



Swami Swatantranand Memorial College, Dinanagar

(Affiliated to G.N.D.U Amritsar | Accredited with 'A' Grade by NAAC)

Institute Best Practice-2

2021-22

**Campus Digitalization to reduce Paper Work in College
Campus**

Best Practice

1. Title: E-Services to reduce paper work in college campus

Administrative work is often completed on paper and stored in paper files in many institutions. The institution advanced by gradually replacing office paperwork with technology that is not only effective but also easier to use and less disruptive to the environment. Thus, we recycle used paper wherever it is unavoidable to use paper. On the other hand, we have attempted to substitute paper whenever possible for electronic images or files.

2. Objectives:

- To make the office more productive.
- To delivering educational content through electronic means.
- To become leading institutions.

3. The Context

SSM opted to minimize the use of paper in order to save the trees. We at SSM converted some paper content to electronic format.

4. The Practice:

- Akal WebSoft is used to maintain fee system and students' details.
- Bio Metric is used for attendance of staff.
- Koha Software is used to manage the library.
- Biotap is used for transferring voice messages to students within campus.
- During Covid-19, our teachers took online classes through zoom, and google meet.

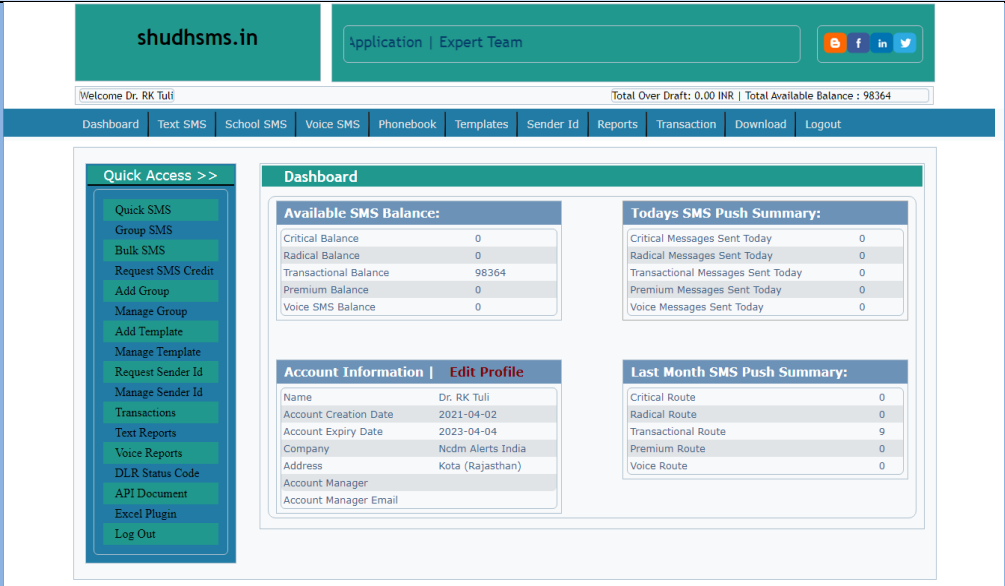

5. Evidence of Success


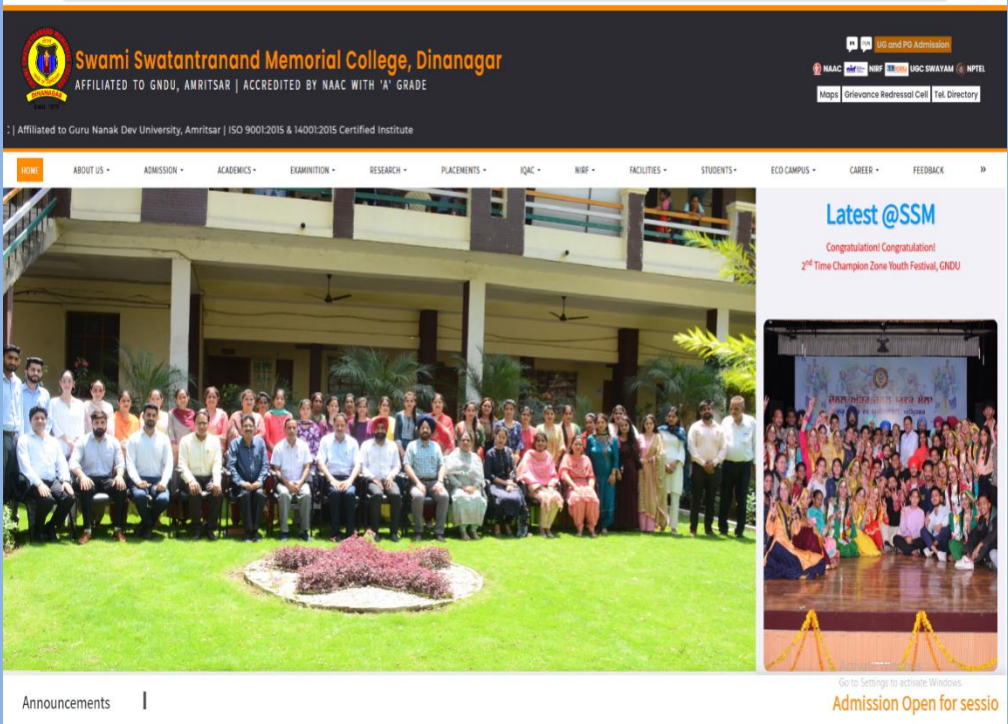
- The office is now more productive and requires less storage space as result of using e-services.
- Paper usage has significantly decreased in offices.
- The amount of time needed to spread information has decreased significantly.

6. Problem Encountered and resources required

- Major resources were required to implement this practice
 - Office Management Software
 - Leave Application software
 - Bio metrics
 - Bus Tracking Software
 - Subscription of G-Suit

