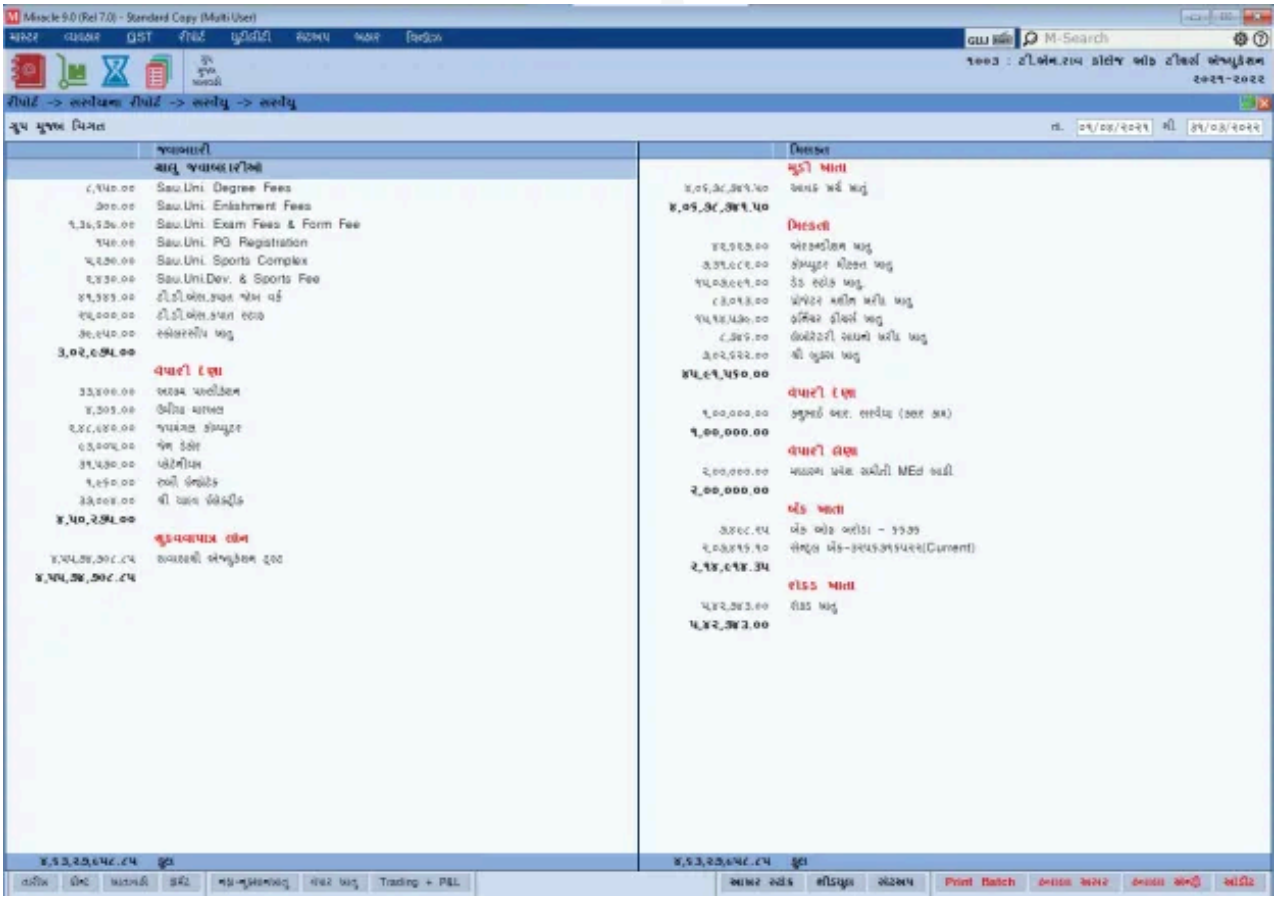
### 1) Finance & Accounts

T.N. Rao College of Teacher Education has embraced the cutting-edge Miracle software to effectively oversee its accounting and financial activities. This dynamic platform optimizes financial procedures, ensuring precision and swiftness in transaction management, budget planning, and financial analysis. Additionally, the college collects fees through an online portal, streamlining the process for both students and the administration. By adopting Miracle software, T.N. Rao College of Teacher Education reinforces its dedication to operational excellence and financial transparency, empowering its mission to deliver top-tier education.



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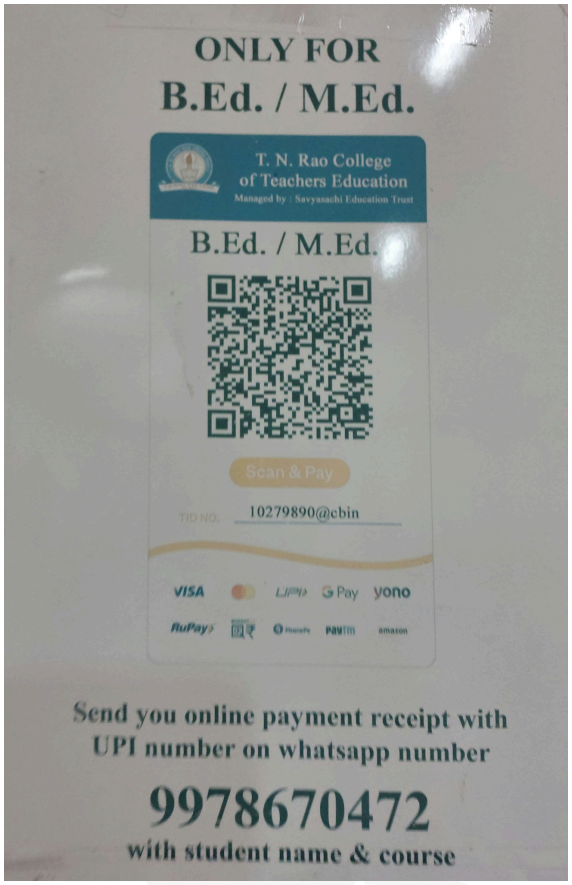



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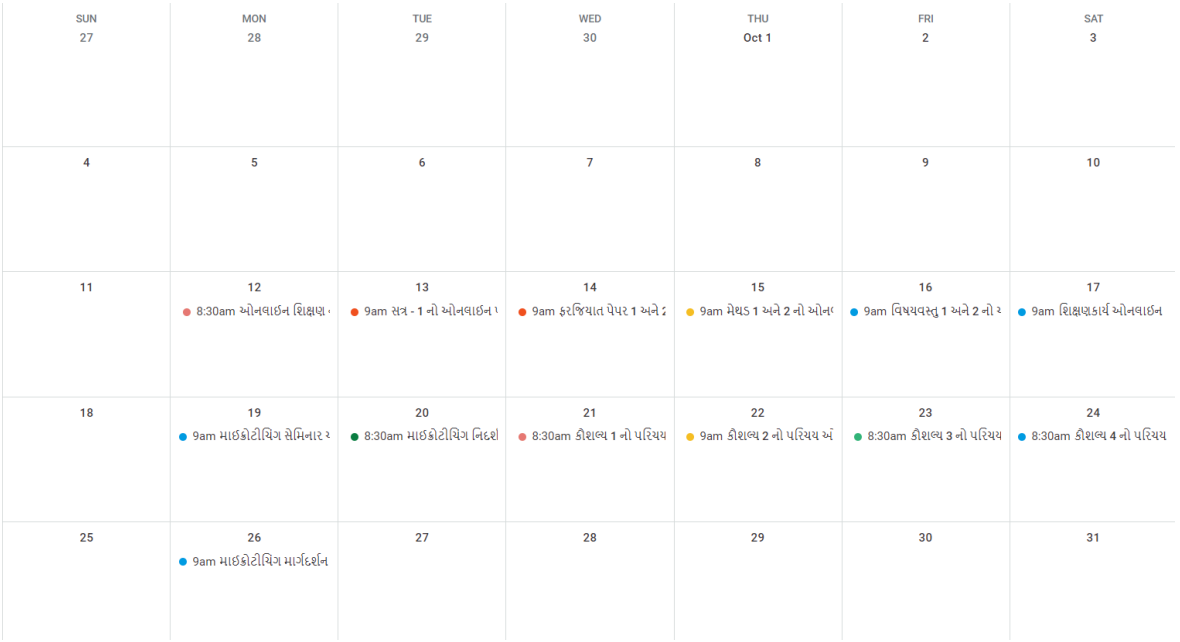
## 2) Planning & Development

T.N. Rao College of Teacher Education has embraced the integration of Google Calendar into its daily operations as a strategic move to streamline and enhance the management of its academic calendar. This digital tool plays a vital role in ensuring that both faculty and students are well-informed about important dates such as deadlines, exams, and meetings. Serving as a centralized platform for all major events and activities on campus, Google Calendar promotes coordination and synchronization among the entire campus community. This coordination contributes to the smooth execution of academic and extracurricular activities, enabling everyone to be adequately prepared and actively engaged.

In addition to Google Calendar, the college utilizes Google Sheets for efficient data collection and management. Google Docs and Miro are employed to create comprehensive six-month planners, facilitating detailed and collaborative planning efforts. Furthermore, the Learning Management System (LMS) is used to provide students with access to the academic calendar and other essential resources. Through the adoption of these technologies, T.N. Rao College of Teacher Education underscores its commitment to fostering a structured and efficient educational environment.



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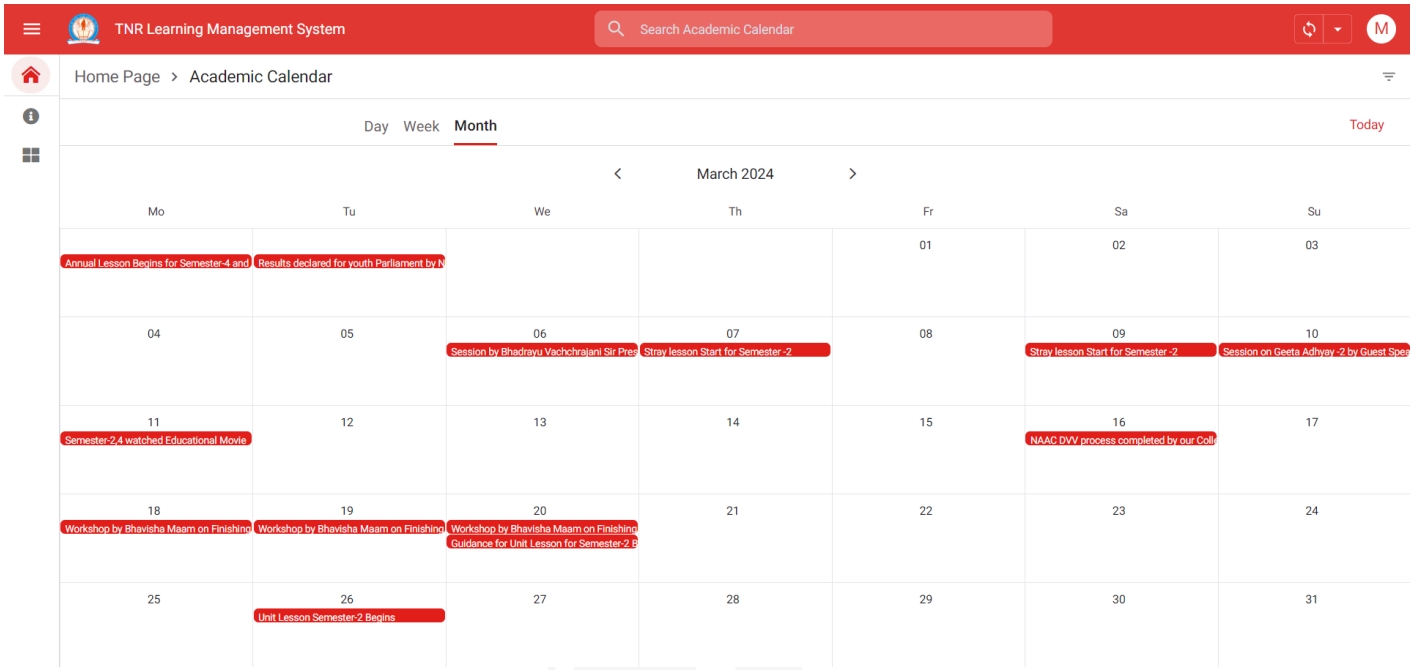

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### 3) Student Admission and Support

T.N. Rao College of Teacher Education employs a robust array of tools and strategies to enhance student admission and support. Admission counseling is a key component, offering prospective students the chance to participate in online mock tests, and preparing them for the entry requirements and the academic challenges ahead. Additionally, the college provides pre-admission guidance through Zoom meetings, where students can discuss their concerns and aspirations with faculty members, ensuring they make informed decisions about their educational paths. Also the enrolled students list is uploaded on Saurashtra University portal.

The use of Google Classroom stands out as a vital educational platform at T.N. Rao College of Teacher Education, facilitating seamless communication and resource sharing between instructors and students. This platform is especially useful for conducting classes, distributing assignments, and maintaining an organized educational environment.

Furthermore, the college has streamlined the inquiry process with an online inquiry form, making it easier for potential students to get information and initiate their application process from anywhere. A feedback form is also available to capture the experiences and suggestions of students, aiding the college in refining its programs and services continuously. These digital approaches exemplify T.N. Rao College of Teacher Education's commitment to utilizing modern technology to support and enhance student admissions and their educational journey.

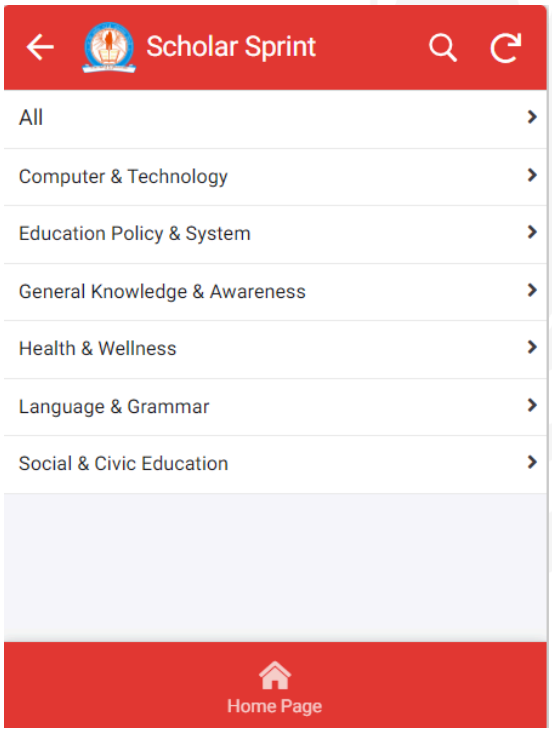
**Inquiry Form Link :**
https://forms.gle/546AerZVEQmqtC419

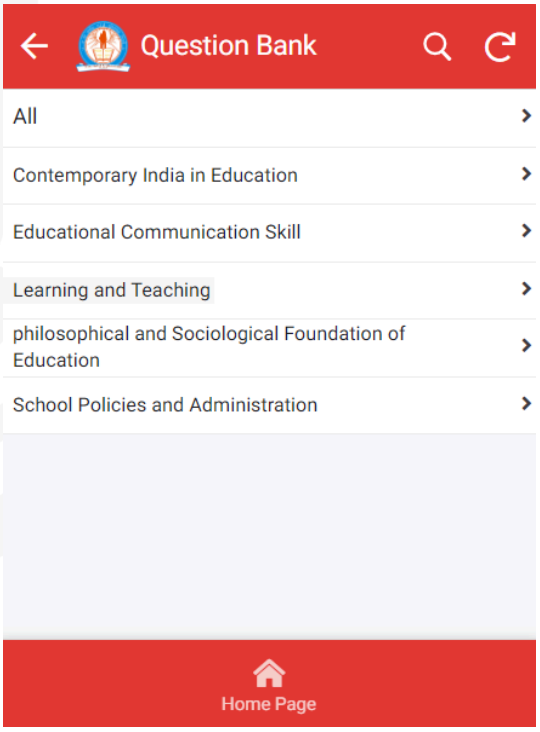
**Feedback Form :**
https://lookerstudio.google.com/reporting/d9d2f814-b583-4f1e-b64e-840a852fba5e

**Google Classroom Links :**
**PE - 2 :** https://classroom.google.com/c/Njc0NDYwNjM1Mzg5?cjc=g2ncvcs
**PE - 3 :** https://classroom.google.com/c/Njc4MTgxMzY1OTU5?cjc=oijenfn
**PE - 4 :** https://classroom.google.com/c/Njc4MTgxMjA2MTA1?cjc=aa5tgtc
**PE - 1 :** https://classroom.google.com/c/NjYyMjQzMjA4OTM1?cjc=2nptbvr

**4) Examination System**

T.N. Rao College of Teacher Education utilizes a robust examination system that incorporates both internal and external evaluations. Marks from these assessments are meticulously uploaded to ensure transparency and accessibility for students. The internal exam marks are uploaded on the Saurashtra University portal, allowing students to easily view their performance. Additionally, the college generates student mark sheets using Google Sheets, ensuring an organized and systematic approach to academic records. To further enhance student convenience, the college has implemented an online process for viewing results and managing grievances related to examinations. This system allows students to access their academic performance data and submit any concerns they might have, facilitating a smooth and efficient resolution process. Through these measures, T.N. Rao College of Teacher Education aims to maintain a high standard of academic integrity and student satisfaction.

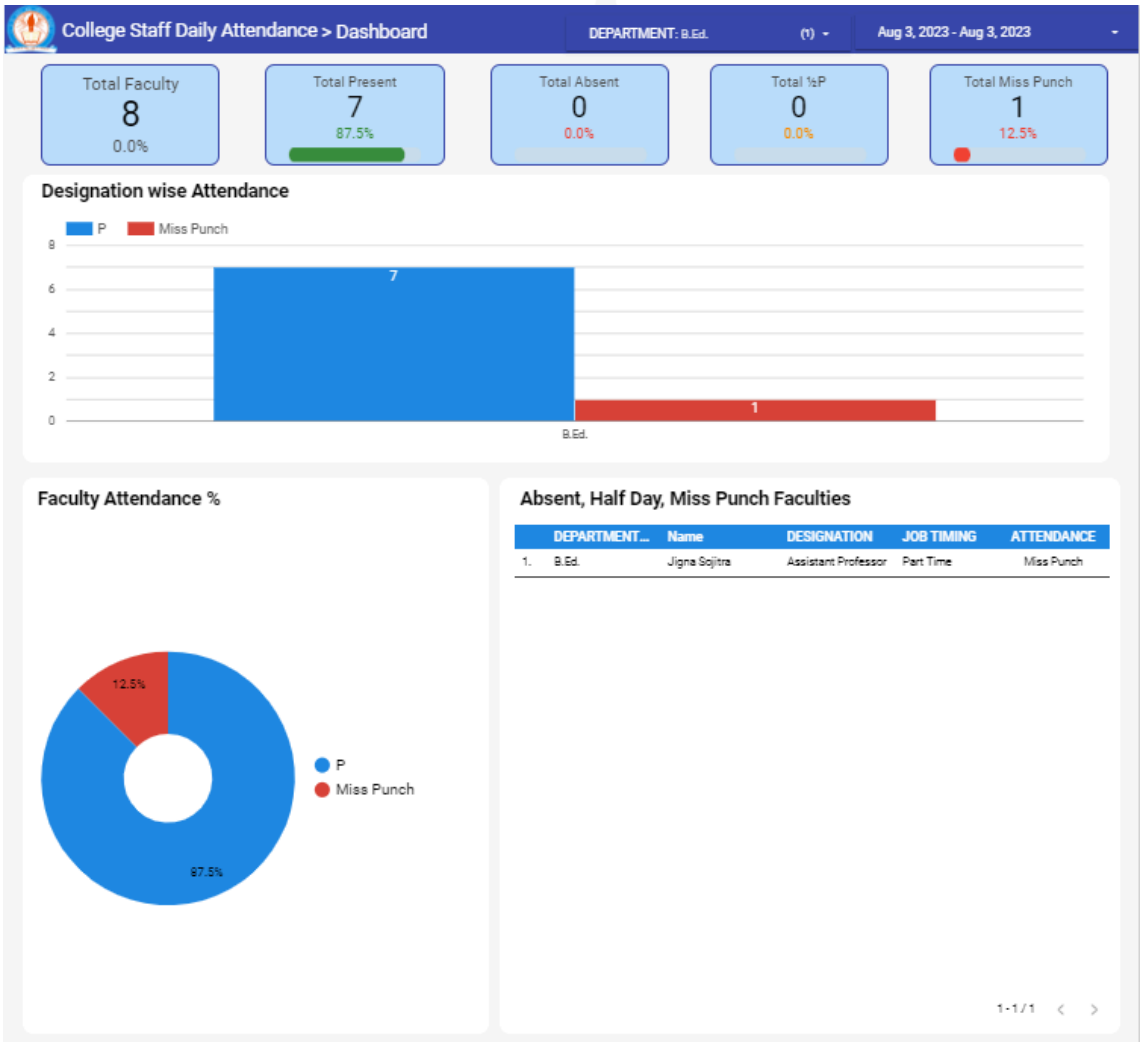


**5) Biometric / digital attendance**

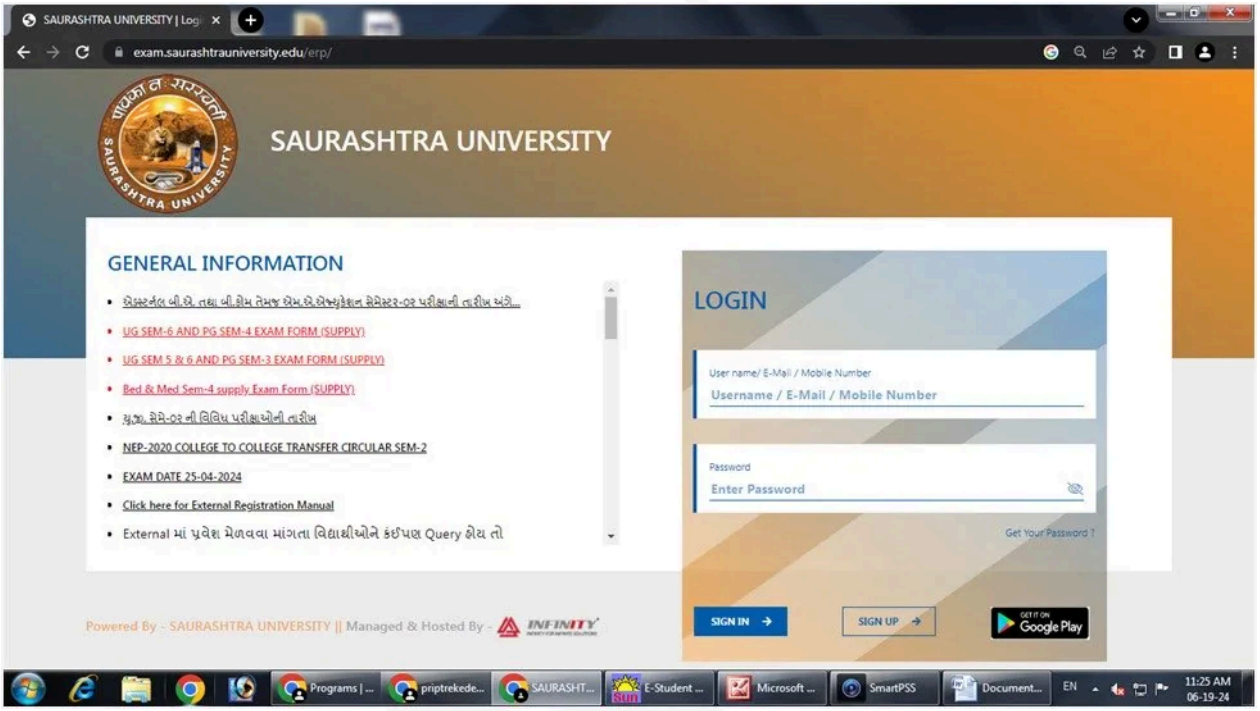
T.N. Rao College of Teacher Education employs a biometric attendance system to ensure the accurate tracking of student and faculty attendance. This technology utilizes unique biological data, such as fingerprint or facial recognition, to verify identity, thereby streamlining the attendance process and enhancing security. The implementation of this system not only simplifies administrative procedures but also promotes punctuality and accountability within the college community.

