

ANNUAL REPORT ON E-GOVERNANCE

The annual report or the annual review of E-governance for the academic year 2022-23 related to MITS School of Biotechnology outlines various operational aspects within the following overarching categories:

1. Administration
2. Student admission and support
3. Finance and accounts
4. Examinations
5. Library
6. Staff details

1. Implementation of e-governance in the administration of the college website:

The college website serves as the platform for disseminating information and announcements to students regarding administration, admissions, and various aspects of student-related matters. The website, accessible at www.msb.ac.in, undergoes regular updates to provide information on notifications, activities, conferences, workshops, as well as details about committees such as women empowerment cell, grievance cell, and anti-ragging committee. Additionally, it features academic calendars, exam timetables, examination results, and information pertaining to holidays, ensuring timely and relevant communication.

2. Implementation of e-governance in the student admission and support:

Prospective students interested in joining the institution can contact us through the Admission Inquiries option, accessible via the link <https://apply.msb.ac.in/> provided on the college website. They can fill in their details online. Once admitted, students' information, including course, branch, registration number, admission date, admission category, address, and contact details, is uploaded into the e-governance system. The e-governance system is fully automated and includes the upload of academic details. Attendance records, internal and external marks are also uploaded for communication with parents, allowing them to stay informed about their wards' progress. Annually, the college submits data on the ERP portal within the college login page. This data encompasses various parameters such as student enrollment categorized by program, faculty details by department, programs offered, infrastructure details, academic information, results, and financial details. The college ensures periodic updates of student and faculty details on the ERP portal.

3. Implementation of e-governance in finance and accounts:

E-governance is used for payments and receipts information. Through these the competent auditors will audit the necessary information periodically.

4. Implementation of e-governance in examinations:

The information related to the examinations both internal and external are posted in the website and which includes circulars, time tables for theory and practical examinations. The internal mark and the external practical marks were uploaded in the University portal like UUEMS for BSc-Biotechnology, Utkal-lokaseba-odisha for BCA and Examerp for MSc courses. Contact details related to the examinations were included in the college web site. Previous years question papers for student reference were attached in the college web site. Examination results declared by the University were displayed in the web site and also linked with the university results portal for student reference.

5. Implementation of e-governance in library:

The college website incorporates a compilation of book titles and volumes, organized and enumerated through the DELPLUS system. The website further features a categorization of books based on subjects and departments. Additionally, comprehensive details about national and international journals are accessible through DELNET.

6. Implementation of e-governance in staff details:

Department wise staff details such as name, designation, qualification, experience details publications, authorship etc., were included in the web site. Staff can add the student attendance through e-governance. They can also avail leave through e-governance.



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