List of E-Services used by Institute

Areas of Governance	Software	Screenshot
ADMINISTRATION		
1.	SMS shudhsms.in Purpose: For sending official messages to staff and students	
2.	Biotap Purpose: For transferring voice message to students and faculty in the campus	

3.	<p>BioMetric (On Time)</p> <p>Purpose: For marking the biometric attendance of the staff</p>	
4.	<p>Website</p> <p>www.ssmdinanagar.org</p> <p>Purpose: For displaying the college information</p>	

5. KOHA Software
Purpose: For library Management

The screenshot shows the KOHA library management system interface. The search results for 'Data Structures' are displayed, showing 18 results found. The results are listed in a table with columns for 'Results' and 'Location'. The first four results are visible:

Results	Location
1. DATA STRUCTURES USING C. by TANENBAUM, A. M. Material type: Text; Format: print; Library form: Not fiction Publication details: Prentice Hall New Delhi Prentice Hall New Delhi 1992 Description: 662. Edition: 2nd Indian Reprint	1 item, 1 available: SSM College Library Library-2 R33-4 (1)
2. DATA STRUCTURES by LIPSEHUTS, S. Material type: Text; Format: print; Library form: Not fiction Publication details: Malmillan Ed. Malmillan Ed. 1996 Description: 344. Edition: N/R	1 item, 1 available: SSM College Library • (1)
3. DATA STRUCTURES by LIPSEHUTS, S. Material type: Text; Format: print; Library form: Not fiction Publication details: Internal Addition Schem Outline Series Delhi Internal Addition Schem Outline Series Delhi 1992 Description: 344. Edition: N/R	1 item, 1 available: SSM College Library • (1)
4. DATA STRUCTURES by LIPSEHUTS, S. Material type: Text; Format: print; Library form: Not fiction Publication details: Internal Addition Schem Outline Series Delhi Internal Addition Schem Outline Series Delhi 1992 Description: 344. Edition: N/R	1 item, None available 2 unavailable: SSM College Library • (WITHDRAWN) (1)

