AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Approved by All India Council for Technical Education, New Delhi
Affiliated to Anna University, Chennai
NAAC Accredited Institution & NBA Accredited Courses **(Mech. Engg., ECE, CSE, IT)**
"Nizara Educational Campus" Muthapudupet, Avadi-IAF, Chennai - 55.

6.2.2. Institution implements e-governance in its operations

1. Administration including complaint management

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COLLEGE OF ENGINEERING

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TRANSACTION DETAIL REPORT

Fee Module > Transaction Detail Report

Show Bookmarks · NetKampuss Administrator

Fee Transaction Detail Report

Academic Session *	2024-2025 (EVEN)	Name of the Programme — All —
Semester	— All —	Class Name
Section	— All —	Payment Mode — All —
Date	Date	Account — All —

Search   **× Cancel**

Fee Transaction Details Report

Download ⌄

Fee Transaction Detail Report

Date : All — Payment Mode : All
Semester : All — Academic Year : 2024-2025
Programme : All — Section : All-Division

Show 10 entries — Search:

S.No.	Register No	Student	Class	Trans Date	Receipt No	Mode	Txn No	Amount	Account
1	510423103001	AKSHAYA M	I BE CIVIL	20-07-2024	TXN-0001	UPI/GPAY/QR Code	1234567890	60,000.00	
2	510423114001	AKASH M	I BE MECH	04-09-2024	TXN-0002	Cash		10,000.00	SBI xxx8866-33196508866 INB xxx9850-6433398950
3	510423114002	ARAVINDH P	I BE MECH	04-09-2024	TXN-0003	Cash		10,000.00	SBI xxx8866-33196508866 INB xxx9850-6433398950

Showing 1 to 3 of 3 entries

Previous 1 Next

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FEE STRUCTURE

Fee Module > Configuration > Fee Configuration

Show Bookmarks · NetKampuss Administrator

Fee Structure List

+ Add New

Show 10 entries — Search:

S.No.	Structure Name	No of Installment	Associate	Created On	Action
1	Basic Structure	2	Associate (3)	19-07-2024 10:18 AM	✎
2	B.Tech Fee Structure(2022-2026)	2	Associate (3)	19-07-2024 11:35 AM	✎
3	BE CSE (2023 - 2027)	1	Associate (1)	19-07-2024 12:22 PM	✎
4	BECIVIL	4	Associate (2)	20-07-2024 12:26 PM	✎
5	BE MECH	2	Associate (2)	28-08-2024 12:45 PM	✎
6	BE MECH 1	2	Associate (2)	04-09-2024 12:15 PM	✎

Showing 1 to 6 of 6 entries

Previous 1 Next

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2. Finance and Accounts

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Q Search...

- Master ›
- Application ›
- Enquiry Form
- Councelling
- Admission
- Enquiry ⌄
  - Enquiry Dashboard
  - Add New Enquiry
  - Enquiry Report
- Admission ›
- Settings ›
- Placements ›
- Content Management ›
- Clubs & Cells ›
- Event ›
- Certificate ›
- Stock & Inventory ›
- Resource ›
- Student Grievances ›
- Communication ›
- Feedback ›
- Support / Helpdesk
- Settings ›

Show Bookmarks   NetKampuss Administrator

ENQUIRY DASHBOARD   Admission & Enquiry › Enquiry › Enquiry Dashboard

Enquiry Report

| Date Wise | 📅 | Programme wise | Category wise |

Filter   × Clear

Enquiry List

Show 10 ⌄ entries   Search:

S.No.	Candidate	Course	Gender	DOB	Mobile	Enquired On	Status	Action
1	AKSHAY JAYAKUMAR	CIVIL ENGINEERING	Male	06-11-2023	9812891289	04-11-2023	Applied	⋮
2	ARUN DEV	MECHANICAL ENGINEERING	Male	20-12-2023	9812891289	04-11-2023	Applied	⋮
3	ABINAYA JAYAKUMAR	INFORMATION TECHNOLOGY	Female	20-12-2023	9812891289	28-11-2023	Applied	⋮
4	ABISHEK MANOJ	COMPUTER SCIENCE AND ENGINEERING	Male	20-12-2023	9812891289	05-11-2023	Applied	⋮
5	BALA KUMARAN	MECHANICAL ENGINEERING	Male	20-12-2023	9812891289	04-11-2023	Applied	⋮
6	AKSHAY JAYAKUMAR	INFORMATION TECHNOLOGY	Male	20-12-2023	9812891289	01-12-2023	Applied	⋮

Showing 1 to 6 of 6 entries   Previous **1** Next

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3. Student Admission and Support

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CONTINUOUS INTERNAL ASSESSMENT (CIA) – EXAMINATIONS

CIA Examination > Exam Creation

Create CIA Examinations

Academic Session *	Select Session	Exam Description *	Exam Description
Month *	Select Month	Year *	Select Year
Start Date *	Select Start Date	End Date *	Select End Date

🖫 Save   ✕ Reset

CIA Examinations

Show 10 entries   Search:

	Academic Session	Exam Description	Month and Year	Start date	End date	Action
☐	2023-2024	CIA 1	August-2023	18-08-2023	25-08-2023	✎ 🗑
☐	2023-2024	CIA III	February-2023	19-08-2023	25-08-2023	✎ 🗑
☐	2023-2024	CIA 2	September-2023	19-09-2023	20-09-2023	✎ 🗑
☐	2023-2024	ONLINE EXAM	September-2023	20-09-2023	20-09-2023	✎ 🗑
☐	2023-2024	class test i	October-2023	20-10-2023	25-10-2023	✎ 🗑
☐	2023-2024	CIA 3	October-2023	23-10-2023	31-10-2023	✎ 🗑
☐	2023-2024	int	December-2023	07-12-2023	09-12-2023	✎ 🗑
☐	2023-2024	in	March-2024	12-03-2024	27-03-2024	✎ 🗑
☐	2023-2024	CLASS TEST NOVEMBER	November-2023	15-11-2023	17-11-2023	✎ 🗑
☐	2023-2024	INTERNAL EXAMINATION	December-2023	04-12-2023	09-12-2023	✎ 🗑

Showing 1 to 10 of 37 entries   Previous 1 2 3 4 Next

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4. Examinations

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3. Policy for Revenue Sharing in Consultancy

Revenue sharing will be based purely on the resources utilized and man power used. Each consultancy may differ in terms of the cost of capital and the consumable and HR resources.

At the end of the consultancy project, the consultant shall submit a report on the cost of the project. Based on the utilization of the resources, the sharing of the revenue will differ.

4. Conclusion

In all, the institution is primarily interested in promoting the skill sets of the faculty members as well as the students, towards problem solving. The sharing of the revenue is, in order to ensure that the materials that are used belong to the institution or replenished back.

2. E-GOVERNANCE POLICY

PREAMBLE

E-Governance has become an essential part of any activity to instantly exchange information i.e. upload data to the receiver and receive information and improve overall administrative efficiency in all sectors of operation. All stakeholders, including management and authorities, teaching and nonteaching personnel, parents, students, alumni, and other government entities such as the parent university, approving bodies such as UGC, AICTE, etc. should be included in governance, as a concept for active decision-making.

Aalimec, has formulated an E- Governance Policy with the primary objective of implementing E- governance in various

operations, transactions and services of the college for efficient, transparent and consistent functioning of the institution and improved user experience of the stakeholders.

OBJECTIVES

To ensure accountability, credibility, transparency, and efficiency in the institution's day-to-day operations, allowing it to provide effective services to all its stakeholders.

To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to computerize various activities of the institution.

To promote easy access to the data regarding all the functions of the college to the concerned stakeholders, leading to paperless operation.

1. **STUDENT ADMISSION AND SUPPORT SERVICES:**

An open and transparent strategy for the admission process shall be followed which is further strengthened by the ethical practices and regulations as opined by the affiliating University (Anna University). Guidelines for the admission process are displayed in the College website. Students are required to submit a separate Online application form for taking admission to the college and for this purpose, an admission portal is developed in-house and used by Admission team to carry out the admission process Student support services shall be managed through the ERP software. The formulated ERP shall manage all the data very effectively. The students shall be provided access to the portal for subject registration, to view their subject wise attendance, internal test marks and also final grades obtained in all the subjects. The portal shall also be used
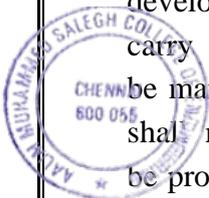
by the faculty and staff to record and track the attendance, student performance, etc.

Bonafide Certificates, Fee Certificates, Transfer Certificates, etc. shall be generated through the portal developed by the College.

ADMINISTRATION:

The administrative structure of the college is operated through ERP software. The college uses modules such as Student Attendance, Assessment, Staff Attendance, Library, Transport, Schedule of Events, Examinations, Hostel, Stock and Inventory.

The SMS and email (with college domain @aalimec.ac.in using Google Apps for Education) shall be used for communicating the official circulars, sharing information with parents regarding the absenteeism of their wards on daily basis, and their academic performance

- ☐ Biometric attendance system shall be used for all faculty and staff members.
- ☐ Details of conferences, students / faculty publications, students, faculty and institutional achievements, events organized / conducted etc. shall be entered in the portal developed in- house.

College staff use Social apps like Whatsapp to communicate with the students.

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- A Website Updating Committee has been formed to look after the process of updating, maintaining and working of the website on a regular basis. The College strives to showcase its vibrant activities through its website. All the important notifications have to be posted on the website, as and when they are released. Website is put in to full use as a vital information source to all the stakeholders.
- Information shall be communicated through the college social media pages in Instagram, Facebook and Twitter.
- 24x7 internet facility is provided in all buildings (including
- hostels) of the college, CCTV Cameras are installed in class rooms and other main locations of the college and ICT shall be introduced in every administrative function /work.

2. LIBRARY:

The College continues to maintain its academic excellence by establishing a well-stocked library and added more e-learning resources for the benefit of the teachers and the students. The College continues to subscribe to new journals and books regularly. recommendations are taken from the teachers and students, while subscribing to the e-resources.

- Use bar code systems for faster transactions. Sort books into categories and manage them accordingly.
- Issue/Return books.

3. **FINANCE AND ACCOUNTS:**

The accounts of the institution are maintained through Tally software. College and Examination fee shall be collected online through the college website.

- All payments/transactions shall be through online mode suchas NEFT, RTGS, Bank Transfers, etc.
- Shall implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.
- Shall implement Fully automated Payroll Management System for salary calculation, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc. in the near future.

4. **EXAMINATION MANAGEMENT SYSTEM**

On the conferment of Autonomous status to the college, the Office of the Controller of Examinations was established and a software is developed in-house exclusively for the COE office to hold the examination activities.

The semester wise curriculum details of the concerned programme in the college are entered in this portal every year. The assessment details of the students such as CAT marks shall be entered and the internal marks shall be computed accordingly as per the regulations. Results will be processed and published, once the end semester marks are entered in the portal.
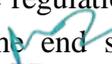
PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING
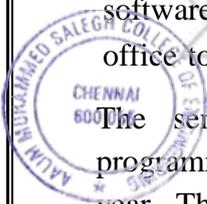
The database of the complete examination activities of the students of each and every semester are maintained confidentially and backed up securely on a periodic basis. The grade sheets shall be printed after the completion of the end semester examinations every semester. Any updation and modifications, if required shall be made and implemented in the examination management system based on the amendments made in the Regulations.

3. E-WASTE MANAGEMENT POLICY

PREAMBLE

E-waste management committee of Aalimec is established to minimize generation of e- waste and provide guidelines for e- waste management with a view to maintain a clean and green environment. The e-waste management policy document deal with the scope and guidelines for continuously monitoring and implementing the disposal of e- waste and recycling of possible items, thereby fulfilling the objectives of the committee set-up for this purpose. To make this Policy document relevant, it is recommended that this work be reviewed and be revised periodically as and when need arises.

OBJECTIVES

In developing this e- waste policy, Aalimec seeks to meet thefollowingobjectives:

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☐ To minimize e- waste generation and

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
EXPENDITURE ON INFRASTRUCTURE AUGMENTATION

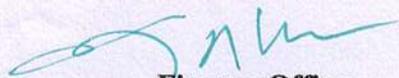| S.NO	PARTICULARS	2018-19	2019-20	2020-21	2021-22	2022-23
1	MOTOR BUSES & VAN & SUMO	2815294	-	-	-	11572810
2	CIVIL LAB EQUIPMENTS	248119	29500	-	-	
3	COMPUTER & PERIPHERALS/LAPTOPS	98497	7973513	50681		380604
4	DOT MATRIX/HP JET & LASER PRINTER / DIGITAL COPIER	11605	-	-	-	
5	ECE LAB EQUIPMENTS	22951	-	-	-	30798
6	EEE LAB EQUIPMENTS	149898	-	-	-	
7	FURNITURE & FITTINGS	825422	401020	-	-	16250
8	LCD PROJECTOR / MM PROJECTOR	196408	1587701	-	-	
9	LIBRARY BOOKS	34474	150715	17893	33662	198278
10	NETWORKING EQUIPMENTS	153400	-	-	-	-
11	MECHANICAL LAB EQUIPMENTS	-	4500	-	-	-
12	PRINTER	-	76500	-	694420	-
13	SOFTWARES	-	194700	-	-	-
14	AIR CONDITIONERS	-	1927413	-	-	499874
15	AUDIO AND VIDEO VISUAL SYSTEMS EQUIPMENTS	-	297710	-	-	-
16	COUNTING MACHINE	-	7670	-	-	-
17	ELECTRICAL FITTINGS & EQUIPMENTS	-	253882	-	15970	44300
18	FIRE EXTINGUISHER	-	47775	-	-	-
19	GYM EQUIPMENTS	-	37850	-	-	-
20	SPORTS & OFFICE EQUIPMENTS	-	122739	-		111490
21	UPS SYSTEMS & BATTERIES	-	306800	-	-	-
22	WRITING BOARDS EQUIPMENTS & PLATFORMS	-	8113	-	-	-
23	CHEMISTRY LAB EQUIPMENTS	-	-	-	-	43542
24	IDENTITY CARD PRINTER	-	-	-	-	28084
25	XEROX MACHINE AND SCANNER	-	-	-	-	200600
26	PHYSICS LAB EQUIPMENTS	-	-	-	-	31320
27	INTERIOR WORKS PARTITIONS	-	-	119335	-	-
28	SOLAR PV POWER PLANT 11.4 KW	-	-	405651	-	-
29	UPS SYSTEMS AND BATTERIES	-	-	34319	270200	-
30	LAB EQUIPMENTS	-	-	-	64900	-
	Grand Total	4556068.00	13428101.00	627879.00	1079152.00	13157950.00

Finance Office

Auditor

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
EXPENDITURE ON MAINTENANCE OF ACADEMIC FACILITIES

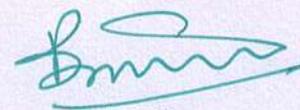| S.NO	PARTICULARS	2018-19	2019-20	2020-21	2021-22	2022-23
1	ANNUAL MAINTENANCE CHARGES	42480.00	-	-	-	11800.00
2	CAMPUS MAINTENANCE EXPENSES	260157.00	314552.00	111606.00	116037.00	134768.50
3	COMPUTER MAINTENANCE	34748.00	214907.00	28471.00	47604.00	98740.00
4	CONSUMAB LES	124976.00	116370.00	258420.00	107713.00	24186.00
5	FUEL – GENERATOR	101317.00	133022.00	-	-	38950.00
6	INTERNET & WEB CHARGES	853610.00	862966.00	151292.82	165899.20	363809.20
7	JOURNALS & STUDY MAGAZINES SUBSCRIPTION	202664.00	180509.00	218144.00	16070.00	425549.00
8	MEMBERSHIP & SUBSCRIPTION FEE	248300.00	416999.00	204000.00	254850.00	226170.00
9	NEWSPAPER & PERIODICALS	49583.00	2966.00	-	-	-
10	PRINTING & STATIONARY	643072.00	441077.00	172346.00	263676.00	572334.00
11	ONLINE ZOOM EXPENCE	-	-	75940.64	72012.00	34199.00
12	SOFTWARE MAINTENANCE	-	-	-	284362.00	-
	Grand Total	2,560,907.00	2,683,368.00	1,220,220.46	1,328,223.20	1,930,505.70

Finance Office

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AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
EXPENDITURE ON MAINTENANCE OF PHYSICAL FACILITIES

S.NO	PARTICULARS	2018-19	2019-20	2020-21	2021-22	2022-23
1	ELECTRICAL MAINTENANCE	118952.00	178451.00	27537.00	107050.00	46377.00
2	FUEL – VEHICLE	1299796.00	1200692.00	486675.00	767877.00	1004960.87
3	INSURANCE PREMIUM	360179.00	255605.00	318092.00	182425.00	45658.00
4	REPAIRS & MAINTENANCE	367616.00	355665.00	46790.00	350945.00	248891.20
5	VEHICLE MAINTENANCE	286121.00	418015.00	343504.00	373046.00	413616.00
	Grand Total	2432664.00	2408428.00	1222598.00	1781343.00	1759503.07

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Yezdi & Co.
No.41,
South Boag Road,
T.Nagar
Chennai - 600 017
MM No: 020260
Chartered Accountant
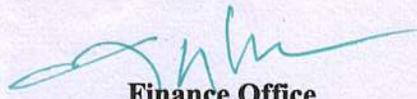
AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
OTHER EXPENSES

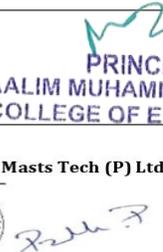| S.NO	PARTICULARS	2018-19	2019-20	2020-21	2021-22	2022-23
1	EDUCATION , CAREER, WORSHOP, SYMPOSIUM, SOFT SKILLS	1245193.00	401918.00	61707.25	17030.00	138222.00
2	FACULTY DEVELOPMENT	104395.00	65370.00	-	2950.00	7545.00
3	STAFF & STUDENT WELFARE	5550055.00	240585.00	206095.00	48370.00	157827.00
3	FUNCTION & INDUCTION, GRADUATION, PLACEMENT	1359470.00	447100.00	33617.00	123403.00	653648.50
5	GUEST LECTURE	51000.00	80500.00	174500.00	113700.00	214680.00
6	INDUSTRIAL VISITS	114869.00	40298.00	-	1475.00	87053.00
7	OFFICE MAINTENANCE	995.00	5018.00	-		2194.00
8	SPORTS & ANNUAL DAY EXP	252930.00	162892.00	22600.00	97384.00	154518.00
9	COVID-19 EXP	-	-	68782.00	-	-
	Grand Total	8678907.00	1443681.00	567301.25	404312.00	1415687.50

Finance Office
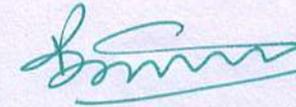
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Institutional Expenditure Statements- Academic Year (2024-25)

SAARC MASTS TECH PVT. LTD.
No.31/A 1st Floor Abbigere Main Road
Kammagondahalli, Bangalore
Karnataka, India.
E-mail: accounts@saarcmaststech.com
Cell: 8754222516

PROFORMA INVOICE

To	
M/s. AALIM MUHAMMED SALEGH College of Engineering.,	**Proforma Invoice No** : PI-C-086
Muthapudupet, Avadi-IAF,	**Date** : 09.08.2024
Chennai-600 055.	**Due Date** : 18.08.2024

Sl.No	Description	No. of Students	Rate Per student	Total Amount	Term 1	Amount Rs.
1	**Netkampuss ™ CMS + LM&AS - (2024-25 Term 1/2)** 50% of the Annual Subscription Cost Along with PO @ Product Cost = Rs.371100/- inc.of.GST 18% *PO dated on: 09.08.2024*	1237	300	314492	50%	1,57,246
	Taxable Value					1,57,246
	IGST@18%					28,304
	Round off					0
(Rupees: One Lakh Eighty Five Thousand Five Hundred and Fifity Only)						1,85,550

SAARC MASTS TECH Pvt. Ltd.

GST Regn No : 29AAPCS7104K1ZT

PAN No : AAPCS7104K

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COLLEGE OF ENGINEERING

Bank Account Details for Fund Transfer	
Account name : Saarc Masts Tech (P) Ltd	**For Saarc Masts Tech (P) Ltd**
Bank : THE KARUR VYSYA BANK	
Branch : Chikkabanavara	
Account No : 1337135000002920	
IFS Code : KVBL0001337	**Authorised Signatory**

* Unit is based on your database usage

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AITS

![Aalim Muhammed Salegh College of Engineering logo] **AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**

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Institutional Expenditure Statements- Academic Year (2023-24)

TAX INVOICE

EQUALIZER INFO SYSTEMS

Tally
Authorized Tally Partner

#21/7A, PUZHAL MURUGESAN STREET,
PADDY FIELD ROAD, PERAMBUR,
CHENNAI - 600011
E-Mail: equalizer.india@gmail.com
GSTIN : 33ARQPM4257N1Z5

EQUALIZER INDIA
Chennai   U.A.E

Buyer			
AALIM MUHAMMED SALEGH TRUST	Invoice No. EQ/0083/23-24	Date 17-Aug-2023	
"Nizara Bonanza",813, Anna Salai (Opp.LIC), Chennai-600 002.	Delivery Note No.	Date	
Phone: +91 44 2841 4999, 2841 9229,2854 2277.	Buyer's Order No.	Date	
	Despatch Document No.	Date	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Tally Prime Multi User AMC	85243111	1 yr	12,000.00	yr		12,000.00
	CGST OUTPUT @ 9%			9	%		1,080.00
	SGST OUTPUT @ 9%			9	%		1,080.00
	Total		**1 yr**				**₹ 14,160.00**

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
85243111	12,000.00	9%	1,080.00	9%	1,080.00	2,160.00
Total	**12,000.00**		**1,080.00**		**1,080.00**	**2,160.00**

Tax Amount (in words) : **INR Two Thousand One Hundred Sixty Only**
Amount Chargeable (in words)
INR Fourteen Thousand One Hundred Sixty Only

E. & O.E

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COLLEGE OF ENGINEERING**

Remarks:

NEFT/RTGS Details	
Account Name	: EQUALIZER INFO SYSTEMS
Bank Name	: CANARA BANK
Branch Name	: PERAMBUR
A/c No.	: 0912201013369
IFS Code	: CNRB0000912

FOR EQUALIZER INFO SYSTEMS

Cheque in Favor of EQUALIZER INFO SYSTEMS
Declaration
We declare that this invoice shows the actual price of the goods described and that all
particulars are true and correct.

Authorised Signatory

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Approved by All India Council for Technical Education, New Delhi
Affiliated to Anna University, Chennai
NAAC Accredited Institution & **NBA** Accredited Courses **(Mech. Engg., ECE, CSE, IT)**
"Nizara Educational Campus" Muthapudupet, Avadi-IAF, Chennai - 55.

Institutional Expenditure Statements- Academic Year (2023-24)

CLOCKTOS INFOTECH
3/17, GST Road, St. Thomas Mount, Chennai – 600 016.
Phone: 91 – 44 – 45410579 Mobile: 99625-90209
E-Mail : md@clocktos.com Website : www.clocktos.com

INVOICE

To	Inv No#	
The Principal, Aalim Muhammed Salegh College of Engineering, NIZARA Educational Campus, Muthapudhupet, Avadi-IAF, Chennai – 600055		CHE//Inv/24/A0005
	Date	18.05.2024

S.No	Module Name	Total Cost
1	Advance payment towards Supply and Implementation of Inspro Plus ERP Version 7.2 (Enterprise Edition) for the Academic Year 2023-2024	117900.00
	AMC Charges Total No of Student's 1179 –Per Student Cost Rs.100/-	
	GST 18%	21222.00
	Total Amount	139122.00

One Lakhs Thirty Nine Thousand One Hundred Twenty Two Only /-

Note:
1. GST No. 33BMAPN3242A1ZT
2. Incase of any discrepancies, the same is to be reported within 7 days from the date of this invoice.
3. Payment to be transferred to Company
   Account: CLOCKTOS INFOTECH
   Account Number: 42214854460
   IFSC: SBIN0006616
   Branch: State Bank Of India, Siruthozhil, Chennai
4. Subject to Chennai jurisdiction only

For Clocktos Infotech

Authorized Signatory

23/5/2024

23 05 24

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COLLEGE OF ENGINEERING

AVADI IAF , CHENNAI 600 055

ANNUAL E-GOVERNANCE REPORT (2018-2019)

E-governance in an institution allows the use of information and communication technologies with the aim to improve communication, promote transparency and accountability and also to increase cost and time effectiveness. The overwhelming response of human resources to digital technology has strengthened the prospects of e-governance in different areas of operations.

The college has been practicing E-governance in academic and non-academic functions for few years. E-Governance review meeting of the college is held periodically. For the year 2018-19, the review was done in the second week of May 2018. Different issues related to the implementation of e-governance system were discussed in the meeting. Review of PALPAP's – InsPro ERP 3.1 functioning of the important available software is considered in the meeting. It was generally felt that E-governance will be more efficient and convenient with the related modules of ERP in terms of planning and follow-up. Maintenance of transparency in the admission process by sharing information to the stakeholders is smooth through ERP and website.

Some of the major organizational functions conducted through online mode are:

1) All the staff of the college use official e-mail id generated from IT services of the college.

2) Minutes of Meeting of Governing council. IQAC, various committees etc... are made available on the website for the consumption of stakeholders.

3) Computer awareness programs are conducted regularly for teachers and students.

4) Dedicated WhatsApp Groups have been created in each academic department for sharing orders, information, direction and discussion on a common platform.

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Following are the operational fields of E-governance system implemented in our college.

Administration:

As far as possible, communications and information flow are paperless and online in the   Staff and students communicate with each other through email and other digital platforms.

Committed and strictly monitored WhatsApp Groups have been created for sharing orders, information direction, important announcements and notices to all the employees.

The College has a biometric attendance system which is compulsory for all the staff. The staff attendance can be monitored through this. Salary is paid to the staff through net banking and salary slip is duly issued online to all the staff members. Student satisfaction survey is conducted online to check the satisfaction level of the students.

Finance & Accounts:

As a key ingredient of the e-governance concept and as per the guidelines of the authorities, all kinds of financial transactions above the stipulated limit have become online cashless. Few important activities carried out digitally are as follows:

I) The salaries and other benefits of employees are paid online through Bank/NEFT/RTGS.

2) The payment of scholarships, Honorariums and all purchase transactions are executed cashless and online.

3) Tally and ERP 9 software are used to track fee payment of every student. Some of the other functions include generation of receipt, generation of financial reports etc. Necessary reports and books of accounts are generated from the software which helps in quick retrieval of data and auditing.

Students Admission and Support:

For smooth functioning of the admission process and tracking of the admission enquiries,   modern online communication channels are used. Admission and related procedures/activities including disclosure of admission rules/schedule, verification of documents, payment of fees & other admission formalities, and counseling of the students are done online to the extent possible. Wherever necessary, relevant details are published on the college website. Disclosure of students-centric information is also done on website. Regular conduct of computer awareness programs is carried out for students and staff.

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Examination System:

There is a fully computerized exam cell which complies with all guidelines and instructions by AMSCE/other agencies regarding conduct of exams, maintains curriculum and publishes results online for different courses/programs. Students can access college website for getting the updates of the examination-related matters including dates and time tables. Online messages are sent to students, whenever needed, regarding examination dates, rules and regulations. The interface has become an integral part of the system. The e-governance procedure is not f only accurate and cost effective but also creates transparency in the working system of the Institution.

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ANNUAL E-GOVERNANCE REPORT (2019-2020)

College has implemented e-governance for sharing information and to manage human resource efficiently with transparency through participation and accountably from all stakeholders.

E-governance related to administration:

➤ E-service provides various service facilities. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education.

➤ A company known as PALPAP was selected through tender process for implementing e-governance in various domains of college administration.

➤ They also provide necessary support for maintaining college website.

➤ Biometric attendance system for employees has been in practice.

➤ Institutional ERP is functional.

E-governance related to finance and accounts:

➤ Finance section is fully automated.

➤ Online IT filing is operational.

➤ Cashless transactions as far as possible and, through PFMS, if needed.

E-governance related to students admission and support:

➤ Admission process is fully automated from submission of forms to payment of fees.

➤ Registration and admit card issuing are fully automated.

➤ Marks are uploaded in affiliating University portal.

➤ Results of University Examinations are displayed in College Website. All notifications are published in college website.

➤ E-brochure made available online for free of cost.

➤ Virtual classroom has been incorporated.

➤ Relevant notices are shared through departmental online whatsapp groups.

➤ E-governance related to examination:

➤ Students' attendance management, students' database, examination and continuous assessment record were made by automation process.

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- ➤ All exam registration made online via affiliating University portal.
- ➤ Internal assessments are made automated.
- ➤ Online project submissions were carried out.

Due to increase in Covid-19 outbreak and extension for lockdown, e-governance has become more important to all the institutions. Aalim Muhammed Salegh College also has emerged itself to more new ways for using e-governance.

E-governance related to administration:

- ➤ Teacher time table management was made online.
- ➤ College account is also automated.
- ➤ Biometrics is still in operations.
- ➤ Regular maintenance of the college server by an outside agency.
- ➤ Ensuring the availability of high-speed internet and other IT facilities to augment the teaching-learning process.
- ➤ E-tenders are available.
- ➤ E-governance related to finance and accounts:
- ➤ Salaries to all staffs are given through bank – Punjab National Bank, Avadi through NEFT / RTGS.
- ➤ Software-based maintenance of the college financial account system through Tally ERP 9, version 6.5.
- ➤ Institutional ERP has been operation correctly.

E-governance related to students admission and support:

Fees are collected online (linked via PayU App).

- ➤ E-brochure made available online for free of cost.
- ➤ Selection of subjects in CBCS program is done through online process.
- ➤ Transparent, merit-based, online admission portal maintaining existing state government rules of reservation for SC, ST and OBC candidates to ensure inclusivity inherent in our societal structure.
- ➤ Virtual classroom with internet facility is being used in a massive manner.
- ➤ Results publication and marks entry has been fully digitalized.

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E-governance related to examination:

- Class tests, internal exams and tutorial projects are submitted through online portals.
- Downloading of Admit cards are being made through websites.
- Marks are being uploaded to the University portals.

The college has made significant efforts to provide an e-learning environment. The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like e-administration and eservices. E-administration uses ICT for information process and decision making by the Governing body, head of the institution, IQAC and different committees formed to decentralize the administration.

E-governance related to administration:

- CCTV surveillance system has been more upgraded and extended.
- The college office has been completely computerized.
- Regular checking and repairing/servicing (if needed) of the IT goods, internet facility, and software by outside agencies.
- The vendor maintains all e-governance related activities thoroughly.
- Biometric attendance scheme for employees has been upgraded and still in practice.
- Composition of the Institution's bodies are notified through websites.
- Dedicated servers to carry out various E-governance activities.
- Detailed information on offered courses, allowed subject combinations, admission and other fees, course-wise university-approved intake capacity in different categories, prospectus etc. in the college website.

E-governance related to finance and accounts:

- Tax related procedure are executed and supervised digitally.
- Software used for all institutional tally and finance related entries.
- Purchasing through proper e-tendering in the Government tender portal whenever required as per existing government rules.
- Timely disbursement of salary of teaching and non-teaching staff through HRMS.
- E-governance related to students admission and support:
- In the classroom uses ICT tools such laptops & desktops, projectors, Wi-Fi-set, video lectures, audio clips to support, enhance, and optimize educational delivery various educational activities, such as project presentations, quizzes, debates and so on, are organized with the use

of several Information Communication Tools.

➢ The college maintains a computerized database of the students.

➢ The College provides access to various journals, e-books and reference books.

➢ Results are being published through online websites.

➢ Students enjoy the e-journals and get enriched.

E-governance related to examination:

➢ Online exams are still in operation in some of the required cases.

➢ Questions for internal exams are being submitted through college e-mails.

➢ Notices for examinations are being uploaded on the "what's new" section of the college website.

➢ Registration for the examination and downloading of admit cards are made through websites.

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ANNUAL E-GOVERNANCE REPORT (2020-2021)

Aalim Muhammed Salegh College of Engineering College has implemented e-governance for sharing information and to manage human resource efficiently with transparency through participation and accountably from all stakeholders. The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like e-administration and e- services. E-administration uses ICT for information process and decision making by the Governing body, head of the institution, IQAC and different committees formed to decentralize the administration. E-Service provides various service facilities. Most of the staff and students utilize smart phones to get the benefits of modern day technologies available in the field of higher education.

During the Covid - 19 crisis and lockdown announcement during March 2020, Learning and Teaching Process has been reviewed and enhanced for effective delivery of the subjective contents have been delivered by making use of online ICT portals with free and paid versions such as Google Meets, Zoom ,etc.

APPLICATIONS OF E-GOVERNANCE IN DIFFERENT FIELDS ARE GIVEN BELOW:

E-Governance in Administration:

- The whole college campus is Wi-Fi enabled with high speed bandwidth.
- The administrative office is fully digitalized and equipped with computers, scanners, printers, internet facility and necessary softwares.
- For online Teaching, we purchased paid online ICT portals - Zoom Link and utilized effectively.
- A well-equipped and user-friendly Enterprise Resource Planning (ERP) solution has been established by college to manage student's attendance and internal assessment.
- Classrooms, labs, committee rooms and seminar hall are made ICT enabled by installation of projectors, screens and internet.
- All the official information and notices are made available through the college website, e-mail, telegram channels, WhatsApp groups and social media platforms.
- Amidst the Covid -19 crisis and lockdown announcement in March 2020, all the faculty members, staff and students of our college were trained for the shift in teaching-learning
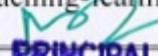
process. They were acquainted with the use of various applications in G-Suite like Google classroom, Microsoft Teams and Zoom.

- Since May 2020, the college has adopted G Suite, Zoom and MS Teams platform for holding online classes, talks, discussions, guest lectures, webinars and evaluation process.

E-Governance in Finance and Accounts:

In accordance with the e-Governance concept, the college maintains transparency and financial accountability in all areas of finance. Outlined below are some major assignments performed by college digitally:

- The use of digital signatures has fastened the process of all financial transactions and tendering.
- Customized online portal services offered by **PayU App** with banking support has been introduced in the college administration for the payment of annual fee in collaboration with online gateway being provided by the Bank.

E-Governance in Student Admission and Support:

- Redressal of student grievances related to admission process has been sorted through the dedicated email ID.
- An online portal has been customized for the students for the payment of annual fee.
- A customized portal has been used in maintenance of monthly attendance module, internal assessment module, admission module, student portal, employee leave module and stock management module.
- College library is equipped with 21PCs to access the E-resources of DELNET and other open access resources.
- All computer centres are fully equipped with modern infrastructure and technology. All the computers, there, have internet facility with the internet bandwidth of upto 100 Mbps.
- At the time of COVID students were provided with the links for e-content from college and DELNET websites and also provided links to DU library e-resources for remote access. The College library has its own website along with the webpage in the College website which has links for all the e-resources.

