



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified



Document for TRCAC E-Governance Implementation

Introduction

TRCAC has adopted an ERP (Enterprise Resource Planning) such as DigitalEdu, Tally etc designed to enhance operational efficiency, transparency, and communication across multiple areas of governance, as outlined in the E-Governance Report. By integrating various software solutions, the institution has streamlined administrative processes, managed financial transactions digitally, supported student admissions, and implemented a comprehensive examination system.

Key Areas of E-governance Implementation

1. Administration

- **Paperless Communication:** Staff members utilize official email IDs and a dedicated WhatsApp group for communication, sharing official announcements, notices, and updates.
- **Event Management:** The TRCAC App, an in-house software, tracks events conducted by different departments and manages student attendance records.
- **Biometric Attendance System:** Ensures accurate tracking of staff attendance and leave, managed through an online portal.

2. Finance and Accounts

- **Digital Transactions:** All financial transactions, including salary payments, scholarships, and purchasing, are processed online through NEFT/RTGS.
- **Tally Prime Gold ERP:** This accounting software is used for tracking student fee payments, generating receipts, and financial reporting.

3. Student Admission and Support

- **DigitalEdu ERP** for streamlining admission process right from admission form filling till the enrollment of students has been implemented by the institute.
- **Admission Process:** Admission rules, schedules, and fees are available on the institution's website. Students can make online fee payments and access admission information.

- **TRCAC App and Q-Fix:** Students use Q-Fix for fee payments and TRCAC App for updates, including notices and event information. The website also supports these functions with dedicated interfaces for browsing notices, results, and other resources.

4. Examination System

- **DigitalEdu ERP** for Examination result generation, Exam form filling has been adopted by the institute.
- **Digital Exam Cell:** The exam cell is fully computerized for conducting exams, maintaining curricula, and publishing results. Students receive exam updates, time tables, and results online.
- **WhatsApp:** Used to inform students of examination rules and schedules.
- **Result Declaration and Mark Sheets:** Results are posted on the website, with digital report card generation through the exam software.

Objectives of E-governance Implementation

The E-governance system aims to:

- Improve administrative efficiency and transparency.
- Enable cashless financial transactions for accountability.
- Simplify student support services and admissions.
- Support an online examination system for easy access to results and updates.

Monitoring and Review

The institute regularly reviews the ERP system's effectiveness for continuous improvement. Heads of departments are responsible for ensuring compliance with e-governance policies, supported by the IT department.

Conclusion

TRCAC's ERP system integrates multiple software applications to facilitate streamlined operations, ensuring that the institution remains transparent, accountable, and responsive to the needs of staff and students alike. This commitment to digital transformation enhances TRCAC's operational capabilities, creating a model for effective governance.




Principal