6. N-List Software
Purpose: For downloading e-books, e-journals and for providing online access to other e- resources.

The screenshot shows the N-List National Library and Information Services Infrastructure for Scholarly Content interface. The top navigation bar includes links for College Admin Login, Licences and Fair Use, FAQs, Downloads, and Awareness Programme. The main content area displays a table of user activity logs. The table has columns for Activity, User, Login, Logout, and IP Address. The first five rows of data are visible:

Activity	User	Login	Logout	IP Address
Delete	ramandeep8146645337@gmail.com	2021-12-21 11:08:19	0000-00-00 00:00:00	223.130.29.134
Delete	ntkmrk@gmail.com	2021-12-21 11:08:06	0000-00-00 00:00:00	223.130.29.134
Delete	ntkmrk@gmail.com	2021-12-21 11:07:28	0000-00-00 00:00:00	223.130.29.134
Delete	himani16860@gmail.com	2021-12-21 11:07:19	0000-00-00 00:00:00	223.130.29.134
Delete	dhiman.tpo1313@gmail.com	2021-12-18 15:55:38	0000-00-00 00:00:00	223.130.29.110

7.	<p>CCTV</p> <p>Purpose: For the security purpose of staff and students</p>	 <p>The image shows three computer monitors displaying CCTV footage. The top-left monitor shows a classroom with students at desks. The top-right monitor shows an outdoor area with a person walking. The bottom monitor shows a large hall or cafeteria with many people, possibly during a school event or assembly.</p>
8.	<p>Card Presso Software</p> <p>Purpose: For generating and printing students' and teachers' ID CARD.</p>	 <p>The image is a screenshot of the CardPresso XKS Edition (1.6.90) software interface. The window title bar reads "cardPresso XKS Edition (1.6.90)". The menu bar includes "CP", "File", "Window", and "Help". The main area features a large, stylized graphic with the text "CARDPRESSO" and "more than an application". Below this, there are four icons representing different functions: a gear, a folder, a document, and a person. At the bottom, there is a green arrow pointing upwards inside a circle, with the text "DO YOU NEED AN UPGRADE?" and "Click here to upgrade your license".</p>

FINANCE AND ACCOUNTS

9. Fee Management Software
Purpose: To keep the record of the admission and university fee of the students.

The screenshot shows the 'Fee Receipt' form in the software. The form includes fields for Receipt Type (Fee), Receipt Date (May 05, 2021), Receipt Amount (0), Payment Mode (Cash), Cash Description (Cash Received), and Remarks. Below the form is a table of receipts with columns: R.No., Date, Adm. No., Roll No., Mode, and Amount. The table contains five rows of data.

