# A.G. Teachers College, CTE

M.N. Desai Marg, Navrangpura, Ahmedabad.

ANNUAL E-GOVERNANCE REPORT

2023-24

1. Planning and Development

1. To prepare activity plan for the year, e-format is circulated to teaching staff and filled format is submitted by email.

2. College has CTE centre and annual workplan of CTE is prepared through ICT.

3. As a part of development college needs to prepare budget for the entire year which is prepared in MS excel.

4. All submission work of students will be collected in e-form only.

5. Google classroom was used by teaching staff to collect the submissions.

6. Flyer, registration process, feedback form, certificate issue for Intercollege/state/national events organized by the college is in e-form.
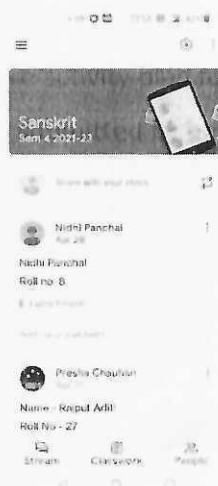

Submissions of students are taken through Google Classroom.

2. Administration:

1. All important administrative information including notices is regularly published in whatsapp group of staff and students.
2. Biometric attendance for all staff members
3. Due to pandemic, there was an extensive use of internet for online classes. So management installed dedicated uninterrupted 24x7 internet connectivity through Wi-Fi.
4. Google forms are created to collect the data of students.
5. MS office is extensively used in collecting, organising and dissemination of data of staff and students.
6. To prepare Feedback forms and get online feedbacks of Students.
7. The college campus is equipped with CCTV Cameras installed at various places.
8. University ERP is used in various day-to-day administrative functiona like Attendance, Migration Certificate, ABC ID, various forms etc.
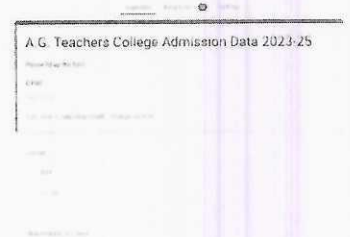
Information is given to students via WhatsApp Group

Student Data is collected through Google Form.

ABC ID verification module
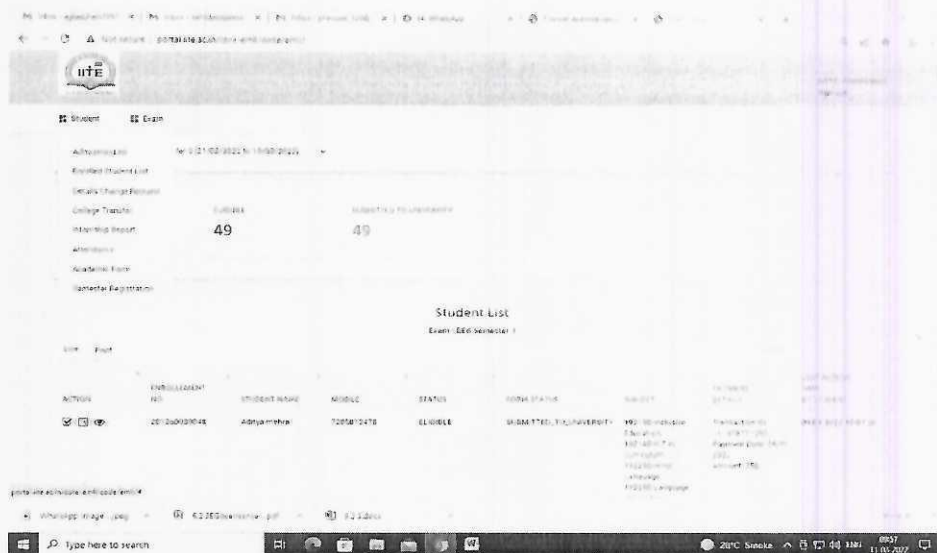
Dashboard of University ERP

Placement support through WhatsApp Group

Online Courses through MOODLE
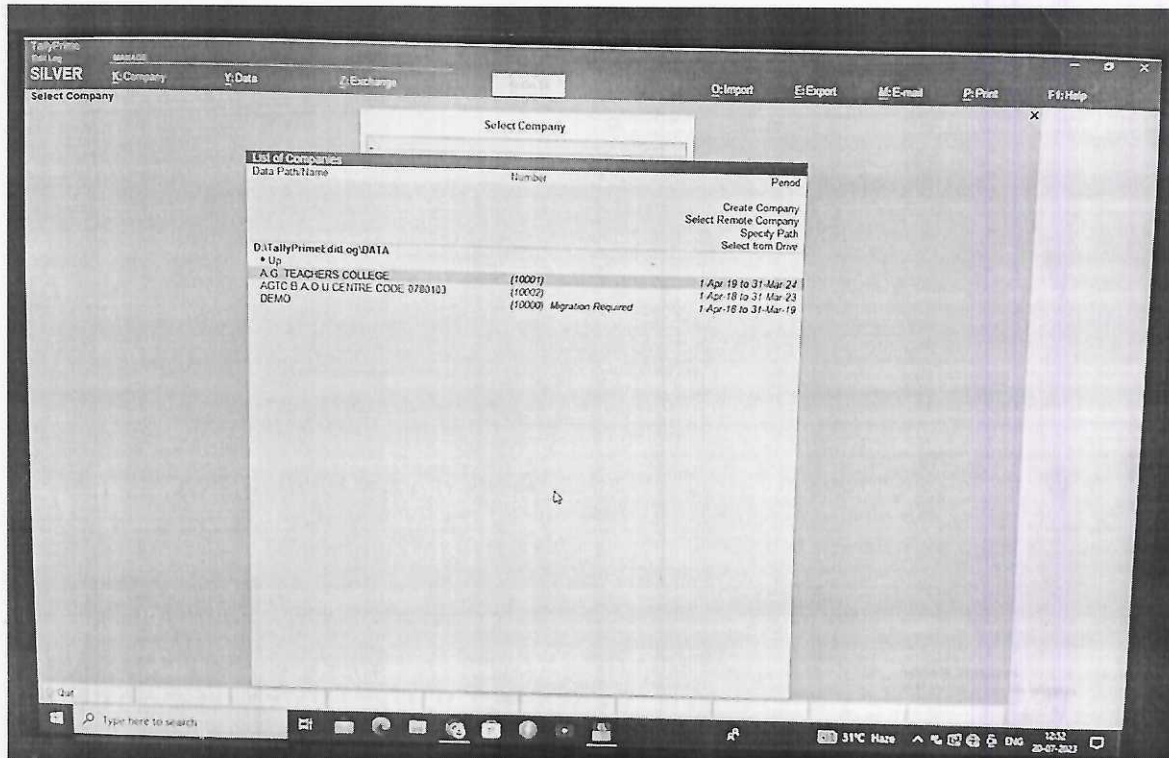
College Social Media Accounts
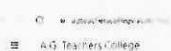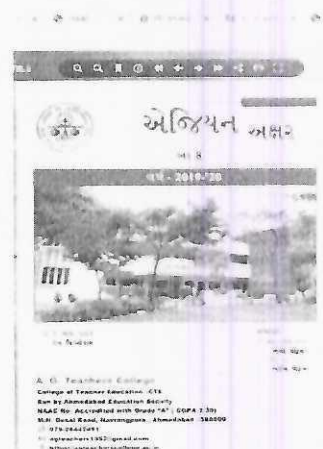
College e-Magazine

3. Finance and Accounts

1. The accounts of the institution are maintained through the Tally software.

2. Registration fee for events are accepted through online mode.


Licensed Version of TALLY Software

4. Student Admission and Support

1. Student seeks admission from the university central admission cell and fills the form
    of the college after taking the admission. Google form is created by nonteaching
    staff to collect the entire data of the student which is directly captured in MS Excel.

2. University ERP is used for regular communication with university.

3. Whatsapp groups are created for smooth functioning with students.

4. Google classroom are created for submission

5. MOODLE is used for creating an online course regarding digital competency

6. E-alumni tab is displayed on website

7. Students are trained to use ERP of the university as entire communication regarding
    course, migration, examination, and results is through ERP of university.

