CT INSTITUTE OF MANAGEMENT & IT

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Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

Annual E- Governance Report

Director
CT Institute of Mgt. & IT
Jalandhar

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Annual E- Governance Report

E-governance has been put into place by CT Institute of Management & IT to facilitate information sharing and manage human resources effectively while ensuring transparency through involvement and accountability from all stakeholders. The Institute's Enterprise Resource Planning (ERP) is divided into two main categories, such as e- administration and e-services. E-administration makes use of ICT to facilitate information processing and decision-making for the institution's head, IQAC, governing body, and other committees established to decentralize administration. To take advantage of the benefits of contemporary technologies accessible in the field of higher education, the majority of faculty. staff, and students use smartphones. To share instructions, information, and discussions on a single platform, each academic department as well as the institution as a whole have developed their own special WhatsApp group

Application of e-governance in different fields are given below:
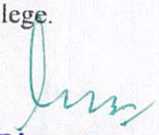
Administration:

In addition, biometric identification was used to track teaching and non-teaching staff attendance, watch simplified administrative calculations of employee regularity Teachers can now check that smoothly punch-in and punch-out time records in addition to their daily attendance records The metallation of CCTV surveillance has improved efficiency as well as security and discipline on campus.

Finance and Account:

The financial management of CT Institute of Management & IT has been conducted with complete openness. To ensure full financial accountability across all headers, each financial transaction needs to be documented in the ledger account management system. All relevant authorities have access to inspect and amend the financial accounting details as needed All postings, including ledger entries, cash books, and day books, are currently processed by the finance programme.

Student Admission and Support:

Essential elements of educational establishments are student admission and management support systems, which facilitate the enrollment process, oversee student data, and offer guidance during the academic journey. An outline of these systems' salient characteristics is provided here. Our institution has begun using an online admissions portal to keep track of all admitted students. As an IKG PTU-affiliated college, we are required by the Punjab government to use a centralized online counseling process for admissions. IKG PTU has been granted permission by the Punjab government to accept students to its associated college.

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To gain admission to the institution, students must register online at

https://counselling ptu ac in/Registration Default aspx.

After the university assigns a provisional offer letter, the student must complete the document verification process through this link, and the institution will admit the student following full document verification.

E-Governance in Library:

All reading materials are made available to instructors and students using NIMBUS library management software.

Examination:

All exam registration made online via affiliating University portal. Marks are uploaded in affiliating University portal. Registration and admit card generation are fully automated Internal assessments are uploaded on affiliating university portal.

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