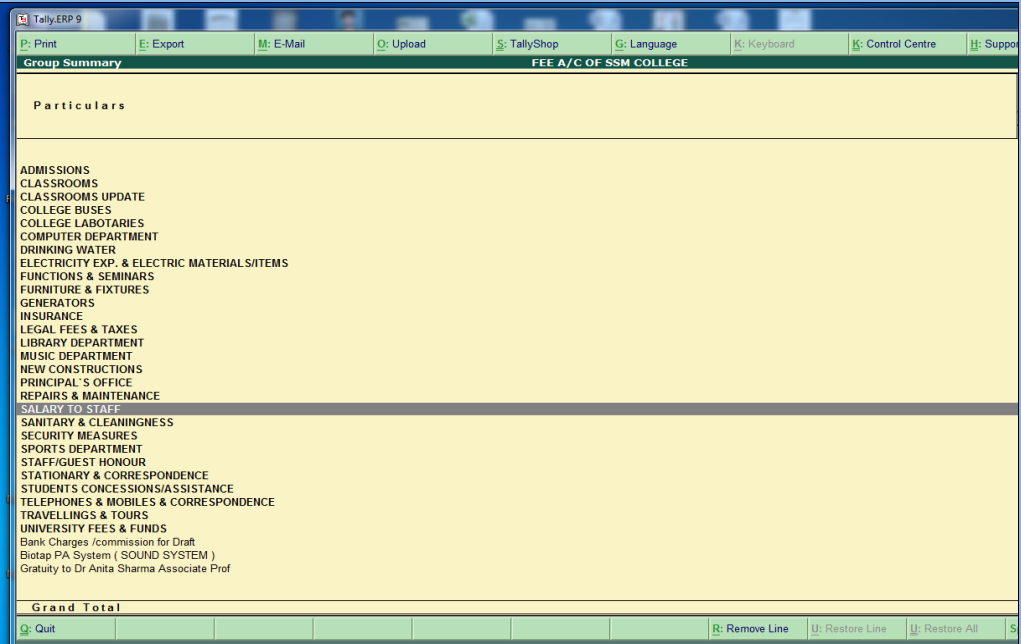
R.No.	Date	Adm. No.	Roll No.	Mode	Amount
1291	Jul 23, 2022	BA708322	7083	Cash	1.00
1290	Jul 23, 2022	BA708222	7082	Cash	1.00
1289	Jul 23, 2022	BA707822	7078	Cash	1.00
1288	Jul 23, 2022	BL18821822	8218	Cash	1.00
1287	Jul 23, 2022	BA707722	7077	Cash	1.00

Balance Amount: 0.00

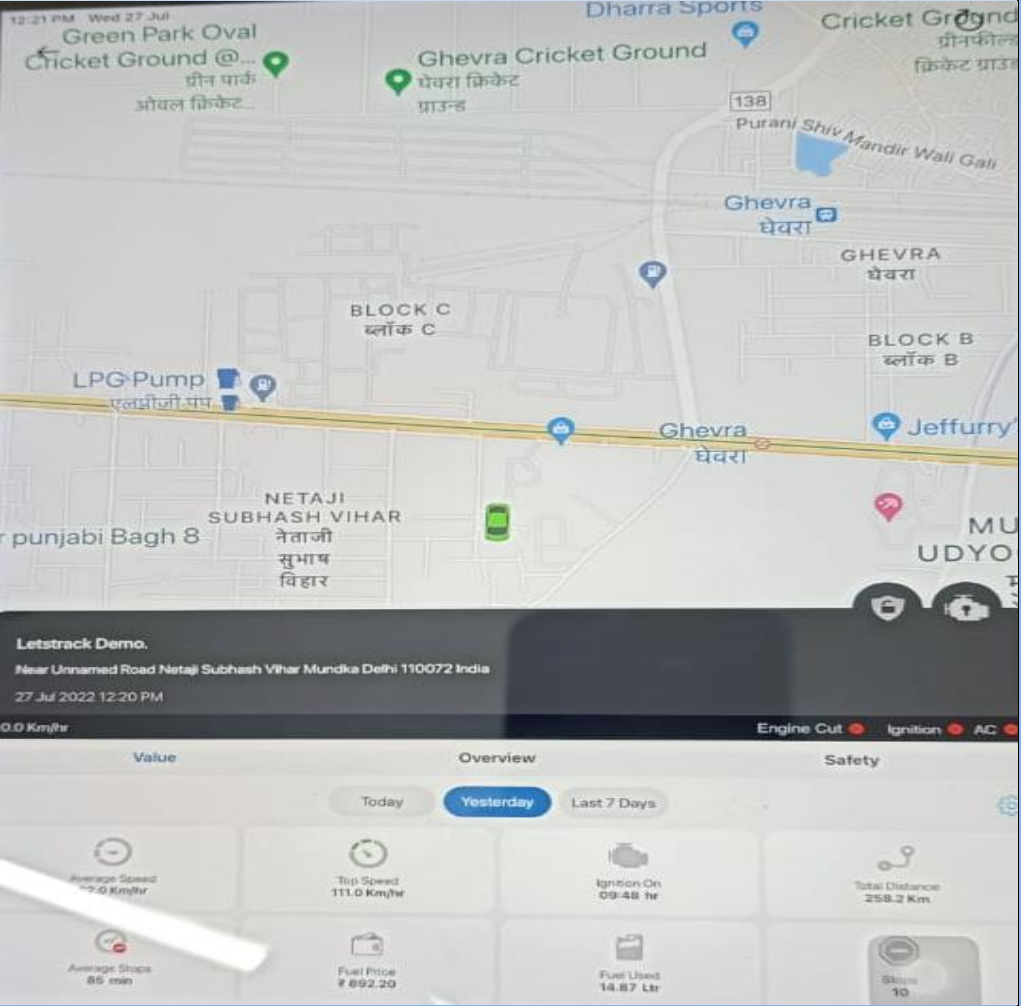
10. Tally Software
Purpose: To maintain accounting activities in simple way.

