



ALDER COLLEGE

Sepfüzou

Post Box : 164, Kohima – 797001 : Nagaland

E-mail: aldercollege92@gmail.com

Website: www.aldercollege.com

E-GOVERNANCE REPORT

Academic Year July 2018-June 2019

E-governance is understood as governance with Information Technology. With the increasing demand for transparency in Administration, efficient information transfer and other similar demands, e-governance is able to fulfill these demands.

Alder College implements e-governance to enhance information sharing, transparency and accountability. This saves time, improves efficiency, lowers transaction costs and makes services more accessible.

Many initiatives have been taken by the college towards e-governance. In the following pages, the areas of its implementation are mentioned:

General Administration

1. Communication with Nagaland University, Department of Higher Education, members of the Management Board through e-mail and text messaging services.
2. All important notices to students, staff and administration matters are published on college website, messaged through Whatsapp groups and posted on Social Media platforms
3. WiFi facility in the campus
4. College is equipped with CCTV cameras at strategic points
5. Whatsapp group are used for connecting with and eliciting information from students, faculty/staff.
6. The college uses and maintain Google Drives to keep office and department documents for records, website links and others
7. The college has a dedicated server computer to connect all computers in the college network for various administrative functions, management software functions, data records, documents sharing, printing etc

In the areas of operation involving complex systems, and procedures, sophistication software tools are used.

Student Administration and Support

1. The formation of Whatsapp groups, virtual meetings and video conferencing through google meet, zoom, cloud meetings and other software platforms are used
2. To facilitate minimize manual efforts and improve communication and to be cost and time effective the college is using a college management software powered by Softalaya for Student and faculty profiles, records data, maintains Accounts, Library Modules etc
3. Softalaya maintains and organises student and faculty records, data and execution of fees and payment methods.

Finance and Accounts

The college management software is equipped for accounts and finance activities such as admission fees receipt printing, payment and non payment records of students fees and others.

Student Admission and Support

Offline admission support is carried out by the college management software for office use. The student profiles is maintained by the software for both online/offline support system. The student promotion and detained records are also displayed.

Examination

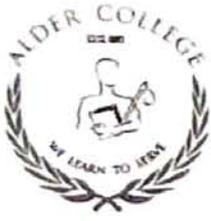
To generate seat numbers base on the number ID and print the exam seat number list etc. To generate class wise roll call list for all classes, maintain and render exam fees Records.

Library

1. The SOUL 2.0 (Software for University Library) developed by INFLIBNET was introduced and the automation process of library continues. This software offers the following services:
Circulation, cataloguing, membership and issuance of library card, book acquisition, barcoding, issue and return of books, and due date certificate.
It was introduced in 2014.
2. Online Public Access Catalogues (OPAC) within SOUL is a robust system that has simple and advanced search facility with minimum information of documents available in database by author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more information. OPAC offers the following functionalities: Displaying and downloading of records in MS Excel, PDF or MARCML, Web-based member interface through OPAC, a Search support for the items that are in the acquisition process in the library. It was introduced in 2014.


Principal
Alder College
Kohima, Nagaland
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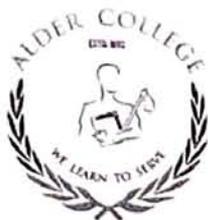
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Student Administration and Support

Apart from the existing systems in place, owing to COVID-19, classes and two end-semester University exams (August 2020 and June 2021) were held online. Various platforms were used to disseminate notices, audio lectures and notes, conduct audio-visual classes, disseminate question papers, receive answer papers:

- i) Google classrooms
- ii) Email
- iii) Whatapp
- iv) Audio files
- v) Zoom



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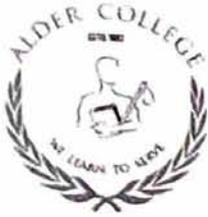
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