GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)

Accredited by NAAC; Affiliated to Osmania University

6.2.3 Implementation of e-governance are in the following areas of   operation

Index

ANNUAL e-GOVERNANCE REPORT-2021-22

Report of Implementation of e-governance in areas of operations:

Planning and Development - All planning for improvement of the institution is done and disseminated online. The information of students' profile allotted for admissions are completed online. The process of planning is initiated and the time-table for all the classes are planned well in advance. The division of syllabus amongst staff, syllabus completion reports and the required planning for curricular aspects, practical activities, projects work, co-curricular activities, sports activities, celebrations and process of evaluation are planned ahead using Ms.Office. All the respective in-charges design and share their plan with the principal. During the lock down period, an interim planning for online teaching was immediately implemented to complete the syllabus from April 2020.

Administration- All administrative documentation is computerized. Educational Management system is tailored according to the requirement of the institution. All Information is communicated through e-Mails. Profiles of faculty and students are documented and retrieved whenever required. Communication with students and faculty is through common E-mails.

Finance and Accounts -All financial transactions are online. The finance and accounts are computerized. Tally package is used for Accounts. The fee collection is through digital banking system.

Student Admission and Support- The list of students allotted after counselling is displayed by the Convenor, EDCET on the portal online. The academic calendar and syllabus are shared to the personal mail of the students. All study material required by students is shared through common mail and Google Classroom. Assignments, period plans and seminar presentations are submitted on Google drive. The Online feedback is collected through Google forms. All ongoing events are updated on the college website.

Examination system- It is maintained through customized software that is updated whenever required. The exam papers for internal exams are received by mail from the faculty. Filling up of forms and release of hall tickets are done online. The marks are received online and fed into the system. After conducting value added courses, the result is compiled and the certificates are generated. An add-on formative Assessment certificate is also graded for all co-curricular activities and performance throughout the year in various activities. All practical exams such as portfolio presentation was facilitated online. The final semester exams were held offline and results declared online. The internal exams were held online using Google forms. The paper was in MCQ form and short answer type questions. The students were trained to answer MCQ and scan and upload their papers. The responses were shared with faculty for evaluation. The marks are received online for all the internals conducted.

Biometric attendance for staff- The attendance of staff is through Biometric machines. It was stopped during lockdown but is practiced again now.

Biometric attendance for students- The attendance of students was through Biometric machines before the pandemic. The machines are linked with the

university portal. It was stopped during lockdown and not started till now by the university.

6.2.3 Implementation of e-Governance in areas of operation

1. Planning and development: NIL

2. Administration: NIL

3. Finance and Account:

   GACE has implemented successfully e-governance for finance and account department with the sole aim of quick retrieval of information with a single click which is "Single Click Accounting". It uses software called "Tally software (Multi user). All the employees receive salaries on 31st of every month and Pay slips are promptly given without any delay.

4. Examination:

   OU portal is used for achieving paperless communication between Exam cell and Osmania University. Even Students Hall tickets, seating plan are all done online. Results are declared online. Filing of examination form, E valuation of papers (i.e Internal, External exam) and uploading of marks are all done online. During pandemic online examination of internals has given lot of comfort to faculty as well as students.

Principal
Ghulam Ahmed College of Education