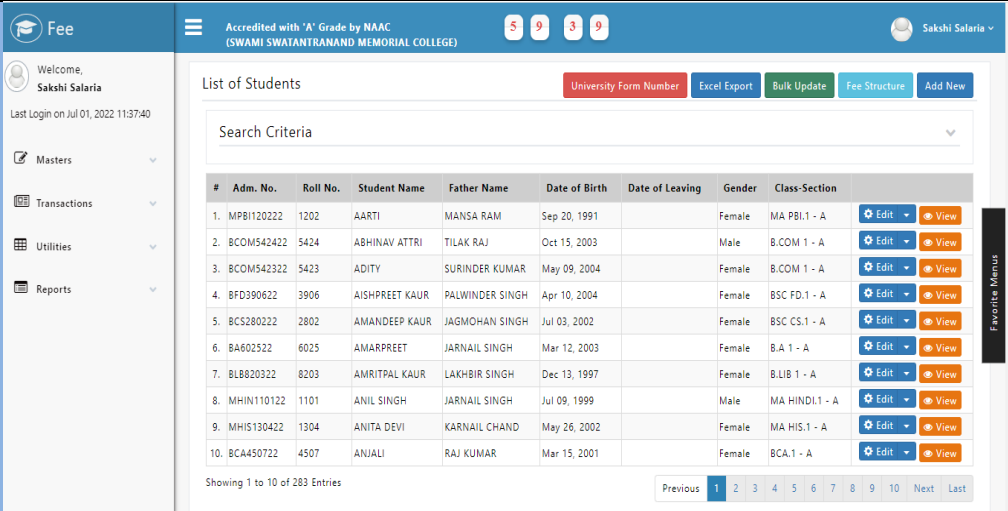
The screenshot shows the 'Gateway of Tally' screen in Tally Software. The screen displays a list of selected companies with columns: Name of Company, Current Period, Current Date, and Date of Last Entry. The list includes 'FEE A/C OF SSM COLLEGE' and 'SWAMI SWATANTRANAND MEMORIAL COLLEGE'. A sidebar menu on the right contains various options like Masters, Transactions, Utilities, and Reports.

Name of Company	Current Period	Current Date	Date of Last Entry
FEE A/C OF SSM COLLEGE	14-2020 to 31-3-2023	Saturday, 23 Jul, 2022	23-Jul-2022
SWAMI SWATANTRANAND MEMORIAL COLLEGE			
AMALGAMATED FUND A/C OF SSM COLLEGE			31-Mar-2021
FEE A/C OF SSM COLLEGE			23-Jul-2022
S.S.M Collegiate Sr. Sec. School			22-Jul-2022

11.	Salary Management Purpose: Managing employee salary into effective way.	
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STUDENT ADMISSION AND SUPPORT

12.	Bus GPS Software(Lets Track) Purpose: For tracking the college bus while picking and dropping the students	
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13	<p>List of Students</p> <p>Purpose: To store information of the students.</p>	
14.	<p>Zoom</p> <p>Purpose: To conduct online webinar/conference and FDP etc.</p>	