

Best Practice Number – 2

Title: - E-Administration.

Objective: - The aim is to provide a transparent efficient and fast disposal of works and can be monitored and analyzed by different stakeholders.

The Context:- There are about 15 departments administered by Principal Office, Establishment Section, Account Section, Examination, Central Library, Proctorial Board, NSS and different committees and cells. The process of registration and admission, issue of books in library and examination work together is a tremendous and exhausting task to handle and maintain manually and because of huge shortage of Non- Teaching staff in the college the E-Administration has become demand of the hour.

The Practice: - E-administration is being implemented. Office Management software is going to be designed to cover the various administrative and financial task of the college. Admission and registration Administration is to receive fee etc online through Internet Banking, Debit Card/Credit Card etc. Salary report is also generated without error in time. This has eased the workload on college administration and it has become effective. This gives a holistic solution where one can analyze office functioning and can determine the workload etc, and thus help in decision making.

Evidence of Success: - The biggest benefit of such a move is that the college has now a greater diversity in the intake of students. Students previously used to queue for the purchase of registration and admission forms now they can opt for the college of their choice from outside the campus.

Problems Encountered and Resources required: - The College has developed and used it by indigenous resources. Most of the staff are still accustomed to old practice but they are adjusting to the changing scenario. To handle the software the services of software consultants have been hired to assist and train the staff. This move towards E-Administration has made the office administration smooth, responsible and efficient and has increased the faith of stakeholders in the system. work has been made online and students opting for one of the choices from a list of colleges during the admission process.