OFFICE OF THE PRINCIPAL,
MAHARAJA PURNA CHANDRA AUTONOMOUS COLLEGE
TAKHATPUR, BARIPADA, MAYURBHANJ

Website: - www.mpcautocollege.org.in
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Tel/FAX No: - 06792-240032,240012

Best Practices of the Institution

(1)

Title: Financial Management Automation

Objective:

- To maintain all financial dealings regularly in a flawless manner, stage wise record keeping and accountability.
- To integrate the financial transaction with central data base and easy retrieval as and when required.
- To uphold the statute of cashless transaction.

Context:

1. Using of the platform Human Resource Management System (HRMS), a centralized platform of Govt. of Odisha for all the records pertaining to human resource, drawal of salary, e-Service Book etc.
2. Integrated Financial Management System (IFMS) an easy and centralized online platform of Directorate of Treasury and Inspection, Govt. of Odisha for budgeting to expenditure including all third party transfer, sanction order generation, direct transfer of funds to the beneficiary with IT modulation and TDS computation etc.
3. Institute owned software provided by SEESPL for all kinds of financial transaction of the institution.
4. Using the platform 'SBI Collect' for all kinds of fee collection from students.

Practice:

1. HRMS: A platform used for all kinds of human resource data base automation pertaining to joining to retirement record keeping, maintenance of e-Service Book, leave application (applying to approval) with stage wise tracking, auto computation of salary, performance appraisal flow automation, property statement maintenance, pension sanction to fund transfer etc.
2. IFMS: Online budget re-appropriation, new budget preparation, transmission and approval. Centralized monitoring of sanction order for all financial transaction (non-salary head) through global sanction orders. Direct fund transfer to the beneficiary / third party through online advice.
3. Fee Collection Software: Institute owned software provided by SEESPL for regular fee collection, record keeping, head wise maintenance, computation, ledger maintenance, receipt generation etc.
4. SBI Collect: Facilitating all the stake holders for using the cashless transaction platform to avoid direct cash deposit at counter, queue in the counter and auto confirmation through individual transaction ID.

Evidence: HRMS DDO Code, Govt. of Odisha: MBJEDU012

IFMS ID of the institution: MBJEDU012

SBI Collection Link: https://www.onlinesbi.sbi/sbicollect/payment/listcategory.htm

Evidence of Success:

Total HRMS IDs under automation is 115

Problems Encountered and Resources Required:

1. Financial support with respect to licensing and up-gradation of self-owned software
2. Hands on training required to mobilize financial and establishment automation.

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(2)

Title: Library Automation "End to End Solution"

Objective:

1. To trace the book /Journal in piece-to-piece basis as and when required.
2. Cataloguing, indexing of reference and text books subject wise.
3. Early access to the library for onsite study reading room.

Context:

1. A system generated bar coding being formulated and arisen independently to individual books category/subject wise.
2. Budget preparation for new book requisition / proposal.

Practice:

1. Auto computation of retention time for books by student and staff.
2. Auto computed fine generation and report generation day wise for further course of action.
3. Tracing of books / journals through smart searching taking ISSN / ISBN / authors name as the key searching points.

Evidence: SEESPL- Smart Library version 1.2

Evidence of Success:

- As per the directives vide modalities framed by Govt. of Odisha, student and staff members are utilizing their allotted time to use books / journals.
- Institute has access many numbers online books / journals / other repository through EBSCO data base supported by OSHEC, DHE, Govt. of Odisha.

Problems Encountered and Resources Required:

- A latest version of the software needs to be used where online messaging system may be integrated for the time bound messaging from receiving of the books to return.
- A special budget is to be formulated for the Library automation.
- Access to "Science Direct" is utmost essential for this institution as the institution has young researchers / faculty members and they have to be exposed through this platform to new era of research.

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(3)

Title: Examination Management Automation

Objective:

- To keep of up to date records of the individual students pertaining to personal details / academic details and registration details.
- Using of this single window solution to facilitate the work from registration to leaving of students.
- Monitoring of records for Mid-term Examinations / End Semester Examinations / Back Paper /result statistics computation.

Context:

Integration of Return of Intermediate (ROI) to the software based automation.

Practice:

- Admit card generation through respective automation procedure.
- Post Exam paper evaluation: tabulation / grade sheet generation / statistics computation before Board of Conducting (BoC).
- Assistantship has been taken from the software to upload mark sheet in "Digilocker"

Evidence: Adoption of software by SEESPL Examination Management Solution

Evidence of Success: During the academic year, twelve numbers of Semester results for UG, PG, Integrated B.Ed. & Professional courses have been computed through Examination Automation Process.

Problems Encountered and Resources Required: NA

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(4)

Title: Student Academic Management System (SAMS, Govt. of Odisha)

Objective:

- To ensure single window system for admission through the e-Admission process.
- Make the admission process economical.

Context:

To make the entire admission process transparent thereby reducing the anxiety of candidates/parents regarding selection.

Practice:

- Admission process was duly completed through SAMS portal.
- Return of Intermediate (RoI) generation for registration at University level.
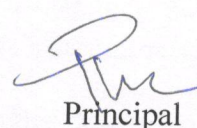- College leaving and conduct certificate generation from this centralized portal.

Evidence:

- As per the directives vide modalities framed by Govt. of Odisha, staff members are utilizing their allotted time to verify the original documents with photo copy submitted by the students at the time of admission.
- Error free weightage computing, merit list generation, scholarship mapping etc.

Evidence of Success:

During the academic year admission was made to UG, PG & Integrated B.Ed. have been admitted through SAMS portal.

Problems Encountered and Resources Required: NA

Principal
M.P.C. Autonomous College,
Takhatpur, Baripada