



GOVERNING COUNCIL  
**HINDU COLLEGE, AMRITSAR**

ACCREDITED 'A' GRADE BY NAAC

Ref. No. ....

Dated .....

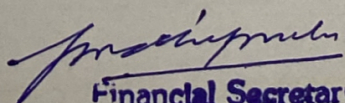
**CONSOLIDATED E-GOVERNANCE REPORT 2020-24**

Hindu College, Amritsar thrives to make use of information and communication technology (ICT) to streamline administrative processes, enhance transparency, improve communication and facilitate decision making within the college administration. Implementation of the e-governance has been the utmost priority and is part of the college's strategic plan. The staff attends various FDPs, online courses and other training programs to equip them with the latest technological developments.

The e-governance is applied in the following areas,

**ADMINISTRATION**

- **Information sharing:** All information is conveyed to relevant stakeholders through the college website, whatsapp groups and social media platforms. College timetable and other information is managed and shared using software purchased by the college.
- **Academic record management :** All academic records, grades information, certificates are stored in database maintained by the office. This facilitates record keeping, retrieval and verification of academic information.
- **Automation of Library :** The college library administration makes use of software for managing library resources.
- **Wi-fi enabled campus :** The College campus is fully enabled with Wi-Fi facility. This makes Internet accessible to all parts of the college.
- **Feedback and grievance :** Online feedback is collected through college website. Students can submit any complaints and receive timely solutions. Mentors have been assigned to each group of 30-35 students to handle their issues and provide support.
- **Alumni registration :** It is performed using college website where alumni can fill the form and submit data.

  
Financial Secretary,  
Hindu College, Amritsar.



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## FINANCIAL MANAGEMENT

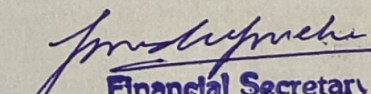
- **Budgeting** : Budgeting, procurement and financial reporting of all financial transactions is stored using computers. This reduces risk of errors and frauds. All government schemes, salary are handled through dedicated portals of Government.
- **Online payments**: QR code and online payment gateway for tuition fees, course registration and other financial transactions are used.
- **Financial reporting** : The Office staff prepares comprehensive financial statements, performs expense management, filing tax returns is performed using computers.
- **Grants and Fund management** : All government grants and funds in the college is managed through use of dedicated websites.
- **Internal controls and auditing**: Financial activities and internal auditing is implemented is performed using digital systems.

## STUDENT MANAGEMENT

- **Communication and collaboration**: With use of college website, social media platforms, use of Whatsapp groups and bulk email facility helps to promote communication among students, faculty and staff.
- **Student feedback and evaluation** : Feedback on courses, instructors, campus services is collected from the website.
- **Student support services**: Student counseling, career support services and other campus services are made available using website and whatsapp groups.
- **Library** : Access to digital library and other e-resources in library is provided to students. Library book search and status of book availability is made using software.

## EXAMINATION MANAGEMENT

- **Online hall roll number generation and registration**: All university examination related formalities are performed using dedicated GNDU website, the students fill their examination form with assistance of staff in the office. Internal examination tasks such as sitting plans, results, paper settings is performed using computers.
- **Remote Proctoring**: Implementing remote proctoring solutions for monitoring online examinations conducted remotely as per GNDU examination. This includes using webcam and screen monitoring software to ensure exam integrity and prevent cheating.

  
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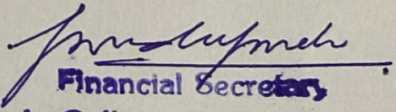
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**SOFTWARES EMPLOYED**

- Dove Soft for Bulk SMS (Purchased from [www.mobicommm.dove-sms.com](http://www.mobicommm.dove-sms.com)) subscription after every 25000 sms
- Bulk Digital Signer for Digital Signature (2024)
- College/ Office Management Software – for internal working of maintaining student records and other tasks - Annual maintenance charges (2020-24)
- Website Revamping – “”(www.hinducollegeamritsar.com) (2020-21)
- Ez-Lib Software – Library Management for books - Annual maintenance charges (2020-24)
- [www.punjabcollegeadmissions.org](http://www.punjabcollegeadmissions.org) – For GNDU admission/examination/roll number and other related tasks
- [www.admission.punjab.gov.in](http://www.admission.punjab.gov.in) – Government Portal - For First year students
- [www.esic.in](http://www.esic.in) – for Insurance of employees with specific salary (< 21000)
- [www.unifiedportal-emp.epfindia.gov.in](http://www.unifiedportal-emp.epfindia.gov.in) – For EPFO related tasks
- [www.ifms.punjab.gov.in](http://www.ifms.punjab.gov.in) – For payments of funds to government for students

  
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