# Implementation of e-governance in areas of operation:

## **1.ADMINISTRATION**

The college has its own website. For reducing unnecessary repetition, ICT Tools are used almost in every activity of College Administration. The use of technology in Day-to-Day Administration through integrated portal of the government(g2g) is preferred in the Institute. Personal Record Maintenance and office processes are on the theme of less paper work. The library is automated and Integrated LMS is available. The Nodal Officers appointed for the speedy disposal of RTI and Sampark Portal Grievances manage all activities through the use of ICT. CCTV Cameras are installed in the campus to monitor all activities.

## **2.FINANCE & ACCOUNTS**

Transparency in Financial matters and Payment system is based on the Governmental Portal.

#### **3.STUDENT ADMISSION AND SUPPORT**

OAP(Online Admission Process) is done as per the Guidelines of DCE. Important Notices and Information are displayed on the web portal of the Institution. Online grievance redressal system is entertained through official email ID of the Institution. SMSes are sent to inform students with the help of State Level Single Sign-on Portal (Raj SSO).

#### **4.EXAMINATION**

Database of students for examination is available on the portal of Affiliated University (MDSU, Ajmer). The college administration uses this for transparent and smooth conduct of examination as per the guideline of the University.