Office of the Principal
Sant Shiromani Guru Ravidas Government College Sargaon, Dist-Mungeli (C.G.)
(College Code-2904) www.ssgrgcsargaon.ac.in   email- ssgrgovtcollegesargaon@gmail.com

Sargaon, Date 28.03.2023

Reports of Implementation of e-governance in areas of operation

Administration:-

➢ To achieve the target of Paperless IQAC , committee members of it started using Google facilities like Google sheet :- For data collection from Various Departments.

    ✓ Google Docs :- To prepare notices and activity reports.

    ✓ Google Forms :- To prepare Feedback forms and get Online feedbacks of Students, Parents.

    ✓ Google Drives :- To keep all department wise proofs.

    ✓ The college has Biometric attendance for teaching and non-teaching staff.

➢ The college campus is equipped with 06 CCTV Cameras installed at various places of need.

➢ To surveillance on mobile by Principal, mobile application is available and software is available for surveillance on computer for college Authorities.

➢ ICT has been introduced in the Administrative work.

➢ College staff uses smart phone with inbuilt social app like Gmail to communicate.

➢ WhatsApp Group helps to provide the brief notices of any event to be happened on college.

➢ WhatsApp Groups are also used for awareness and of smooth functioning of the same.

Finance and Accounts:-

➢ With the aim to produce immediate information in finance and Accounts i.e."Single Click Accounting" , this section of College is fully e-governed.

➢ Budget allocation is done by the Chhattisgarh by e-governance.

➢ Salary bills of all employees are prepared and submitted in the treasury and ultimately deposited in the accounts of employees electronically.
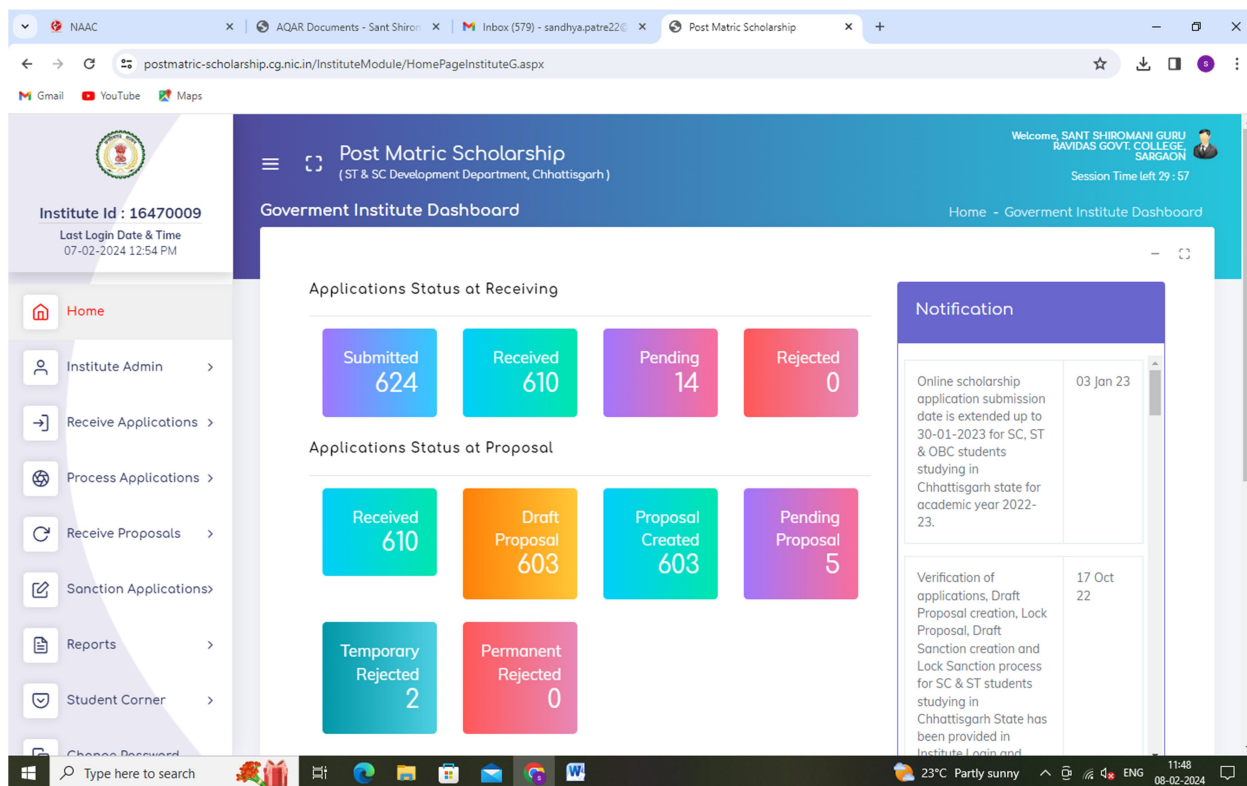
➢ TDS of Income Tax is deducted of electronically.