8. Library is partially automated.

9. College magazine is in digital form.
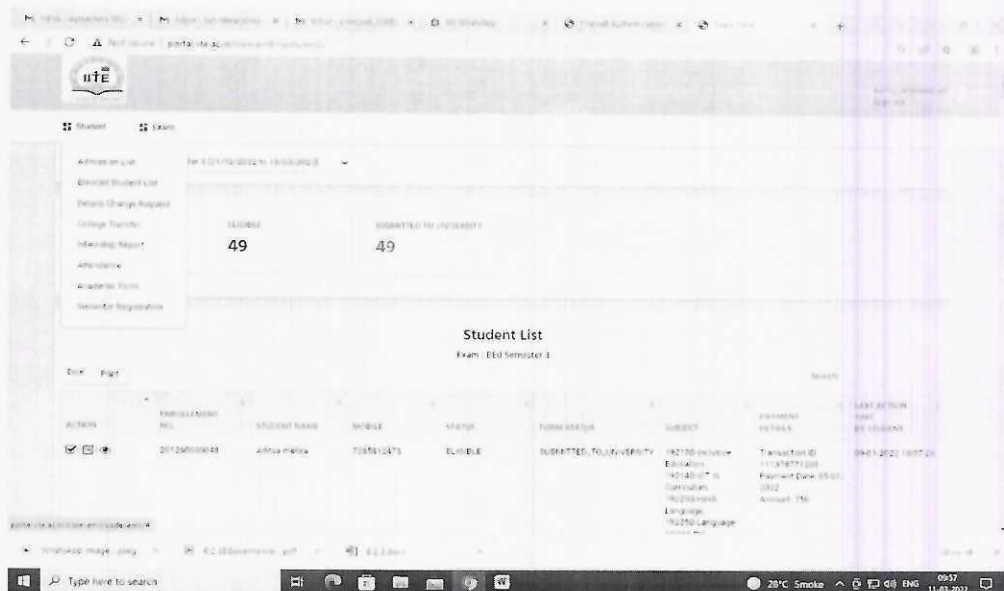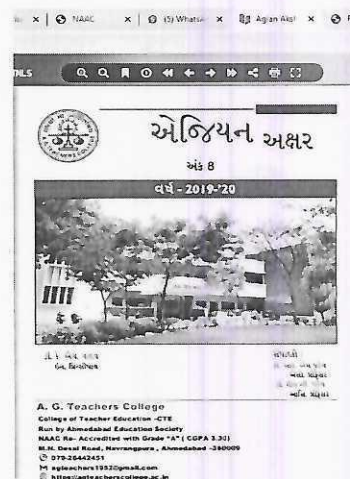
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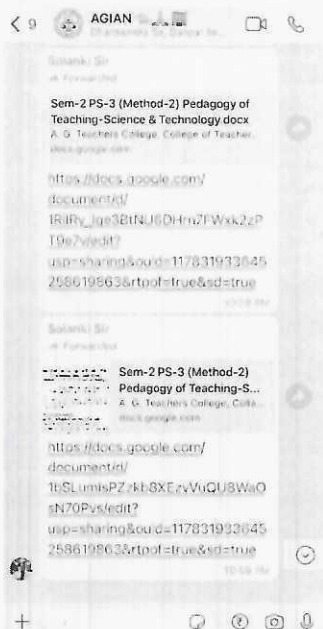

College Social Media Accounts

College e-Magazine

5. Examination System

1. Question paper format is circulated in google docs and paper is drawn by faculty
2. Due to pandemic online internal assessment was organized by google form.
3. Result is prepared electronically
4. All examination documents like timetable, supervision chart, and result display is prepared with the help of ICT and displayed in e form.
5. The University has developed Question Paper Delivery system for delivering Annual Exam question papers. The paper can be downloaded from only one configured IP and then can be printed.
6. University exams are monitored through Live IP of CCTV camera.

Question Paper Format

Online Internal Assessment

Online Internal Marks Entry in Uni. ERP

Various Examination-related Documents
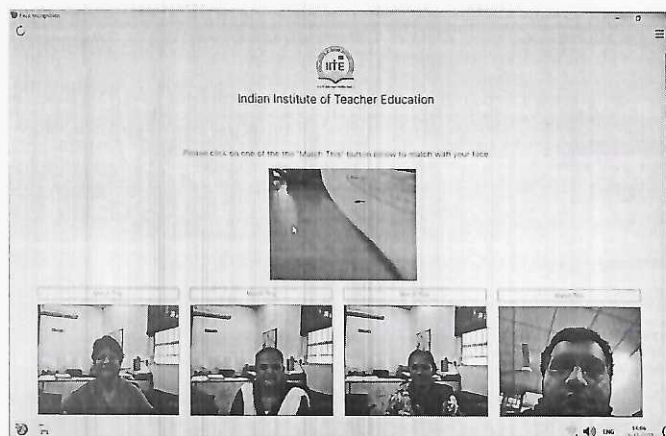
Question Paper Delivery System of University

Grid of CCTV Camera

6. Biometric attendance of staff

- Biometric attendance of teaching and non-teaching staff is maintained.

Bio-metric Attendance Module

7. Digital attendance of students

1. Due to online classes in pandemic, digital attendance was maintained with the help of "download attendance" tab in MSTEAMS.

2. Manual attendance of students was converted in digital attendance through MS Excel.

Uni. ERP Attendance

I/C Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD