E-Governance Report:

The e-governance is operational at the institution in the areas of Administration, Finance and Accounts, Student Admission and Support and Examination. The college proactively undertook the process of further strengthening the e-governance in the difficult times of covid-19.

1. e-governance in Administration:

- Staff Attendance is through bio-metric system.
- The administrative office of the institution is fully computerised and equipped with printers, scanners, internet facility and necessary softwares.
- Campus-wide surveillance has been ensured through the installation and maintenance of CCTV cameras at all strategic locations.
- The College has redesigned its website, with updated information, and has made it user-friendly and interactive. The Website is managed and maintained by the College.
- Some of the classrooms are ICT-enabled, with projectors and screens.
- In the wake of the impending crisis and lockdown in March 2020, all the faculty members of the college were instructed to develop e-content and use online teaching platforms like Google Classroom, Zoom, Google Meet and Teachmint. These Platforms were for holding online classes, Talks, discussions, guest lectures, webinars, e resources, quizzes, assignments and online evaluation process.
- The online teaching sessions were also being uploaded in the College official youtube channel.
- The institution had opted for "Bridge Parents" software for maintaining students' attendance database. Automated communication system was implemented to have the direct contact with the wards of students. The software was used to track student's attendance, absentee record, attendance history & other related documents. Due to the poor service of the provider currently the institution has stopped the usage of the service.

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2. **e-governance in Finance and Accounts:**
   The Institution is Using Tally ERP 9 software for accounting to perform and manage all of the major accounting operations.

   ## Overview of Tally ERP 9

   Tally ERP 9 facilitates easy maintenance of day-to-day operations of the institution along with financial accounting and payroll management. The simplicity of Tally has been extended to build this software.

   This educational ERP has major functionalities like Admission Process Management, Student Management along with Attendance and Exam management and many more such features for smooth management of an educational institute.

   ### Fees Management Module:
   The fees management system is efficient to generate reports based on daily and monthly collections, segregating it based on year wise. This includes:

   - Defining student fees template (individual as well as for entire class/Year/category wise)
   - Fees booking and register printing (detailed and summary)
   - Fee collection and receipt printing
   - Daily fee collection register
   - Monthly collection report - Fee component wise, standard wise
   - Fee collection reconciliation for received cheques
   - Outstanding (standard/division/student and fee component wise)

   ### Payroll Management Module:

   Tally.ERP 9 delivers integrated payroll software which is completely rewritten to provide all the necessary payroll compliances including Income Tax, PF and ESIC. It can track the database, contract period and attendance of the teaching and non-teaching staff. This includes:

   - Staff database
   - Staff I-Card
   - Contract period
   - Pay structure
   - Attendance
   - Payments
   - Income Tax
   - PF & ESIC

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3. **e-governance in Student Admission and Support:**
The institution uses the University of Mysore Admission Portal for the entire admission process. The portal includes:
- Admission details of the students enrolled.
- Details of Scholarship of the students enrolled.
- Downloading applications of examination.
- Applications for issue of consolidated Marks card.
- Requisition for issue of Migration certificates, provision pass or rank certificates.
- Application for Degree certificates (only for final year/ final semester students).
- From 2021-22 academic year, the institution is using Unified University & College Management Software.

For any support from the Institutional end the Students can make use of:

- The institution's website (www.mitfgc.in)
- MITFGC Android app
- MITFGC facebook page
- For any grievances students can write to mitfgcmysore@gmail.com

4. **e-governance in Examination:**
The institution uses University of Mysore Examination portal for carrying out whole examination process. This portal includes:
- Exam application details
- Subject details
- Student exam details
- IA marks subject wise entry
- IA marks subject wise report
- Exam admission ticket generation
- Appearing list and dispatch list
- Question paper indent
- Practical exam batch details
- From 2021-22 academic year, the institution is using Unified University & College Management Software.

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