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Administration:

To provide a trouble-free environment for the overall administration of the institution, various organizational processes should be integrated with ICT based technology friendly accessible

Biometric Attendance System:

The centralized attendance monitoring system for all the staff of the Institution which is required to ensure error-free, easy access and better management of staff

Student Admission and Support:

The data well organized and stored in centralized database for further use and should be made available to other when required

Examination:

Internal Assessment Evaluation:

Course-wise lesson plan, timetable, attendance entry made available.

Finance and Accounts:

Suitable financial software tool Tally/ERP system is used to handle institution's financial transactions and to maintain accounting information with utmost care. Appropriate security measures are taken for maintaining the confidentiality of the transactions.

Electronic mode of Communication:

Email/ Phone calls is a common communication method for sharing information with all stakeholders. To transmit documents and other information, the institution must extend email facility to all the departments and staff thereby encouraging reduced paper.

Website:

Website is one of the technological tools through which the Institution shares its academic profiles

with the rest of the world. The website acts as a mirror of the college activities reflecting the





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information about admission criteria, courses, facilities, departments, faculty information, research

activities, placements, alumni information, important notices, etc.

Library:

Library is an integral part of the learning process to promote effective teaching-learning. All the Library functions should be automated with standard library management software. Bar-coding system installed for easy and fast access to library resources. Provisions should be made in the library for having access to Digital Library through the software. Library equipped with high-speed Internet facilities for the access of e-Resources.

Central Library: All Central Library operations are computerized using LMS and also provide access to the collection through OPAC. Library OPAC is a searching key to our entire collection of books and its location and status. Library implemented barcode technology for circulation through LMS.

The Library follows open access system encouraging the user to browse freely in the stack area, it is partially automated using OPAC (Online Public Access Catalogue) is placed in the user area for the library users to access OPAC

University Examination:

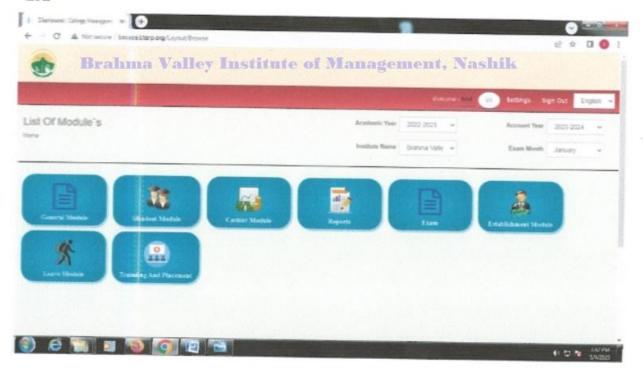
The institution to be equipped with adequate infrastructure to carry out University examinationrelated work with utmost confidentiality as per the instructions of the University.





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ERP

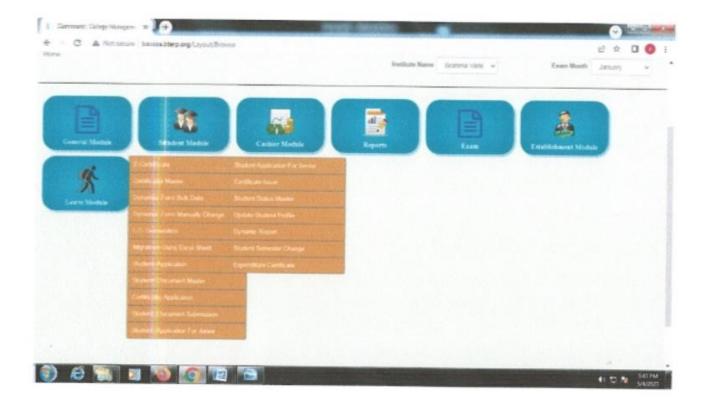




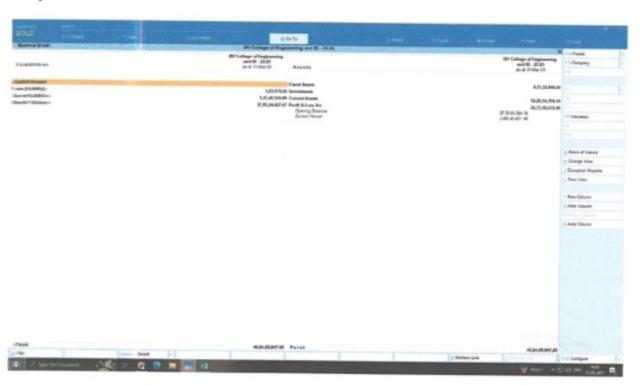




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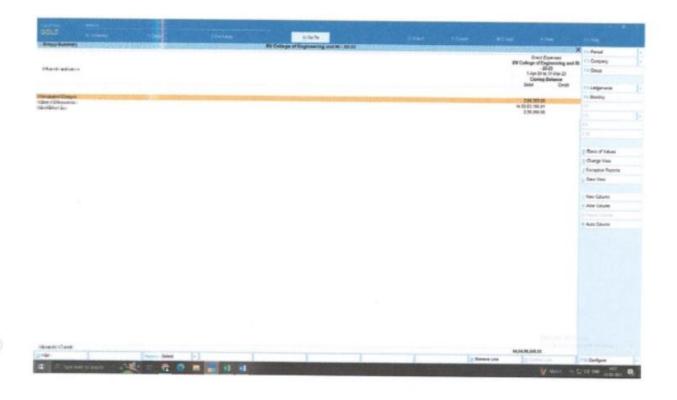
Tally -





