



Maharaja Education Trust ©

MIT First Grade College

MET
EDUCATION
REPUTATION IN

Industrial Suburb, Manandavadi Road, Mysuru -570008, www.mitfgc.in

Affiliated to University of Mysore, Accredited by NAAC with "A" Grade, ISO 9001:2015 Certified Institution

E-Governance Report

The e-governance is operational at the institution in the areas of Administration, Finance and Accounts, Student Admission Support and Examination.

1. E-governance in Administration

- Staff Attendance is through bio-metric system.
- The administrative office of the institution is fully computerized and equipped with printers, scanners, internet facility and necessary software's.
- 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 Dept. of Computer Application.
- Some of the classrooms are ICT-enabled, with projectors and screens.
- All the faculty members of the college were instructed to develop e-notes which is uploaded in the college app.
- The online teaching sessions were also being uploaded in the College official YouTube channel. @mitfirstgradecollege2370.
- The institution had opted for "eGenius" 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.

Submitted to IQAC

Chandrasekhar
30/10/2023

PRINCIPAL

M.T. FIRST GRADE COLLEGE

F-29/1, 3rd Stage, Industrial Suburb

Fort Mohalla, Mysuru-570 008

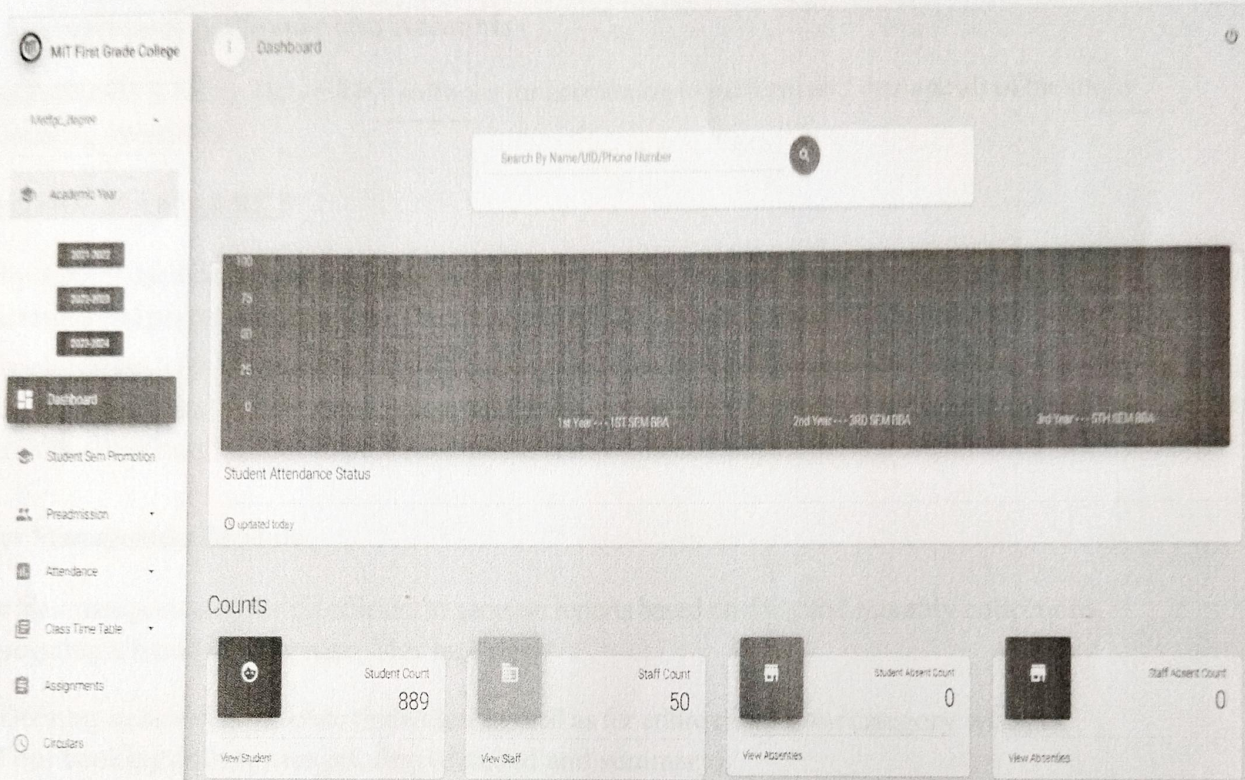


Fig 1: eGenius software.