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E-Governance in Examination:

- Assessments during the Covid-19 period where collected through Online ICT facilities and effectively implemented.

- The Assessments were of MCQ pattern and with the help of Google's G Suite-Google Drive; Google Forms were effectively used for collecting the assessments and evaluating the same.

- The End Semester Assessments where effectively done with the help of dedicated Email ID's which is mandatory for Proctored Examinations conducted by Anna University. Examination related grievances were resolved through a dedicated email ID.

- All the assessment marks are uploaded on the college portal that is accessible to the students through their unique college ids which simplified the work by expanding the analyzing capacity and faster feedbacks.

- Online conduction of examination and online submission and assessment of answer scripts made the process easier both for the students as well as faculty members at the time of pandemic.

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ANNUAL E-GOVERNANCE REPORT (2021-2022)

Aalim Muhammed Salegh College of Engineering has implemented e-governance for sharing information and to manage human resource efficiently with transparency through participation and accountably from all stakeholders. The Enterprise Resource Planning (ERP) of the college is used for E-administration through ICT for information process and decision making by the Governing body, head of the institution, IQAC and different committees formed to decentralize the administration.

A company known as Insproplus was implementing e-governance in various domains of college administration. An MoU signed regarding the privacy of data and other terms and conditions. Students' attendance management, students' database, examination and continuous assessment record were made by automation process.

A dedicated WhatsApp Group named "AALIMEC" has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of various government schemes and digital awareness are provided by the college and proper utilization is ensured with utmost transparency within time limits.

Applications of e-governance in different fields are given below:

1. **ADMINISTRATION:**

   ➢ Teacher and student portals fully automated.

   ➢ The College Website with subdomain to all departments and each of the faculty members.

   ➢ All the updates are published in the College website.

2. **FINANCE AND ACCOUNT:**

   ➢ Finance section is fully automated. Students examination fee, Hostel Fee and Other fees are collected in online by generating challans and deposit the money in the bank.

   ➢ College account is also automated.

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3. **STUDENT ADMISSION AND SUPPORT:**

   ➢ Admission process is fully automated from submission of forms to payment of fees.

   ➢ Fees are collected online (linked via PayU App).

   ➢ E-payment Slip in PDF format can be downloaded through online for free of cost.

   ➢ Admission register is generated.

4. **EXAMINATION:**

   ➢ The Examination cell is the core processing unit for Internal and External data processing and Academic assessments and reporting.

   ➢ It acts as an interface between the Examination Cell of College, Faculty and Students which enhance the Transparency, Accountability, Reliability and Efficiency in the whole internal evaluation process.

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ANNUAL E-GOVERNANCE REPORT (2022-2023)

Aalim Muhammed Salegh College of Engineering College has implemented e-governance for sharing information and to manage human resource efficiently with transparency through participation and accountably from all stakeholders. The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like e-administration and e- services. E-administration uses ICT for information process and decision making by the Governing body, head of the institution, IQAC and different committees formed to decentralize the administration. E- service provides various service facilities. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education

A company known as insproplus was implementing e-governance in various domains of college administration. An MoU signed regarding the privacy of data and other terms and conditions. Students' attendance management, students' database, examination and continuous assessment record were made by automation process. Another vendor is selected to provide necessary support for maintaining college website.

A dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of various government schemes and digital awareness are provided by the college and proper utilization is ensured with utmost transparency within time limits.

APPLICATION OF E-GOVERNANCE IN DIFFERENT FIELDS ARE GIVEN BELOW:

ADMINISTRATION:

> Teacher time table management was made online. Teacher and student portals fully automated.
> College Website with sub domain to all departments and each of the faculty members.
> All notifications are published in college website.
> Retirement related documents are submitted through e-pension portal.
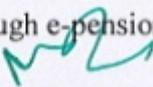
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FINANCE AND ACCOUNT:

➢ Finance section is fully automated.

➢ College account is also automated.

STUDENT ADMISSION AND SUPPORT:

➢ Admission process is fully automated from submission of forms to payment of fees.Fees are collected online (https://www.aalimec.ac.in/pay-fees-online/)

➢ E-brochure made available online for free of cost.Admission register is generated.

EXAMINATION:

➢ Marks are uploaded in affiliating University portal.

➢ Registration and admit card issuing are fully automated. Internal assessments are made automated.

COMPLETE REPORT SECTION

➢ Customization of all the reports as per the requirement of the institution

➢ All the files can be generated as CSV files which can be opened in excel or pdf formats.

SYSTEM USAGE

➢ In 2022-2023 academic year almost 80% of the students utilized the ERP platform.

➢ All the employees actively utilized the ERP System for various administrative and operational functions.

ADMISSION

➢ Admission process is fully automated from submission of forms to payment of fees.Fees are collected online (https://www.aalimec.ac.in/pay-fees-online/)

➢ E-brochure made available online for free of cost.Admission register is generated.

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