

E-GOVERNANCE REPORT

(2018-2023)



SBMS COLLEGE, SUALKUCHI

KAMRUP (ASSAM)

PIN-781103



SBMS COLLEGE, SUALKUCHI
E-GOVERNANCE REPORT (2018-2023)

SBMS College has prioritized the advancement of e-governance across various administrative domains including Finance and Accounts, Student Admission and Support and Examination. The same has been achieved through the use of digital tools and systems. This has not only enhanced transparency and improved efficiency of decision making processes.

E-GOVERNANCE REPORT (2018 -2023)

AREAS OF OPERATION:

ANNUAL E-GOVERNANCE REPORT (2018-2019)

Administration:

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

The continued improvement of the college's internal systems and the administrative processes underscores the college's persistent efforts to uphold safety and security standards. By maintaining the same level of effectiveness observed in 2017-2018, the institution demonstrates its proactive approach on security measures, operational efficiency and student/staff welfare.

SBMS College's adoption of a biometric attendance system for teaching and non-teaching staff has streamlined attendance tracking with entry and exit data recorded with accuracy. This digital approach not only simplifies administrative tasks but also ensures compliance with attendance policies and supports a diverse workforce.

SBMS COLLEGE, SUALKUCHI

ASSAM

The college efficiently managed its communication load with students and addressed in-house concerns primarily through e-mail correspondence. This reliance on electronic communication not only facilitated timely exchanges but also contributed to a greener and eco-friendly operational approach, aligning with modern standards of efficient communication.

Finance and Accounts:

With a growing digital advancement, the college managed all financial activities through an online system. The College followed the budget software of the Finance Department of the Government of Assam. This digital approach for work-life budget allocation, salary bill processing and other financial tasks. The college

SBMS COLLEGE, SUALKUCHI
E-GOVERNANCE REPORT (2018-2023)



SBMS College has prioritized the advancement of e-governance across various administrative domains, including Finance and Accounts, Student Admission and Support and Examination Processes. The strategic emphasis aims to streamline administrative operations, enhance transparency and improve efficiency in decision making processes.

ANNUAL E-GOVERNANCE REPORT (2018-2019)

(A) Administration:

- The sustained implementation of CCTV monitoring within classrooms and the administrative block underscores the college's persistent efforts to uphold safety and security standards. By maintaining the same level of effectiveness observed in 20017-2018, the institution demonstrates its proactive approach on security measures, operational efficiency and student/staff welfare.
- SBMS College's adoption of a biometric attendance system for teaching and non-teaching staff has streamlined attendance tracking, with entry and exit data recorded with precision. This technology driven approach not only simplifies administrative tasks but also ensures compliance with attendance policies and supports effective workforce planning.
- The college efficiently managed its communication load with authorities and addressed in-house concerns primarily through e-mail correspondence. This reliance on electronic communication not only facilitated timely exchanges but also contributed to a paperless and eco-friendly operational approach, aligning with modern standards of efficient communication.

(B) Finance and Accounts:

With a focus on digital advancement, the college managed all financial activities through online channels. The College followed the finance software of the finance Department of the Govt. of Assam (URL: <https://finassam.in>) for works like budget allocation, salary bill preparation and submission, etc. The college

used Public Financial Management System (PFMS) for the funds received from RUSA and DBT Sponsored Star College Scheme.



(C) Student Admission and Support:


- The institution maintained its commitment to modernization by extending the online admission process through the use of software “ Adroit” , allowing students to complete their applications. This initiative aimed to provide a smooth and convenient experience for applicants during the admission period.
- The college used affiliating GU online portal for carrying out the process of registration of students after admission.
- The college has the bulk SMS system in order to be able to send bulk SMS to the students for various purposes.
- The college introduced online admission form filling up through online mode (POS Machine) and online examination form filling up through BILL-DESK gateway payment
- The Central library of S.B.M.S. College, Sualkuchi, Assam is using SOUL 2.0 Software developed by the INFLIBNET Centre to automate it’s all housekeeping operations.
- All the bibliographic details of the library are entered into the SOUL 2.0 software.
- The Catalogue, Circulation and Online Public Access Catalogue (OPAC) facility of SOUL 2.0 is extensively used by the library.
- OPAC. The OPAC is available through Information Kiosk and from any computer of the library.
- The digital resources include
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 - e) Old G.U question papers
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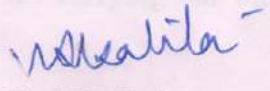
(D) E-Governance in Examination:

- By digitizing the folios of marksheets for every semester sessional examination, our institution has embraced a modern approach to documentation. This digital documentation ensures that academic records are efficient and secure, ensuring the integrity and accessibility of academic data.
- The whole examination system was kept under CCTV surveillance.
- The college has used the affiliating Gauhati university's GU portal for generating of Admit card.

