**E-governance followed inside the establishment**

**ADMINISTRATION**

The Department of Higher Education, MP, which oversees the college, has an official website, www.highereducation.mp.gov.in, that is updated periodically. It is used to keep track of employee record sheets, transfers, postings, and various government orders. Every official directive, circular, and piece of information is posted on the internet on a daily basis, and it is required of every institutional head and employee to check it and reply appropriately. At the college level, all information pertaining to academics and college administration may be found on the official website at https://www.vjbggcollege.com. The college principal established an official Whatsapp group, composed of HODs and several college-level committees, whereby directives pertaining to administration and management are uploaded daily and handled by the relevant personnel. Similar significant directives and orders are sent to the principal using the department of Higher Education's official email address,.................................@mp.gov.in.

The college principal forwards the concerned correspondence to the HODs. Using an online portal, guest faculty applications are also processed in relation to open teaching positions.

The Ministry of Higher Education serves as the apex body of the M.P. Higher Education department, which has a well-organized administrative structure. The structure is managed by the ministry with assistance from the Directorate of Higher Education, which reports to the Commissioner of Higher Education in Bhopal, as well as Additional Directors in other Higher Education divisions. A lead college, with the principal of Head College serving as its apex, oversees all other colleges within a division.

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**ACCOUNTING AND FINANCE**

The Department of Higher Education MP's finances are entirely managed digitally using a variety of software programs, including PFMS and IFMS.

These programs are the only ones that electronically move funds from provider to receptor. With the assistance of MP Treasury and Bank, the beneficiary's account receives an electronic direct transfer of the staff member's salary, arrears, and additional benefits (both teaching and nonteaching). The majority of equipment and other purchases are made through the GEM-India site, a digital platform. With the banks' assistance, the fees and scholarships given by and to the students are also electronically transmitted, kept, and recorded. All financial and accounting operations are managed, overseen, and controlled using MP Treasury software, which is based on Swan Software from BSNL. The software's specifications are as follows: ifmisprod.mtreasury.gov.in/ifms 10.5.11.4

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**STUDENT ADMISSION AND SUPPORT**

A student can participate in the admissions process using any MP Online site close to their place of residence thanks to the department of Higher Education's fully functional online admission system called e-pravesh; their credentials are checked offline, though. Students can online deposit the required fees into their bank accounts after securing admission. Students often take advantage of the opportunity to earn scholarships straight into their bank accounts through a variety of government initiatives. Additionally, the office of the Director General of NCC New Delhi is moving to deposit money into the cadets' bank accounts to cover costs associated with purchasing uniforms, going on camp, and other activities. Students can email any department with questions or concerns using their email addresses.

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**EXAMINATION**

Notices and information about the examination are posted on the MP Higher Education official website. The exam schedules are also posted on the relevant university's website. The grades from the internal, practical, and final exams are submitted to the university's centralized assessment system following evaluation. Exams were administered online throughout the Corona period (sessions 2020–21 and 2019–20). Students received their question papers via the Jiwaji University website and were required to turn in their answer sheets at a central collection point. In the same vein, Jiwaji University announces its results online and gives students access to a tentative mark sheet.

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