



## Document of implementation of e-Governance (Enterprise Resource Planning Document)

SAS Government Degree College implements e-Governance activities in the following areas:

- 1) Administration
- 2) Finance and Accounts
- 3) Student Admission and Support
- 4) Examinations

### **1) Administration**

Administration is run through JKC and IQAC e-mails

### **2) Finance and Accounts**

#### **CFMS Overview:**

Comprehensive Financial Management System (CFMS) is an enterprise level application, being designed, developed and implemented by Andhra Pradesh Centre for Financial Systems and Services (APCFSS) on behalf of the Finance Department, on the SAP S4 HANA platform. The broad outcomes envisaged from the implementation of the CFMS project include a 'Single Source of Truth' across the Enterprise (i.e. the State) accessible by all the stakeholders of the system, real time information availability, facilitate agility in decision making, speed and certainty of service delivery, convenience to all the Stakeholders, minimal reconciliations and improved financial discipline in the State.

#### **The Key Objectives of CFMS are:**

- Enterprise wide approach implies that the CFMS solution would be based on a holistic approach breaking the departmental barriers/ information silos to facilitate informed decision making considering the comprehensive view of state of affairs.
- Effectiveness is doing the RIGHT things and in the context of the CFMS solution it connotes result-orientation, prioritization and optimum resource utilization ,control and monitoring, timeliness and policy support.
- Efficiency is doing things RIGHT and in the context of the CFMS solution it connotes speed, accuracy, consistency and reliability, minimum manual interface and return on investment



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- Accountability refers to stakeholders taking ownership for their actions and decisions across the value chain.
- Transparency refers to timely and accurate dissemination and disclosure of information, data and decision process to the concerned stakeholders.
- Stakeholder convenience implies that the stakeholders (ministries, departments, auditors, employees, pensioners, citizens, suppliers, contractors, parties, etc.) perceive benefits in using the system.
- Sustainability of the system in the long and short term.

## SCOPE

Based on the envisaged vision and objectives, the overall scope is classified into 7 broad key process areas (KPAs) - Budget Management, Revenue Management, Expenditure Management, Debt & Investment Management; Human Resources Management and Ways & Means Management. Based on this classification, high level and granular level objectives and sub-objectives identified in each of these KPAs are:

1. Improved capability of Planning and Budget Management through a collaborative approach between various divisions of the FD and other State government departments ensuring reduced budget preparation and distribution cycle time with the latest of current year's data being considered to project for the next year; availability of real time decision support system for budgetary control and monitoring; reduction in repetitive and unproductive work including reduction in use of paper; and control on over drawls/ fraudulent drawls.
2. Improved Revenue Management by developing a seamless system of capturing and monitoring (at an enterprise wide level) revenue targets, collections/refunds and realization on a real time basis enabling greater control over mis classification and strengthening revenue collection mechanism by introducing easier means of payments (e-receipts) to Government, wide spread reach and minimal reconciliation by ensuring single source of information.
3. Improved Expenditure Management that would include:
  - Real-time monitoring of all the payments with monthly/ quarterly/annual budgets;
  - 100% budget control without causing any hardship to stakeholders;
  - Single source of truth with respect to expenditure;
  - Reduction of paper/ manual work;
  - Greater control over misclassification;
  - Workflow automation with a provision to monitor physical target with financial progress;
  - Allocation of responsibility of expenditure control at the department level;
  - Streamlined flow of bills ensuring evenly distributed work load across all periods;
  - Reduced tedium/ hardships in presentation/ realization of bills at the DDO level;

- Focused pre-audit on large expenditure; and
  - Advanced authentication procedures using Aadhaar based Bio-metrics and digital signature services;
  - Adequate system of monitoring of PD accounts
4. Improved Accounts Management that would include:
- Single source of information meeting analytical requirements of all the stakeholders;
  - FD to have all possible information on State Accounts from its own sources;
  - Minimal reconciliations amongst AG, Treasuries, State Government Departments., Banks etc.;
  - Real time availability of accounts – ensuring speedy finalization of monthly and annual accounts;
  - Exception / risk based audit and inspections and monitoring of draft audit paras enabling timely and effective audit;
  - Reduction of paper/ manual work; and
  - Making available employee related debit and credit information through multiple delivery channels
5. Improved Debt and Investment Management that would enable availability of complete information on a real time basis on debt, loans, investment and guarantees outstanding at the State/ Department/ subordinate offices and PSE level including complete life cycle management of debt/ loans, guarantees and investments.
6. Improved Human Resources Management that would allow real time view into the employees of various categories and facilitate their hire to retire life cycle event management; pension management and processing of payroll.
7. Improved Ways & Means Management that would include real time decision support mechanism to key functionaries of the FD including a system enabling cash flow projections and management mechanism and minimal/ timely reconciliations.

## **SERVICES PROVIDED BY CFMS**

The identified services under the Comprehensive Financial Management System (CFMS) are broadly categorized amongst the Government to Government (G2G), Government to Citizen (G2C), Government to Employee (G2E) and Government to Business (G2B) areas to cover the broad gamut of Government and its stakeholders.

### **GOVERNMENT TO GOVERNMENT (G2G)**

#### **Finance Department**

Faster and efficient Budget Preparation to Budget Distribution cycle. Effective collection, recording, accounting and optimal utilization of state finances. Strengthened coordination with other departments for Disbursement from budget, Bill processing and approvals, PD account maintenance and Revenue collection analytics. Enhanced treasury support functions. Active communication with external stakeholders such as GSTN, RBI, Payment Gateway, Agency Banks and AG Office. Easy and user friendly maintenance of fund centers, HOAs and financial year guidelines.

#### **Heads of the Department**

Budget Allocation requests, Budget Distribution sanctions and approvals. Enhanced ways of budget re-distribution, additions, re-appropriation and surrenders. Online integration with external systems and users such as AG, Banks, RBI, GSTN etc .Enhanced monitoring and control of the finances allocated to SCO and DDO offices.

#### **Treasuries**

Seamless and automated Budget control mechanisms using BAC(Budget availability Check) at various bill lifecycle stages. Online Bill submission, processing, tracking and payments including enhanced Refund management process. Online Payment process & accounting including scroll from RBI e-Kuber platform. Enterprise level automated reconciliation, error resolution & reporting of both payments and receipts. Controlled and centralized payroll as well as payment system. Enhanced interface with AG office for synchronized reporting and audits. Granular level reporting using advanced analytics systems. Real-time Receipts and Expenditure information using advanced analytics.

#### **Drawing and Disbursement Officers (DDOs)**

Real time budget updates, Online Bill submission, tracking and payment. Online receipts.

#### **RBI**

Faster credit of receipts to states account. Timely and accurate scrolls of online payments and receipts. Error free reconciliation systems and processes.

#### **AG**

Direct and seamless accessibility to the data/information. Rapid and focused audit processes. Synchronized control over financial reporting by Treasury & Finance department. Paperless interactions between State and AG office.

#### **GSTN**

Regular updates of GST collections for the state using synchronized interfacing methods. End of the day reconciliations and automated error resolution procedures including exchange between RBI, GSTN and CFMS. Layered authentication for secure modes of communication between the systems.

### **GOVERNMENT TO CITIZEN (G2C)**

#### **Citizen (Service Requirement)**

Challan payments/refunds using manual and online payment gateway methods (Debit or Credit card/Net banking etc.).Challan/Payment Status check. SMS status and acknowledgements of payments or refunds. Enhanced user interface including mobile platforms.

#### **Social Security Pensioners**

Enhanced Social benefits delivery. Direct & real-time benefit transfer to the individuals after a multi-layered authorization. Aadhaar based Biometrics. Digital Signatures.

#### **Taxpayers**

Enhanced Social benefits delivery. Direct & real-time benefit transfer to the individuals after a multi-layered authorization. Aadhaar based Biometrics. Digital Signatures.

### **GOVERNMENT TO CITIZEN (G2C)**

#### **Businesses/Service Providers**

Multiple payment gateway options to provide ease of doing to the citizens. This will ensure all modes of payment acceptance such as Net banking, Debit card, Credit card etc.

#### **Banks**

Daily e-scrolls with synchronized interfacing.

Unique reference id based exchange of data for easier reconciliation between Banks, Payment Gateway(s) and RBI.

## GOVERNMENT TO EMPLOYEES (G2E)

### Employees

Self-service for maintenance of employee information e.g. Name, Address, PAN, Adhaar etc. Online creation of employee challans for Loan repayments and other payments towards government.

### Retirees

Challan payments/refunds using manual and online payment gateway methods (Debit or Credit card/Net banking etc.).Challan/Payment Status check. SMS status and acknowledgements of payments or refunds .Enhanced user interface including mobile platforms.

## 3) Student Admission and Support:

### OAMDC

(Online Admissions Module for Degree Colleges by Govt. of Andhra Pradesh)

Online Admissions Module for Degree Colleges (OAMDC) is the Digital solution for seeking admissions into Undergraduate courses offered by the Degree colleges of the State Universities.

The online Admissions caters the need of student community into undergraduate courses in Arts, Science, Social Sciences, Commerce, Management, Computer Applications and Social work etc. including Honours. To all the above mentioned courses in the Government Degree colleges, Government Autonomous Degree colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges and Private Autonomous Degree Colleges ( Aided and Unaided) in the state.

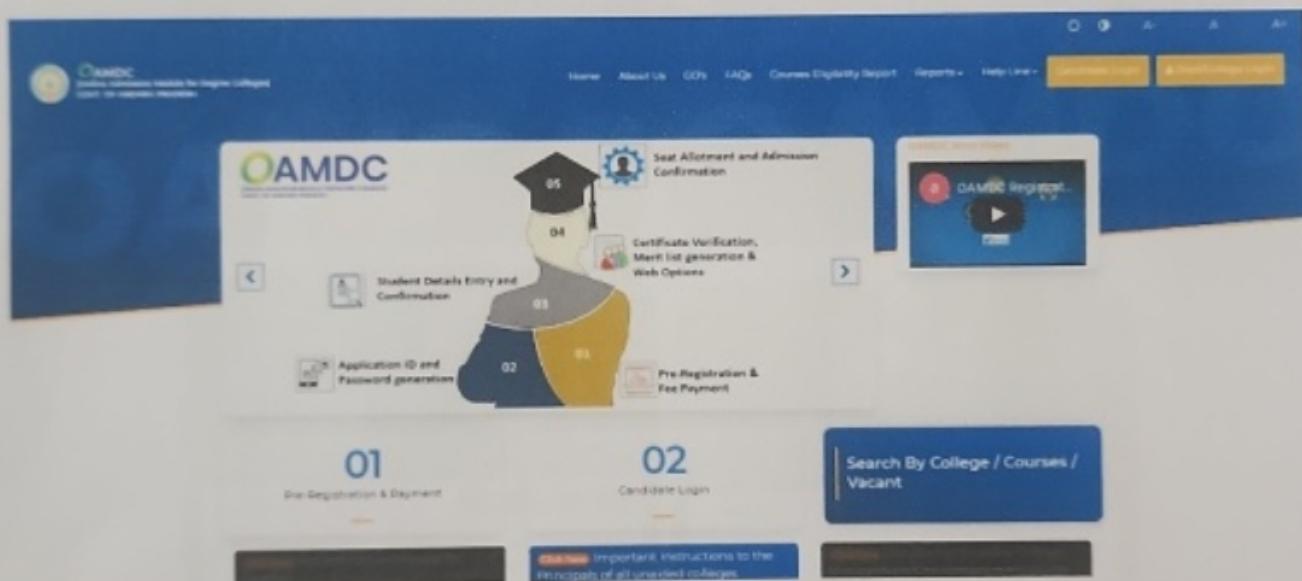


Candidate can Access the OAMDC portal at <https://oamdc.ap.gov.in>

The candidate may either search by College Name, by Course Name, by a click on Search By College/ Courses. Based on search criteria as By Course, in a university region, courses, the college shall be displayed.

#### Steps that a candidate has to follow in the OAMDC:

- a. Pre-Registration and Application Fee payment.
- b. Submission of Application by duly filling all the details that are necessary as per the process and guidelines.
- c. Verification of the Application at Help Line Centres in the Cases when system directs the Candidate to visit the nearest HLC.br
- d. Exercising the Web Options and thereby completing the Submission of final Web options
- e. Allotment of Seat and generation of allotment order

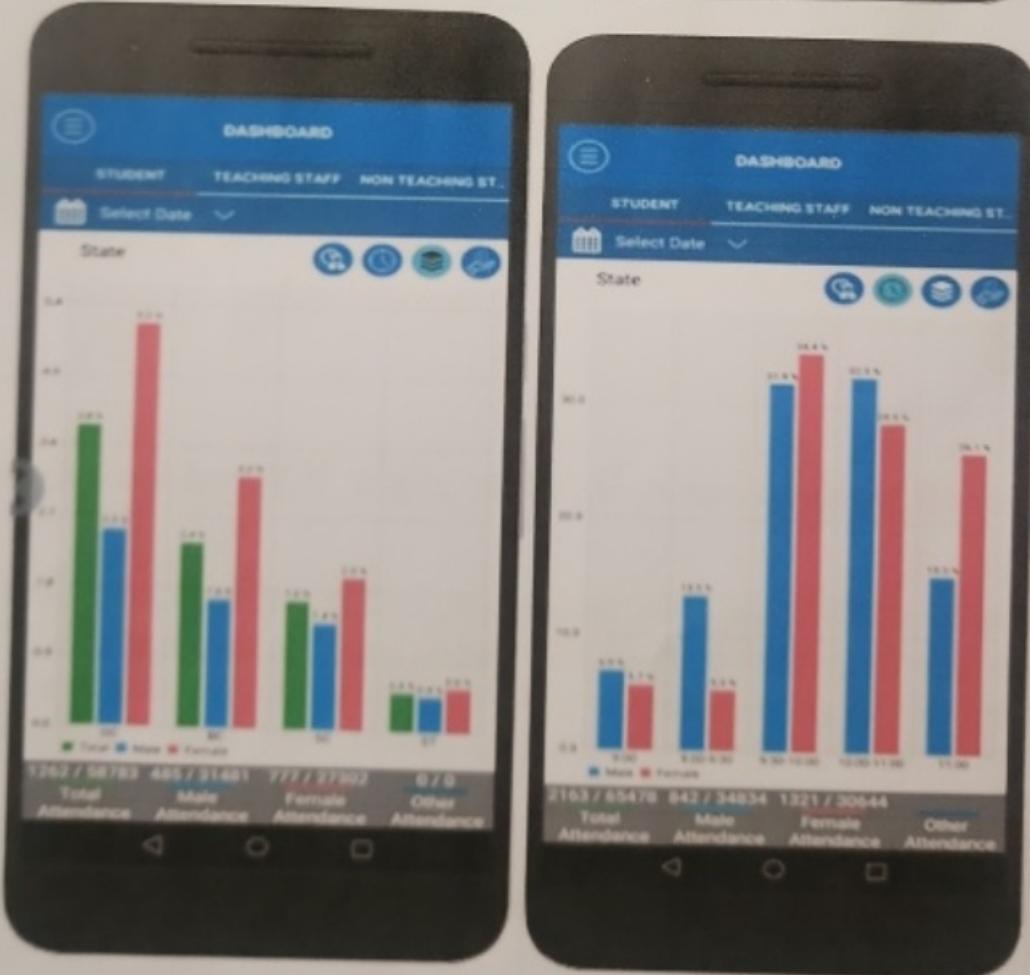
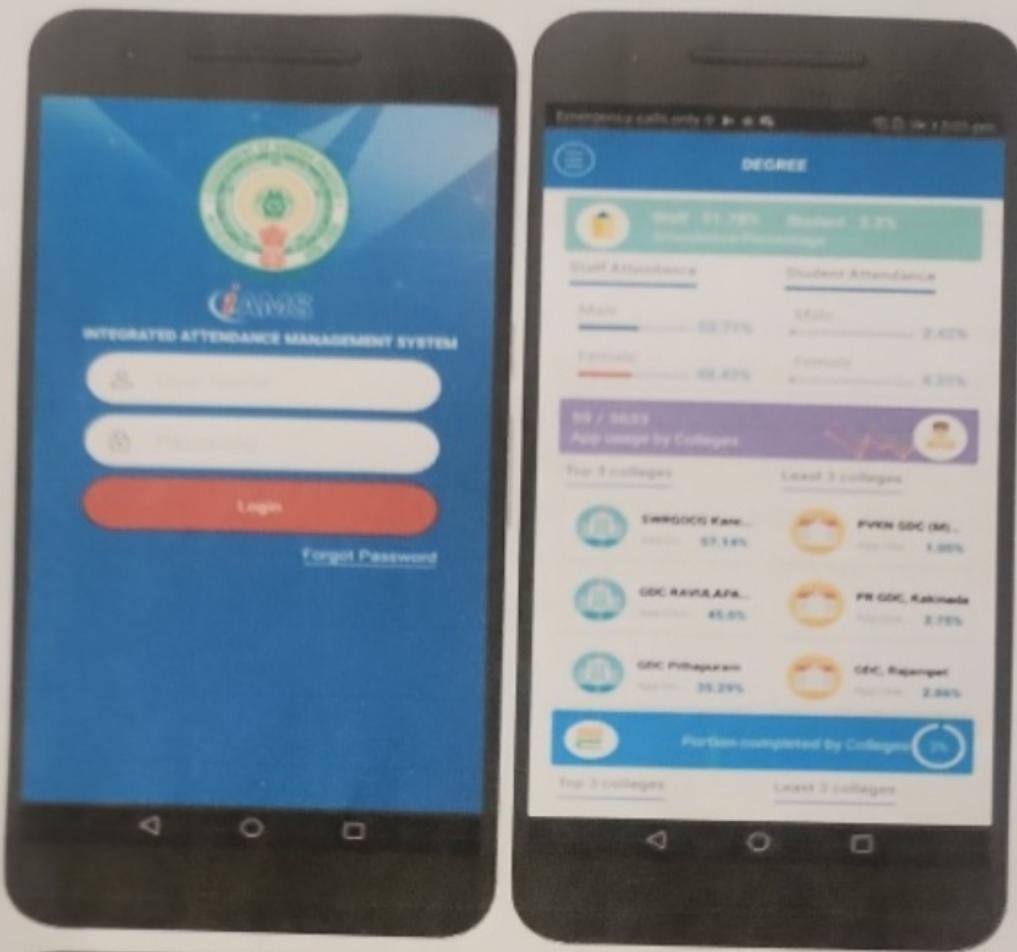


#### Biometric Attendance

**IAMS (Integrated Attendance Management System) tool developed by iConma with the financial assistance of RUSA.**

iConma IAMS is a unique comprehensive attendance system designed and developed to meet the requirements of Education departments.

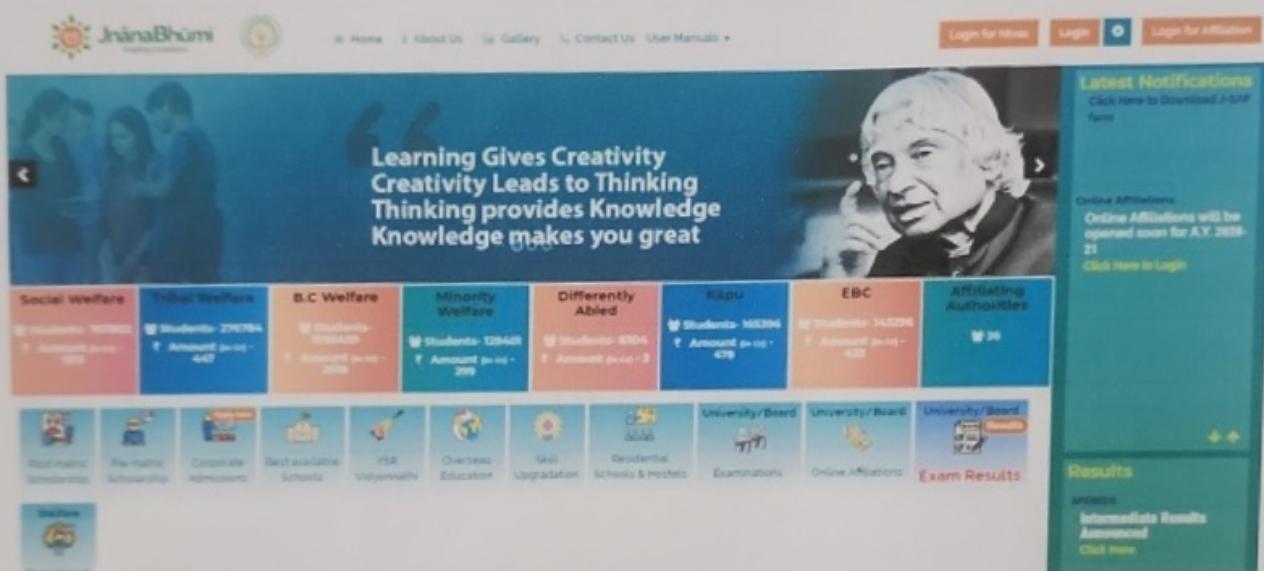
iConma IAMS helps to capture the classroom attendance through mobile app. Based on the attendance captured, It will generate analytics on attendance, Subject coverage by calculating the sessions taken by the staff.