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

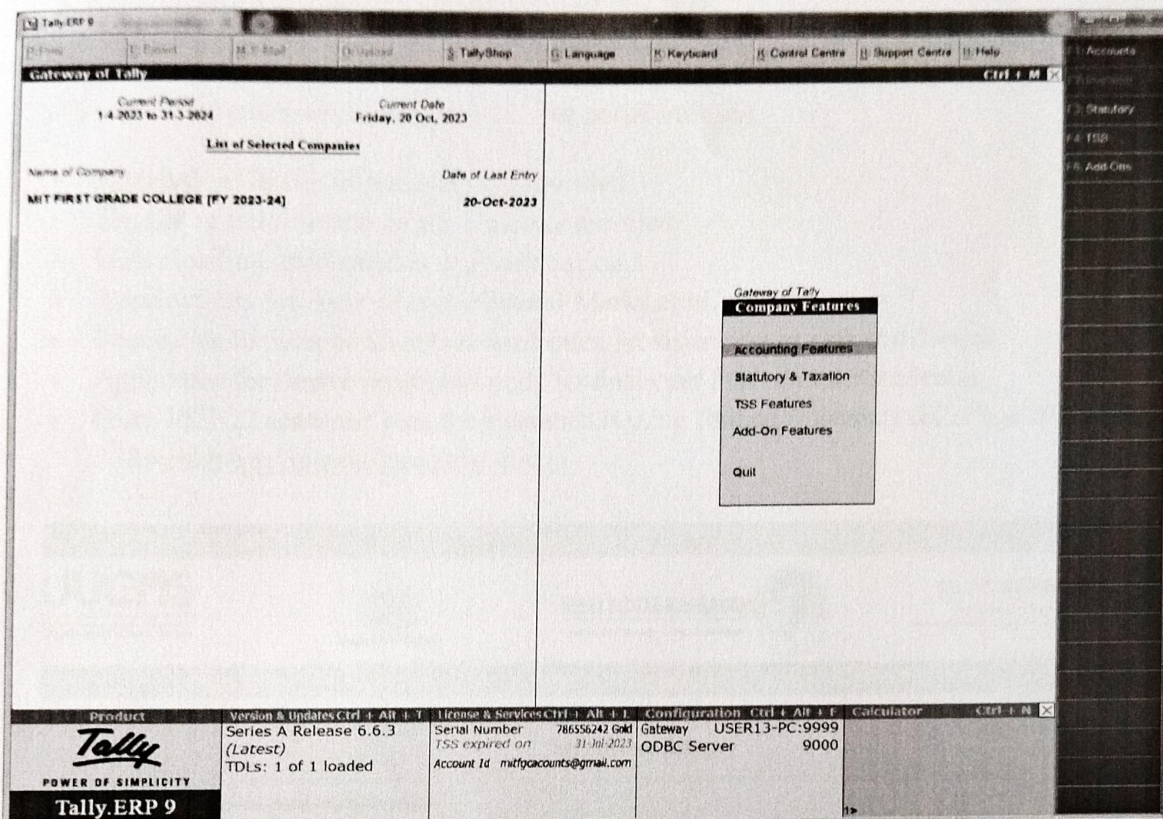


Fig 2: Tally.ERP9 software.

3. E-governance in Student Admission and Support

The institution uses the UUCMS, Govt of Karnataka, Portal Under the guidelines of University of Mysore 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. <https://uucms.karnataka.gov.in>

