

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

### Planning and development

The Management Information System has a database of information for the staff, students, financial subjects and all of the critical statistics necessary, as a consequence assisting the management to perceive traits and cognizance regions for making plans for the all-rounded development of the college. Similarly, fact touching on admissions, University registration and effects shape a part of the facts for the educational development of the institution. Budgeting, and making plans for expenditure on constant belongings is expedited at the pressing of the mouse. Information sought with the aid of using the Department of Higher Education, likewise is to be had within the system.

### Administration

Much of college administrative work is performed online. Important administrative notifications are communicated through the university internet site which shows the College prospectus, codes of conduct, accreditation, and rating certificates. Attendance of college students is handed over to them and their parents. Much of internal examination work is done through online. Results of internal examinations are showcased online. Every pupil has a completely unique identity number, which shows financial status, shows admit cards, University registration numbers, and roll number. The Biometric attendance for the personnel, investments made for tax purposes is calculated online with the aid of using both teaching and non-teaching personnel.

### Finance and Accounts

All financial related work done through online like College fees, university exam fees, and course fees are all paid online. The entire processing of employee remuneration, as well as the generation of monthly salary slips, is done online. Individual teachers upload investments for tax savings on the accounts offices website for the convenience of the accounts office. Tally ERP is used to keep track of ledger records electronically. The annual budget is produced and submitted for approval electronically. The majority of payments are made through bank-to-bank internet money transfers.

### Student Admission

According to the University norms the admission procedure was handled entirely online and offline. Candidates were chosen based on an index factor. The University required data for registration, which was sent online using information from the application forms. All fees, including college, university, and add-on courses, were paid online. Students with a unique username and password can access online attendance. For anonymity, students review teachers online, with the findings being evaluated, analyzed, and computed online.

## Examination

During the epidemic, the College held its semester university examinations online. Students submitted assignments and projects for internal assessments through the internet in Google Classroom. The entire process of producing the question papers, making revisions, and entering marks into the University site, as well as the submission of answer scripts, was completed online. This presented a dilemma for the administration, staff, and students, all of whom had to be educated on the procedure. Students were given a presentation outlining how to take the exam online, and a hotline was available to them on exam days.