- ➢ The amount of GPF/CPF is deducted of electronically.
- ➢ The amount of GIS is deducted of electronically.
- ➢ The purchase of the items is dunk through GEM portal.

Student Admission and Support:-

- ➢ Every year students apply for their admission on University portal with the help of local commen service centre or CHOICE Centre. The admission notice is uploaded the college website

- ➢ The merit list of all the students seeking admission in different streams/ Faculties/Classes are uploaded by the University on the portal. The college complete the admission process of the selected students according to the rules and reservation policy laid down by the Central/Satae Goernment.

- ➢ As per the rules of the government, post matric scholarship is provided to all the students belonging to SC, ST, OBC and other catogaries. All the activities related to scholarship like

uploading application on the goernment portal and   verification of application forms etc. are done in digital manner.
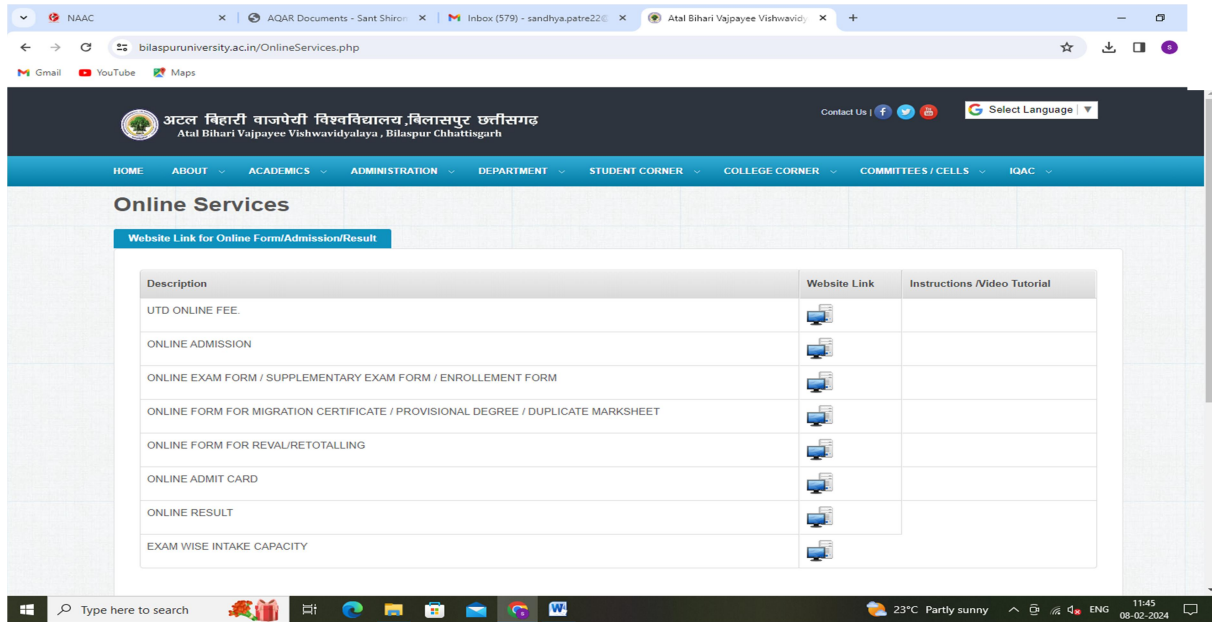

➢ The fees collected from students are deposited in different bank accounts digitally through e-challan or RTGS/NEFT.

Examination:-

➢ Prior to commencement of the date of examination students are notified to upload their applications on university portal for their enrollment. Students apply for enrollment with the help of local comman service centre and coice centre. In due course of time, they also upload their examination forms on university portal.

➢ The announcement of the date of examination, publication of the examnation time table, release of admit card and attestation sheet etc. are made digitally and uploaded by the university on website.