

SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER



SESSION 2023-24

Criterion 6: Governance, Leadership and Management

6.2.3 Implementation of e-governance in areas of operation:
1. Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4. Examination

E-GOVERNANCE REPORT

SESSION 2023-2024

The institution utilizes a Management Information System (MIS) through its Enterprise Resource Planning (SOPHIA-ERP), enabling the seamless implementation of e-governance across critical domains: administration, finance, accounts, student admission and support, and examinations. Information is efficiently accessed through dedicated Student and Staff Portals, which feature multiple functional modules.

KEY AREAS OF E-GOVERNANCE IMPLEMENTATION

1. ADMINISTRATION

Communication:

- Information about college events is disseminated to teaching and non-teaching staff via WhatsApp groups and emails.
- Institutional email accounts with domain-specific addresses ensure streamlined inter-departmental communication.
- Notices and reports are circulated through email, WhatsApp, and SOPHIA-ERP.

Website:

- The dynamic college website offers comprehensive information, including the institution's vision and mission, courses, admissions, infrastructure, and academic reports such as AQAR and NIRF.
- Quick links provide students and visitors with updates on examinations, admissions, webinars, faculty profiles, and more.
- A dedicated examination section caters specifically to students' needs.

Infrastructure:

- Security is ensured with 124 CCTV cameras.
 - High-speed internet connectivity (600 MBPS total) is provided through three separate connections (2 BSNL, 1 Airtel).
 - Wireless connectivity is available throughout the campus, hostel, and offices.
 - The Principal's office is linked to other offices via an intranet for efficient supervision.
 - EPBX facilitates smooth internal communication.
-

2. STUDENT ADMISSION AND SUPPORT

Admission Process:

SOPHIA-ERP, the college website, and bank portals streamline admissions through:

- Online application form submission and payment.
- Document verification and merit list generation.
- Conducting entrance exams and hostel admissions.
- Managing students enrolled in international, vocational, diploma, and certificate courses.

Student Portal:

A comprehensive portal allows students to:

- Access attendance records, library transactions, assignments, and examination details.
- Download hall tickets and submit revaluation forms.
- Fill feedback and alumni forms.
- Monitor admission, subject changes, and due papers.

Online Fee Payment Portal:

- Enables payment for various fees, including admission, hostel, examinations, and revaluation.

Learning Management System:

- Facilitates batch creation, assignment sharing, attendance tracking, and marks entry.
- E-content developed by faculty is hosted on Google Cloud and shared via Moodle.
- Biometric attendance is implemented for staff and students.

3. LIBRARY MANAGEMENT SYSTEM

Automation and Access:

- Library processes, including cataloging, book issuance, and returns, are managed through SOPHIA-ERP.
- Online Public Access Catalog (OPAC) provides students access to library resources.
- WebOPAC offers mobile-friendly access to digital theses, dissertations, e-newspapers, and the NLIST consortium, which includes 6,000+ e-journals and 79 lakh+ e-books.

4. FINANCE AND ACCOUNTS

Financial Management:

- Financial transactions are handled using ACME software, Bill Desk, and PFMS for government-related dealings.
- Online fee payment portals simplify student transactions.

5. EXAMINATIONS

Pre-Examination:

- Online submission of examination forms and fee payments through the student portal.
- Hall tickets and exam timetables are generated and shared digitally.
- Question papers are submitted via a secured server.

During Examination:


- Attendance lists, seating arrangements, and fictitious codes are managed through SOPHIA-ERP.

Post-Examination:

- Marks are entered online by examiners.
- Results are declared on the student portal, and revaluation forms can be submitted online.
- Mark sheets feature advanced security technologies like digital watermarking and 3D holograms.

CONCLUSION

The institution's comprehensive e-governance system ensures operational efficiency, transparency, and accessibility for all stakeholders, reflecting a commitment to leveraging technology for academic and administrative excellence.


Dr. Sr. Pearl
PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER