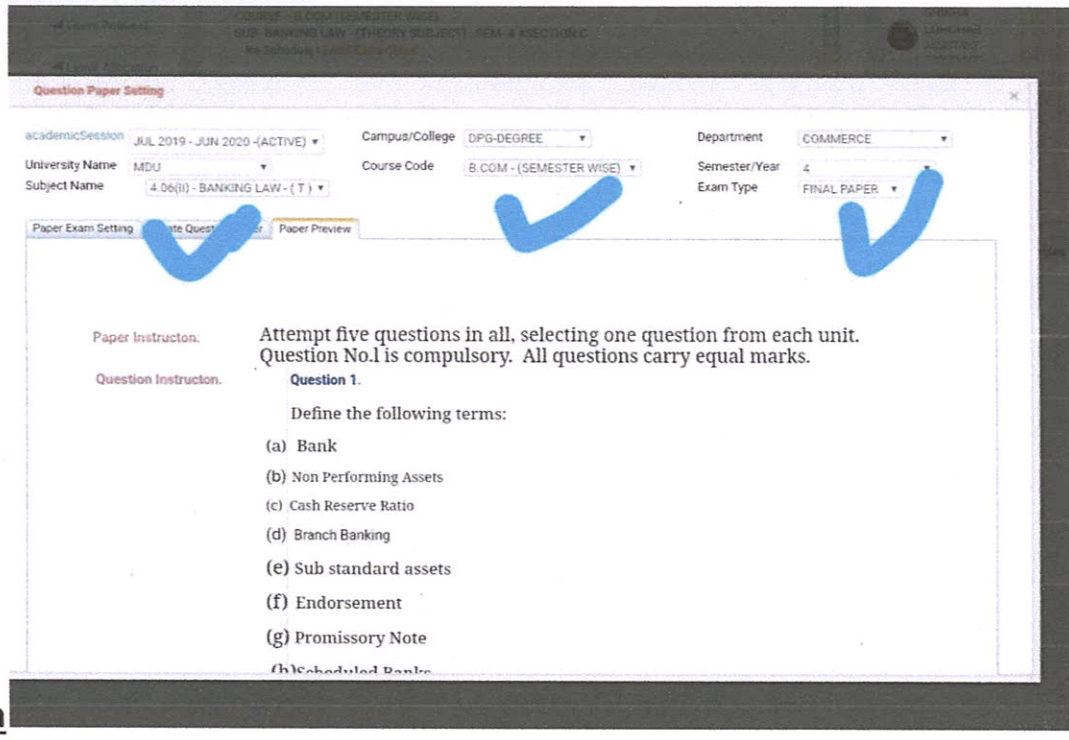
Question Paper setting



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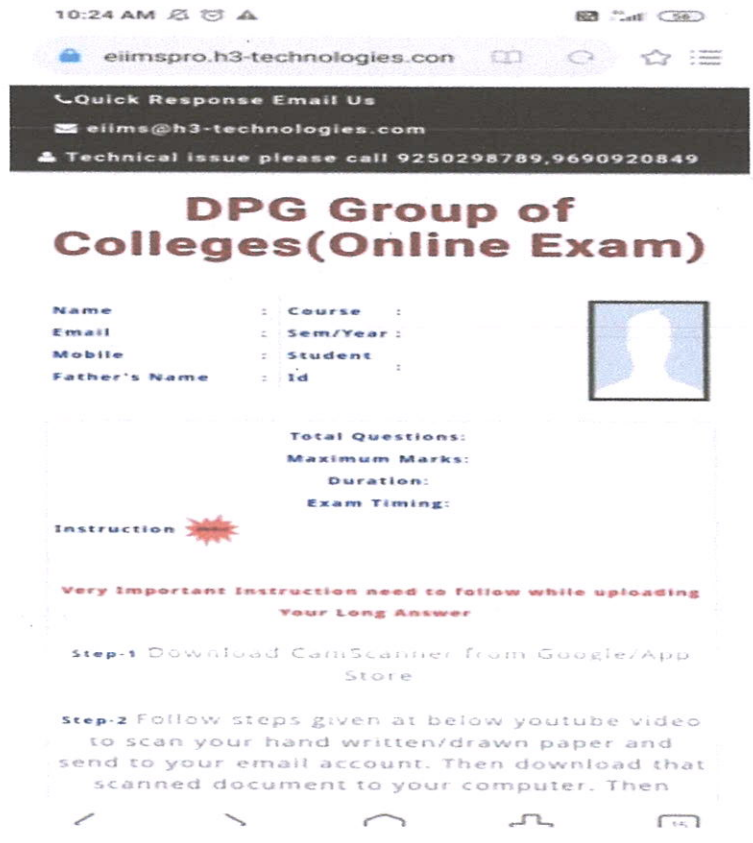

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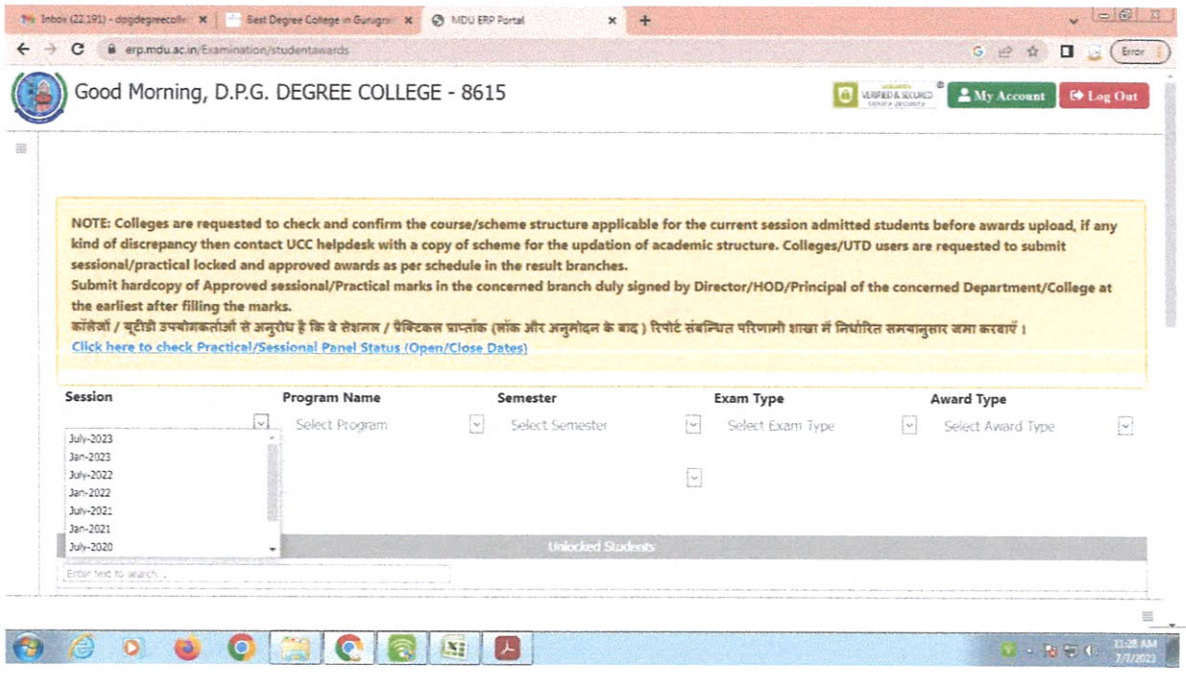

Dr. S. S Boken

Principal

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Rajender Singh

President

Governing Body