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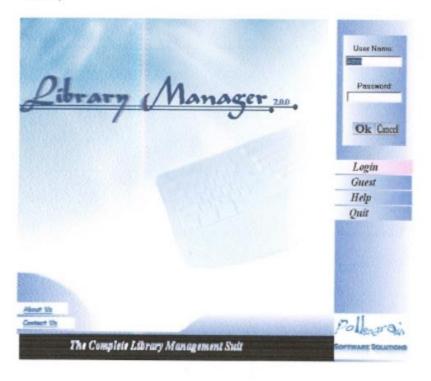


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Biometric Attendance



Library

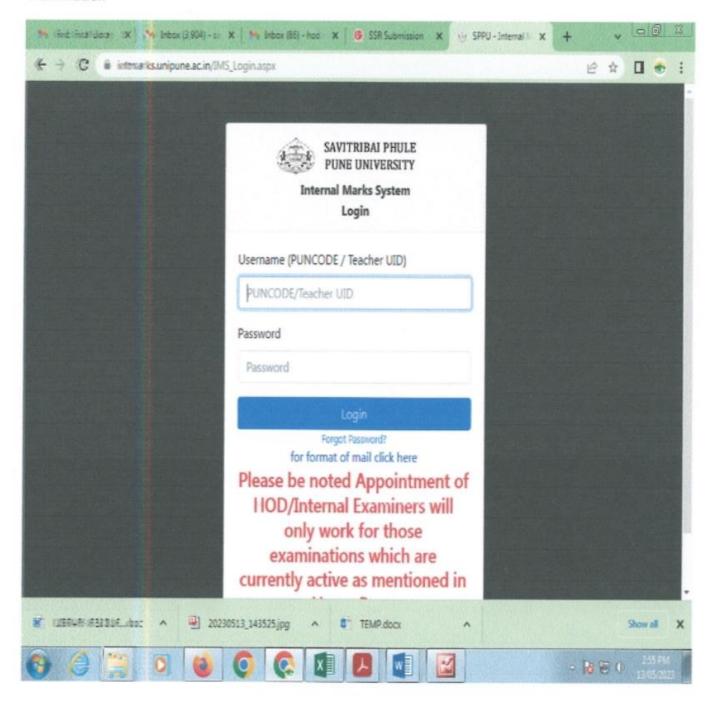




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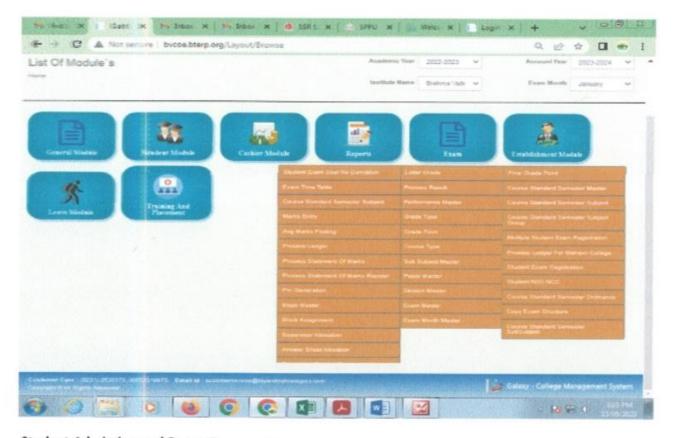
Examination



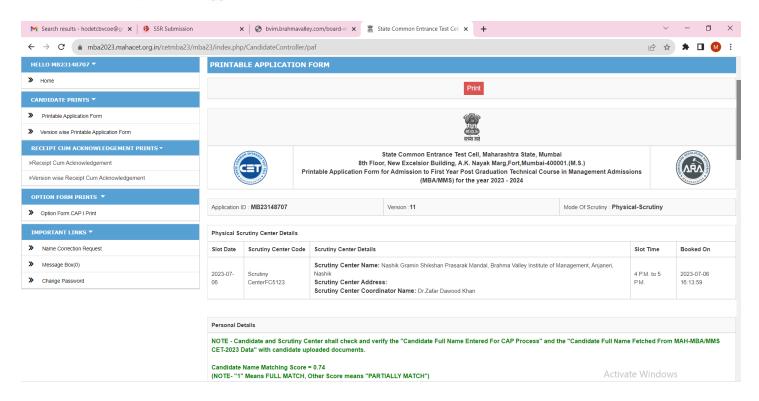


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Student Admission and Support









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