

Hindustan College of Science & Technology, Mathura

Annual e-governance Report

(Session 2021-2022)

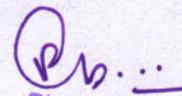
Dated: 11-08-2022

E-governance is operational in the working processes of Hindustan College of Science and Technology, especially in the following areas:

- Administration
- Finance and Accounts Student
- Admission and Support
- Examination

E-Governance in Administration:

- Websim (ERP) is an attendance management system used by the college to deal with matters about academics and administration.
- A biometric attendance system has been implemented for Faculty and staff, further connected through the website.
- A faculty and staff member can apply leave through websim ERP system. The leave are sanctioned by concern
- Websim is used to record and track attendance, internal assessment, semester-end consolidated reports, pay-slip generation, faculty subject mapping etc.
- All significant purchases are got entry into the Websim portal.
- The class time-table has been mapped in websim ERP for smooth coordination among the various stakeholders.
- The College Website is well managed and maintained by the group-level team of Sharda Group of Institutions. It is user-friendly for smooth access and operation. All college happening has been updated on the college website at regular interval.



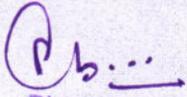
Director

Hindustan College of
Science & Technolog
MATHURA (MATHURA)

- The college has a bulk SMS facility for sending essential updates and information to students and Faculty/staff.
- All official communications and notices are sent via Sgei domain emails. WhatsApp admin Groups are also used for promptly sharing essential college updates and information.
- The college has ICT-enabled classrooms and conference rooms with projectors and screens.
- CCTV cameras are installed and maintained at crucial college locations for surveillance.
- With the view of a paperless policy, Hindustan College of Science & Technology started using Google facilities like Google Forms, sheets, docs, and drives to gather information from Faculty members and students.

E-Governance in Finance and Accounts:

- The accounting office is headed by the Account officer, HCST, who facilitates transactions with the Cashier and the Administrative officer.
- The Accounts Office uses Websim (ERP) to maintain all the financial records and data of the college, such as generating reports, payment vouchers, profit and loss statements, Balance sheets etc.
- Payroll Management System of website ERP system helps calculate salary, payroll reports, generate pay slips, etc.
- The staff members can access pay slips through the website portal login with their user-ID.
- The Accounts office uses the finance module to manage the funds received from student fees and Government schemes. The ERP software has calculated and maintained income tax calculation, T.D.S. filing, and compliance.


Director

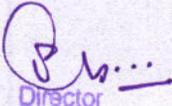
**Hindustan College of
Science & Technology**
FAKIH (MATHURA)

E-Governance in Student Admission and Support:

- The Dr. A.K.T.U., Lucknow Admission Portal and college website ERP system are used for managing the admissions in the college.
- It also manages many other aspects, such as number of students applying to each course, withdrawals, admission fee submission etc.
- The admission-related grievances are addressed through the admission support committee comprising of Nodal officer, Help desk and grievance committee members.
- The college also facilitates academic pursuits by providing easy access to computer labs with the latest software.
- The entire campus is Wi-Fi enabled. The college has a well-stocked and fully automated library and managed Websim ERP. It uses Opac (Online public access catalogue) featured and scalable library management system.
- During Covid, Faculty and students were given remote access to use all e-resources, assignments, and lecture notes on Websim ERP.
- Students and Faculty use Dell-net for access to e-journals and e-books.
- Hostel allotment and hostel grievances are managed by the website ERP.

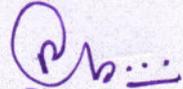
For a smooth teaching-learning process, especially during Covid, capacity building programmes using Google Classroom and Google Meet, Advanced concepts in Google Classroom & Google Meet were organized by various committees and departments in collaboration with IQAC to familiarise the faculty with the different new teaching and communication methods.

During Covid, all classes were taken online. Students living in remote areas were connected via e-learning platforms such as Google Meet and Zoom. The college faculty conducted a series of webinars on several important academic and non-academic issues. Some of the problems related to Covid management were part of many webinars undertaken by different departments.


Director
**Hindustan College of
Science & Technology
FARAH (MATHURA)**

E-Governance in Examination:

- HCST using AKTU ERP System for generating university all examination activities for the students, uploading Internal Assessment theory marks, Practical sessional practical examination marks, student attendance etc.
- Students use the AKTU ERP system to fill out exam forms and view their semester exam results.
- The college's ERP system is used for the entry of internal class test marks and attendance of students.
- Student's class test marks has been recorded into ERP system.
- During Covid, all internal examinations were managed online. Examination-related grievances are redressed through the dedicated AKTU university student portal.
- Students can fill challenge evaluation form through their portal if they are satisfied with their marks.
- AKTU assign extended practical examination duty through AKTU ERP system.
- Hindustan College of Science and Technology using AKTU ERP system developed/ provided by Dr. A.P.J. Abdul Kalam Technical University, Lucknow.
- In this AKTU ERP we use to upload students internal assessment theory and practical marks (sessional marks) as well as external practical examination marks session wise and semester wise.
- AKTU generates students roll number after online provisional registration and final verification of all necessary entries and documents of students uploaded.
- On AKTU ERP system students used to fill their semester wise examination form through students login generated by the university.
- Students can view their result on AKTU website in the one view result module.
- There are various other module available in the AKTU ERP for students and faculty members.


Director
**Hindustan College of
Science & Technology**
FARAH (MATHURA)

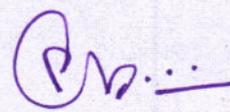
- On AKTU ERP faculty login also prepared by the college, which is used to map the subjects taken by the faculty members of different discipline course. Sessional marks and practical examination activities is possible only after mapping of subject in the faculty login.
- Students can apply for revaluation of answer book if they not satisfies with the marks obtained in any subject, through revaluation module in the student's login within 30 days of notification by the university.



(Dr. Harendra Singh)

Director, IQAC

Director
Internal Quality Assurance Cell
Hindustan College of Science & Technology
Farah, Mathura



Director
Hindustan College of
Science & Technology
FARAH (MATHURA)