### Usage of iAMS application by the college faculty/staff

## Scholarships: Jnanaboomi portal by Govt. of Andhra Pradesh

**Jnanaboomi** is a dedicated online portal of Government of Andhra Pradesh for the implementation of various scholarship schemes offered by different government departments. Launched in the year 2017, it is a digital platform with the help of which the state government implements and disburses its Pre-Matric, Post-Matric and other scholarship schemes. Earlier, these schemes were implemented through the AP e-Pass portal. The students who are domicile of Andhra Pradesh state and belong to SC, ST, BC, Minorities, Kapu, EBC, differently-abled communities can avail benefits under these schemes.



Latest Notifications  
Click Here to Download J-SAF form

Online Affiliations  
Online Affiliations will be opened soon for A.Y. 2020-21  
Click Here to Login

Results  
APSSB  
Intermediate Results Announced  
Click Here

## LMS organized by CCE, Govt. of AP, with the name of Bharatpadhe.

Learning Management System (LMS) is an important initiative of the department introduced to enhance the quality of teaching and promote cooperative learning among students. As an Academic Reform under RUSA, the effort is a step towards realising the Government's vision to transform Andhra Pradesh into a knowledge hub and empower its students with knowledge and skills.

The initiative aims at introducing pedagogy practices that support meaningful education enabling students to think critically, logically and have command over core subjects.

## Objectives

- To encourage self learning among students
- To involve students in the ICT based Learning Process
- To change the role of teachers and facilitate learning by innovations, mentoring and counselling.
- To help students become familiar with basics and master the subject.
- To improve employment opportunities in core subjects

Through LMS, teachers utilize various pedagogical practices like video lessons, power point presentations, problem solving tasks, question banks, case studies, projects to promote active learning in students leading to effective transfer of knowledge and skills to students in and outside the classroom. Teachers are encouraged to explore few time-tested and practical pedagogical examples implemented across the world and design pedagogical methods that suit their students to ensure good learning outcomes

### Process implemented by the department:

1. The pedagogy development committee for each subject prepared pedagogic strategies for all units in the curriculum
2. Suitable topics for strategies like case studies, assignments, models, project work, class seminar, videos and their open online sources and web links for online learning were listed
3. Student related material was also worked out to help students get a comprehensive view of the subject including the following components under pedagogy kit.
  - i. Handouts with web links for the students giving the overview of the video lesson
  - ii. Power Point Presentation
  - iii. Self Assessment Questions

### Additional Pedagogical Benefits: 15 minute Video capsules:

The department has taken every care to help students understand the subject in depth by using video lessons as effective teaching and learning tools. Topics identified for video generation were recorded and hosted on the LMS portal to be accessible to all teachers and students. The video capsules along with the reading material will be accessible to students and teachers through the LMS portal throughout the academic year.

#### **Expected Outcomes:**

- The initiative will positively impact the teaching learning process in colleges
- Continuous and systematic evaluation of learning will be provided
- Students will orient towards independent learning and creative ventures
- Scope of employment and entrepreneurship in varied sectors is broadened

#### **4) Examinations**

- SAS Govt Degree College is affiliated to Adikavi Nannayya University, Rajamahendravaram, Andhra Pradesh. The examination section of University disseminates exam related information to the students and faculty through the website: <https://www.aknu.edu.in/Exams/index.php>
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- Moreover the college also display the exam related information in the college website. Exam cell of the college intimates the schedule of examinations to the students and faculty through the college website.
- Also, the exam cell makes use of whatsapp group created explicitly for the teaching and non-teaching of college to circulate the important information regarding examinations.

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