CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE - PUNE

(Affiliated to the Savitribai Phule Pune University)
ID-No. PU/PN/ASC/269/2007, College Code-829
26/4A, Sainikwadi, Vadgaon Sheri, Pune 411 014.
Accredited by NAAC with 'B+' Grade

Ref. No. CCP/

CRITERION - VI	
KEY INDICATOR	**6.2 Strategy Development and Deployment**
METRIC NO	**6.2.2**

Institution implements e-governance in its operation.

ANNUAL E-GOVERNANCE REPORT APPROVED BY GOVERNING COUNCIL.

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Annual E-Governance Report

E-Governance is a collection of actions that involve the proper integration of Information and Communication Technology (ICT) for the purpose of boosting administration and management in the higher education system. It could promote open communication between students, institutions, and universities. It offers user services, boosts productivity, and supports democratic ideals. It serves as a platform for the timely, efficient, and transparent delivery of services to all stakeholders. It strives to reduce manual labour while improving communication, creating a transparent system, and being cost and time effective. The constant need of the information era is what drives this desire for openness and effectiveness. Among the "basic parameters" on which the idea of e-governance rests and finds its basis are quick and affordable communication, convenience, transparency, accountability, enhanced customer services, and greater access to information. It is important to invest in the necessary infrastructure and training to ensure that e-governance initiatives are successful.

In terms of the many tasks being carried out digitally via the internet, Christ College Pune is making every effort to stay up with the most modern e-governance apps. Students and staff members participate in regular digital literacy training. In order to oversee and control the efficient operation of computer systems and to solve any IT-related concerns, a well-equipped IT-Cell has been formed in the College. This guarantees that the systems are used to their fullest potential. In the event of software or online portal-related concerns, the IT-Cell provides help desk support to students and employees.

1. Planning & Development:

E-mails, MIS modules, faxes, and messages are used for online official communications on planning and development. Through a participatory management system, seminars, workshops, various grants, and scholarships are produced and submitted online to interested organizations. Sanctions are also received through this method. Budgetary allocations are also made digitally through net banking and other online modes.

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The following main organizational assignments are carried out online:
- Communication through e-mails to government and other agencies
- Proactive disclosure of continuous information on its web-page
- Large scale computerization
- Conduction of computer awareness programs for teachers and students
- Management of e-library etc.

IQAC and IT-Cell organize appropriate training for working on various user interfaces throughout the year. Along with keeping the College's hardware and software inventory current and accurate as well as the online MIS and other data formats up to date, the IQAC, with the technical assistance of the IT Cell, also starts new proposals for the development of IT-based infrastructure and the delivery of online courses. For the purpose of exchanging instructions, information, guidance, and discussion on a shared platform, a dedicated WhatsApp Group has been formed at the institutional level as well as in each academic department.

1. Administration:

The College administration has made strides toward a paperless workplace, and nearly all interactions with higher-ups take place online via official e-mails and other digital media. The College started using the G-Suit Email Domain System for nearly all official communications, and all staff members use official email addresses. Additionally, official e-mails are used to distribute important alerts and reports.

The key institutional duties using ICT that are completed online as part of the e-governance initiative are as follows:
- Supervision of various scholarship schemes,
- Maintenance & disclosure of comprehensive information on its web-page,
- Development of ICT based infrastructure in the College,
- Wi-Fi campus and biometric attendance system,
- Conduction of seminars/workshops/trainings on digital literacy,
- Organization of computer awareness programs,
- Management of e-resources in central library,

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- Availability & monitoring of internet connection,
- Salary payment to employees through net-banking,
- Management of College web-site (Christ College Pune - Christian minority institution affiliated to the Savitribai Phule Pune University),
- Cashless transactions & payments
- The college campus is equipped with CCTV cameras installed at various places throughout the campus.

1. Finance & Accounts:

All financial transactions are now cashless, which is a fundamental component of the e-governance model and in accordance with official government directives. Employee pay, including exam fees, are paid electronically via NEFT/RTGS, with cheques being used seldom. Additionally, in order to ensure systemic openness and financial responsibility, all scholarship payments and purchase transactions are made cashless. Some of the most significant digital college assignments are listed here:

- Online payment of examination and admission fees,
- Pay bill preparation & management of various scholarship schemes,
- All kind of payments including salaries to staff-members, earn and learn scheme, disbursement of expenses occurred in various events.
- Conduction of computer awareness programs for office-staff,
- Management of College accounts and many such functions as required.

All accounts are kept up to date with CSB bank, Bank of Maharashtra and State Bank of India and accurate ledger management at the college level. The institution employs Tally Prime Gold to ensure that the accounts department runs transparently.

Navjot Singh Chahal
Senior Manager Development
Altera Digital Health
Pune
External Expert

Ref. No. CCP/

The above E- Governance report is verified and approved by the Governing Council.

Governing Council

Sr.no	Name	Designation	Signature
1	Fr Joy Puthussery CMI	Chairman	
2	Dr (Fr) Arun Antony Chully CMI	Secretary	
3	Dr (Fr) Martin K.J. CMI	Member	
4	Dr (Fr) Peter Kochalumkal CMI	Member	
5	Dr (Fr) Jossy P. George CMI	Member	
6	Dr (Fr) Sony J. Chundattu CMI	Member	
7	Fr Jaison Vadakkethala CMI	Member	