E-GOVERNANCE

- E-governance means 'electronic governance'. It is application of Information Technology in the organization's functioning in order to have well and smart governance.
- Smart here refers to 'Simple, Moral, Accountable, Responsive and Transparent'. This involves using information and communication technology by Organization to have transparent dealings with different users.
- SDC&RI is backed up with the Internet Leased Line of 100 Mbps from BSNL, which gets terminated in the Data Centre.
- Server is placed in the Data Center, which not at all accessible from outside the campus.
- From the Data Center, the network is distributed to all constituent departments of SDC&RI via 100 Mbps Fiber Uplinks.

For Academic Activity:

ERP is an in-house made software that is used to record & monitor academic activities of the institute. All the students can access this ERP by their user ID and password. Students can book appointment for extra classes. Following reports can be generated after every internal assessment from this software;

- Student's attendance
- Internal assessment
- Students Grievances report

Quarterly reports are displayed on the notice boards. All the theory lectures are available online on the website. Whenever required classes are conducted online through ZOOM or Google classroom.

Library Management System:

- o All the library books can be searched online through library software.
- o Issue and receiving of the books is done through this software.

For Administration:

1. Tally is a software to record & monitor purchase department data. Following monthly reports are generated from this software;
   - Purchase
   - Inventory

Periodic audits are done by internal audit team through these reports.

2. Attendance is being captured by means of Biometric Sensors / Device at different location of institute.

3. All the desktops, laptops and Servers are licensed with proper Microsoft Licenses and are protected by Updated Antivirus system.

Finance & Accounts:

- All the activities related to Fees such Migration Fees, Examination Fees etc. are automated and online.

- All the online payments are governed by means of the payment gateway i.e. HDFC Bank Pay Online.

- Tally is a software to record & monitor purchase department data. Following monthly reports are generated from this software;
  - Income & expenditure
  - Cashbook
  - Payments
  - Periodic internal audits are done by internal audit team through these reports.

E-governance in planning & development:

- All the websites are maintained / updated regularly by in-house computer software department.

- All Video Conferencing is done with the help of high resolution cameras which equipped in the respective Board Rooms.

E-governance in student admission & support:

- The admission module has been made automated. Students can fill online query form and admission form.

- Academic Modules are automated with the help of an ERP solution.

- Training programs are conducted for faculty and postgraduates to make them familiar in the operation of ERP.

- The library and information services activities have been made fully automated using ERP.

- LCD projectors interfaced with computers have been installed in all the Lecture Halls/Class Rooms to undertake Computer-Aided Teaching/Learning as well as for presentations.
- OT's are connected to the AV rooms.
- Online Alumni form is available on website which is linked with ERP.

E-governance in examination:

- Modules of the Examination Management System are hosted on an in-house dedicated server.
- Students can check their marks in internal assessment online through ERP.
- Students can fill satisfaction survey form online through ERP.

Career Management through Website:

- Career management is the combination of structured planning and the active management choice of one's own professional career.
- SDC&RI has online system in website which is linked with ERP to apply for job at the institute.
- Management scrutinizes all the applications received and appoint the eligible person.

Website Management:

- Institute has its own website www.sdcri.in., in which all the college details have been uploaded like college recognitions, staff details, staff publications, all NAAC data and campus details etc.

Hospital Management System:

- Institute has in-house hospital management software.
- All the pharmacy related activities are automated with Cross Software.

Planning via Google calendar:

- Whole year activities are uploaded on Google calendar. The faculty gets the notification beforehand. This allows for smooth functioning of the institute.