Passed & Accepted


 (Biraj Kumar Das)
 President, GB
 SBMS College, Sualkuchi

President
GOVERNING BODY
S B.M.S. College, Sualkuchi


 (Dr. N.R.Kalita)
 Principal & Secretary
 SBMS College, Sualkuchi

Principal
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Sualkuchi



ANNUAL E-GOVERNANCE REPORT (2019-2020)

(A) Administration:

- Building on the successful implementation of CCTV monitoring in previous years, SBMS College has continued its effective surveillance within classrooms, administrative block, library, canteen etc. This sustained effort, aligned with the standards set as in 2018-2019, plays a crucial role in enhancing safety and security protocols and fostering a conducive learning and working environment.
- Continuing with the biometric attendance system, SBMS College has automated the process of monitoring teaching and non-teaching staff attendance.
- The college efficiently managed its communication workload by leveraging email as the primary tool for interactions with authorities and internal communication needs.

(B) Finance and Accounts:

With a focus on digital advancement, the college managed all financial activities through online channels. The College followed the finance software of the finance Department of the Govt. of Assam (URL. <https://finassam.in>) for works like budget allocation, salary bill preparation and submission, etc. The college used Public Financial Management System (PFMS) for the funds received from RUSA and DBT Sponsored Star College Scheme.

(C) Student Admission and Support:

- Continuing the trend of online admissions through our software Adroit, students benefitted from a streamlined process that facilitated quick submissions and hassle-free payments of admission fees. This digital approach aimed to provide a smooth and convenient experience for applicants during the admission period.
- The college used GU portal and Online GU for carrying out the process of registration of students after admission.
- The college has the bulk SMS system in order to be able to send bulk SMS to the students for various purposes.



- The college introduced online admission form filling up through online mode (POS Machine) and online examination form filling up through BILL-DESK gateway payment
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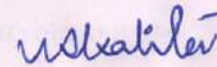
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ANNUAL E-GOVERNANCE REPORT (2020-2021)

(A) Administration:

- The seamless continuation of CCTV surveillance within the campus maintained the same level of effectiveness as 2019-2020. It highlights SBMS College's steadfast commitment to safety and accountability.
- Continuing with the biometric attendance system, SBMS College has automated the process of monitoring teaching and non-teaching staff attendance.
- Through effective utilization of email communication, SBMS College efficiently handled its communication load with authorities and internal stakeholders.
- The college has Management Information System to manage administrative task.
- The college procured Google Suite for conducting online classes and other online activities.
- SBMS College issued SOP for online classes during COVID pandemic period.

(B) Finance and Accounts:

Embracing digital advancements, the college executed all financial dealings through online. The College followed the finance software of the finance Department of the Govt. of Assam (URL. <https://finassam.in>) for works like budget allocation, salary bill preparation and submission, etc. The college used Public Financial Management System (PFMS) for the funds received from RUSA and DBT Sponsored Star College Scheme.

(C) Student Admission and Support:

- Continuing the trend of online admissions, students benefitted from a streamlined process that facilitated quick submissions and hassle-free payments of admission fees. This digital approach aimed to provide a smooth and convenient experience for applicants during the admission period.



- The college used GU portal and Online GU for carrying out the process of registration of students after admission.
- The college has the bulk SMS system in order to be able to send bulk SMS to the students for various purposes.
- The college introduced online admission form filling up through online mode (POS Machine) and online examination form filling up through BILL-DESK gateway payment
- In response to pandemic's disruptions, SBMS college seamlessly shifted its activities online, conducting interactive classes, insightful webinars and other meetings etc. These initiatives showcased the institution's resilience and commitment to fostering a vibrant academic community.
- The Central library of S.B.M.S. College, Sualkuchi, Assam is using SOUL 2.0 Software developed by the INFLIBNET Centre to automate it's all housekeeping operations.
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- By digitizing the folios of marksheets for every semester sessional examination, our institution has embraced a modern approach to documentation. This digital documentation ensures that academic records are efficient and secure, ensuring the integrity and accessibility of academic data.



- The whole examination system was kept under CCTV surveillance.
- The college has used the affiliating Gauhati university's GU portal and Online GU for generating of Admit card.
- To comply with pandemic guidelines, SBMS College digitized the process of sending examination answer- scripts to the affiliating university, utilizing email for secure transmission. This efficient method of scanning and email the scripts ensured that academic records reached the university promptly and accurately, prioritizing the safety and convenience of students and staff.

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ANNUAL E-GOVERNANCE REPORT (2021-2022)

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- Through effective utilization of email communication, SBMS College efficiently handled its communication load with authorities and internal stakeholders.
- The college has Management Information System to manage administrative task.
- SBMS College issued SOP for online classes during COVID pandemic period.

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meetings etc. These initiatives showcased the institution's resilience and commitment to fostering a vibrant academic community.

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ANNUAL E-GOVERNANCE REPORT (2022-2023)

(A) Administration:

- SBMS College's resolute adherence to safety protocols is exemplified by the uninterrupted and highly effective CCTV surveillance system, maintain a consistent level of performance as seen in the previous year. This underscores the institution's unwavering commitment to safety and vigilance.
- SBMS College's commitment to efficiency is showcased through the continued use of biometric attendance system, automating the monitoring of attendance for teaching and non-teaching staff.
- SBMS College effectively managed its communication responsibilities with authorities and internal stakeholders by leveraging email communication, ensuring streamlined and efficient interactions.
- By adopting a Management Information System (MIS) , the college has streamlined administrative processes, facilitating effective management and organisation of tasks.

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