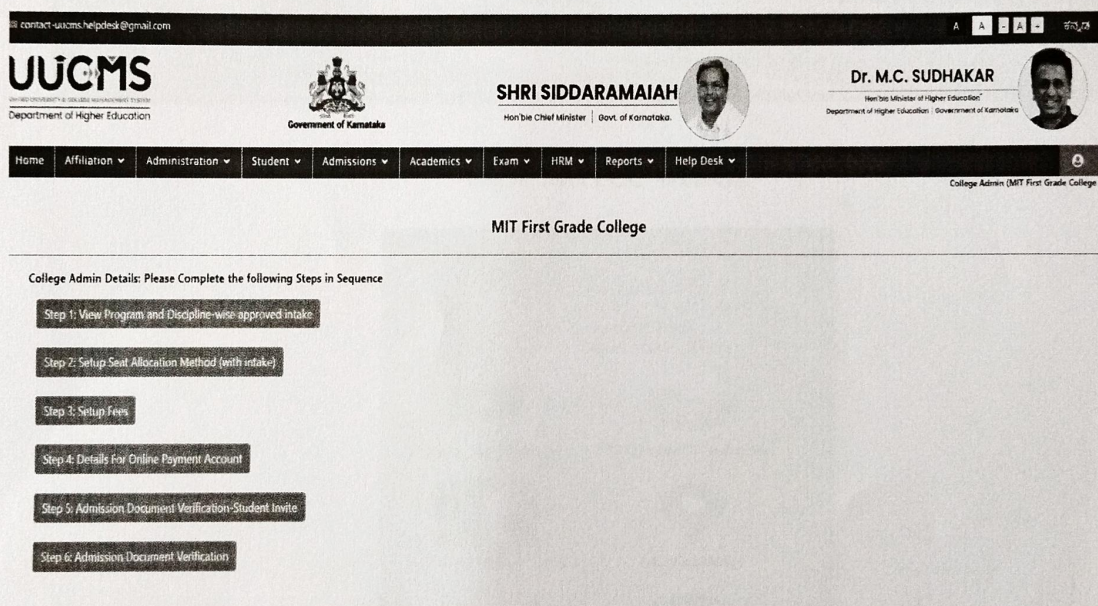


Fig 3: UUCMS Portal.

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 mitfgcgrrievanceredressal@gmail.com



Fig 4: MITFGC Website.

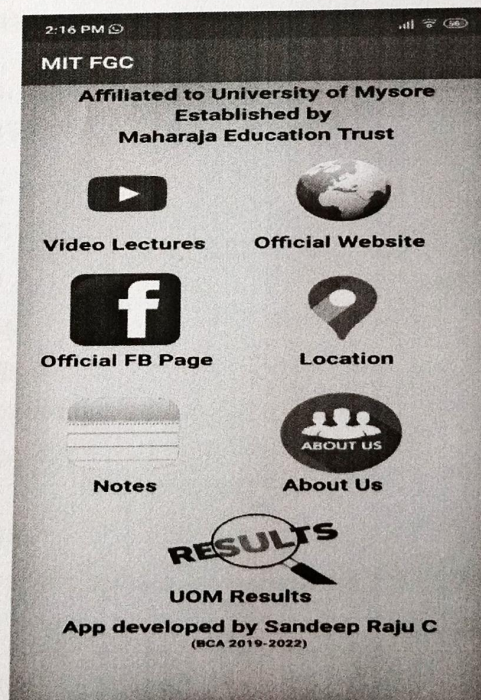
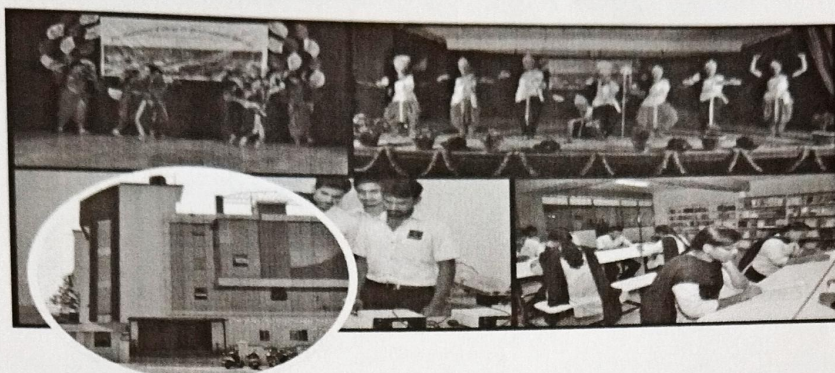



Fig 5: MITFGC Android app.




Mitfgc Mysore

 Friends

 Message

...

 Lives in Mysore, Karnataka

... See Mitfgc's About Info

Fig6: MITFGC Facebook Page.

4. E-governance in Examination

The institution uses the UUCMS, Govt of Karnataka, Portal. Under the guidelines of University of Mysore for the entire admission 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.

Reviewed by GB

30/10/2023

Chandryulu M
Principal
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