

Office of the Principal, N.J.S.A. Govt. College, Kapurthala

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • College has its own website and it is properly maintained and updated. • College has a separate Face book page and Whats app is widely used for planning and development • In academic - use of SPSS and Tally by Commerce students. • Planning for administration. • Planning for finance and account • Planning for student admission and supports • Planning for Examinations.
Administration	<ul style="list-style-type: none"> • Fully Computerized College office. • College campus is continuously monitored from principal office through CCTV. • Wide use of e-mail. • Whats app messages to provide quick information to staff. • The whole college is under the surveillance of CCTV. • Emphasis on paperless work
Finance and Accounts	<ul style="list-style-type: none"> • Online receipt of RUSA grants from higher authorities. • Use of Public Financial Management System (PFMS) for payments of salaries and other expenses. • Use of NEFT/ RTGS for payment. • Online transfer of funds of RUSA grant to the account of beneficiary. • Computerized record of financial transactions of the College. • Regular audit by external auditor of college funds
Student Admission and Support	<ul style="list-style-type: none"> • A soft copy of college prospectus is provided on College website. • List of students admitted is submitted online to University in their system and registration number of students is automatically

	<p>generated. Admission online portal (2020-21) is also made available to the students where students can upload their forms from anywhere</p> <ul style="list-style-type: none"> • College Library is fully automated a searching the book is computerized. • Application for Post- Matric scholarship is submitted online to higher authorities. • Free internet facility is provided to students.
<p style="text-align: center;">Examination</p>	<ul style="list-style-type: none"> • Online submission of examination fee to the university. • Online receipt of Date Sheet for theory and Practical Examination. • University has software for online submission of award list of practical examination, viva- voice conducted in the college. • Absentee list of University examination is submitted to the university through online mode. • CCTV cameras are deployed in each room, where examination is to be conducted. • A Soft copy Result Gazette is provided by University on their website and is downloaded by the College. • Students can have their Detailed Marks Card through university website.



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