## Criteria 6.2.2

## E-Governance

#### **<u>1- For administration functioning:</u>**

\***The Biometric system** is used for maintaining attendance record of teaching and nonteaching staffs. Finger-print of every staff is being recorded in the system for recognition during entry and exit time every day.

\*. The Biometric system was implemented in 2018.

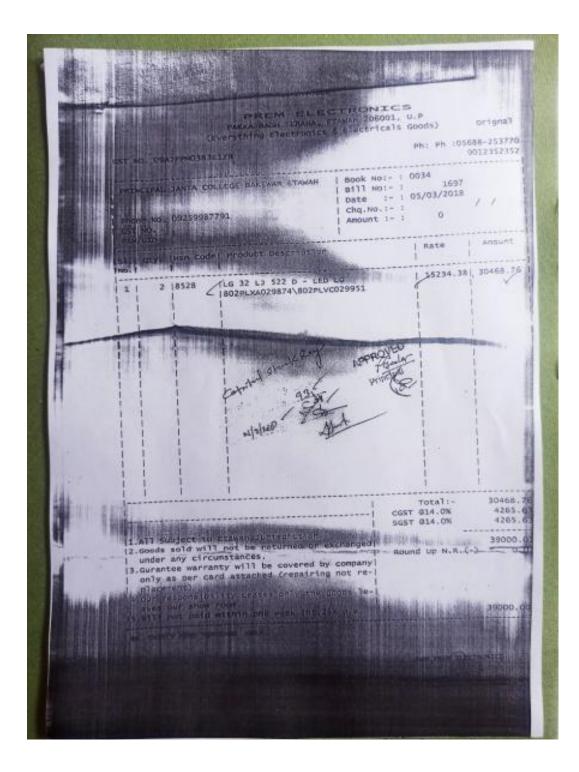
\*Whatsapp Group for teaching and non teaching staff helps to provide the brief notices of any event to be happened in college.

\*All classrooms are equipped with CCTV cameras and audio recording for maintaining discipline in classroom and exams.

\*Use of **Manav Sampda Portal (ehrms.upsdc.gov.in)** for managing/updating records of teaching and non teaching staff as service book, leave details etc.



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### आवश्यक सूचना

समस्त स्थायी प्राध्यापकों एवं शिक्षणेलर कर्मचारियों को निम्नवत सूचित किया जाता है-

- प्रत्येक कार्य दिवस में उपस्थिति पंजिका के साथ-साथ बायोमैटिक्स मशीन पर अूंगठा अवश्य लगायें।
- 2. किसी भी कर्मचारी के उसके कालेज में उपस्थित होने के निर्धारित समय से प्रत्येक माह में तीन बार 15 मिनट विलम्ब से आने पर एक आकस्मिक अवकाश दर्ज किया जायेगा।
- 3. इसी प्रकार किसी भी प्राच्यापक के उसके कालेज में उपस्थित होने के निर्घारित समय से प्रत्येक माह में पाँच बार 25 मिनट विलम्ब से आने पर एक आकस्मिक अवकाश दर्ज किया जायेगा।
- 4. यदि किसी प्राध्यापक/शिक्षणेत्तर कर्मचारी का अंगूठा निशान बायोमैट्रिक्स मशीन द्वारा स्वीकार नहीं किया जाता है तो वह प्राध्यापक/कर्मचारी उस दिवस की सूचना 'वायोमैट्रिक्स द्वारा अंगूठा निशान अर्खीकार्य करने पर अनुमति रजिस्टर' पर अवश्य अंकित कर दे तथा अधोहस्ताक्षरी/प्राचार्य से उसकी अनुमति ले लें।

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### 2- For Student Admission and support:

\*College has a dynamic website through which admission, syllabus, Study Materials and other co curricular activities related informations provide to students regularly. https://jcbakewar.org.in/

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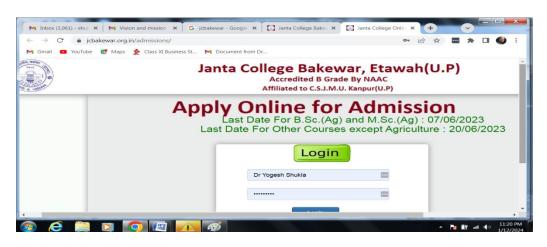


\* College has many ICT enabled classrooms with Smart Boards, Projectors etc.

-Whatsapp Groups created by faculties for student's help to provide the brief notices of any event to be happened in college.

\*Online Admission form filling portal on college website-

The payment of admission form fees can also be paid online through Net banking/UPI.



Link for Online Admission form - <u>https://jcbakewar.org.in/admissions/</u>

**<u>3- For Examination:</u>** 

CSJM University provide online access for managing Examination process, for this, college performs following activities-

\*Online Submission of examination forms

- \* Print Admit Card, Verification forms of students
- \* Send online Attendance of students

\*Fill online Internal/External Marks of Practical/Theory etc.

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