Attendance PDF : Link



### 6) Administration

TN Rao College of Teacher Education utilizes the Saurashtra University online portal for various administrative and academic tasks. Through this portal, faculty members and administrative staff can efficiently enter examination marks, ensuring accurate and timely recording of student performance. Additionally, students can conveniently download their hall tickets from the portal, facilitating a smooth and organized process for examination entry. This integration with the Saurashtra University online system streamlines operations, enhances accessibility, and ensures a seamless experience for both staff and students at TN Rao College of Teacher Education.



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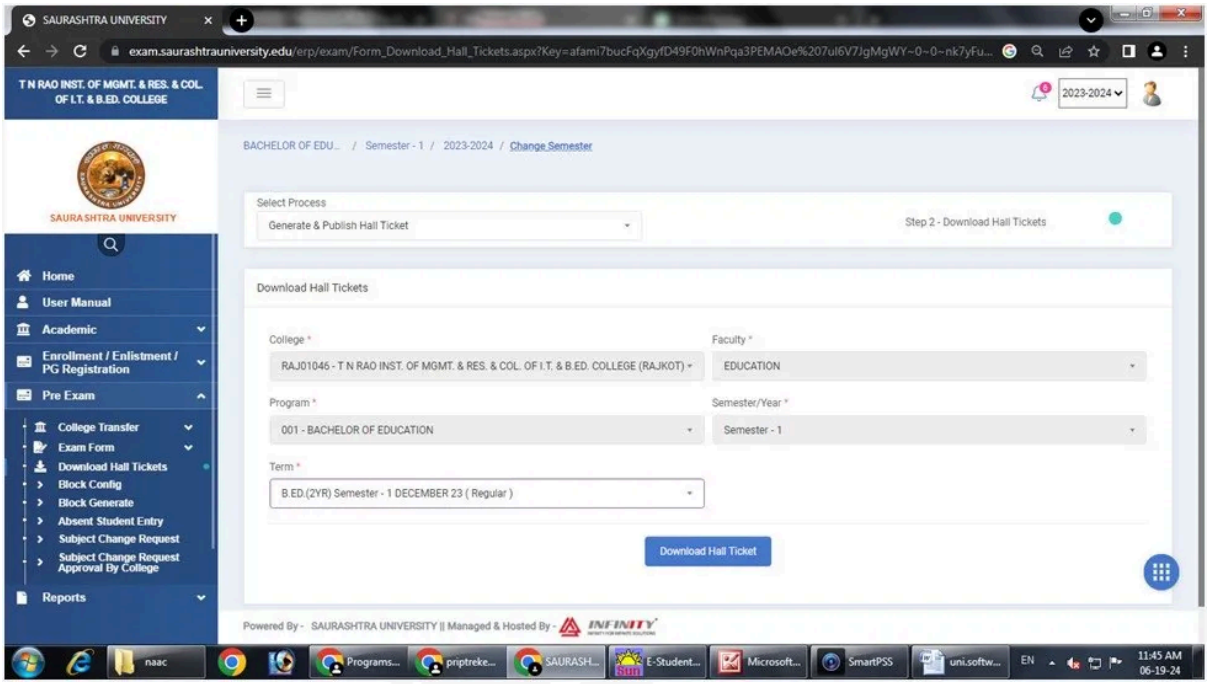


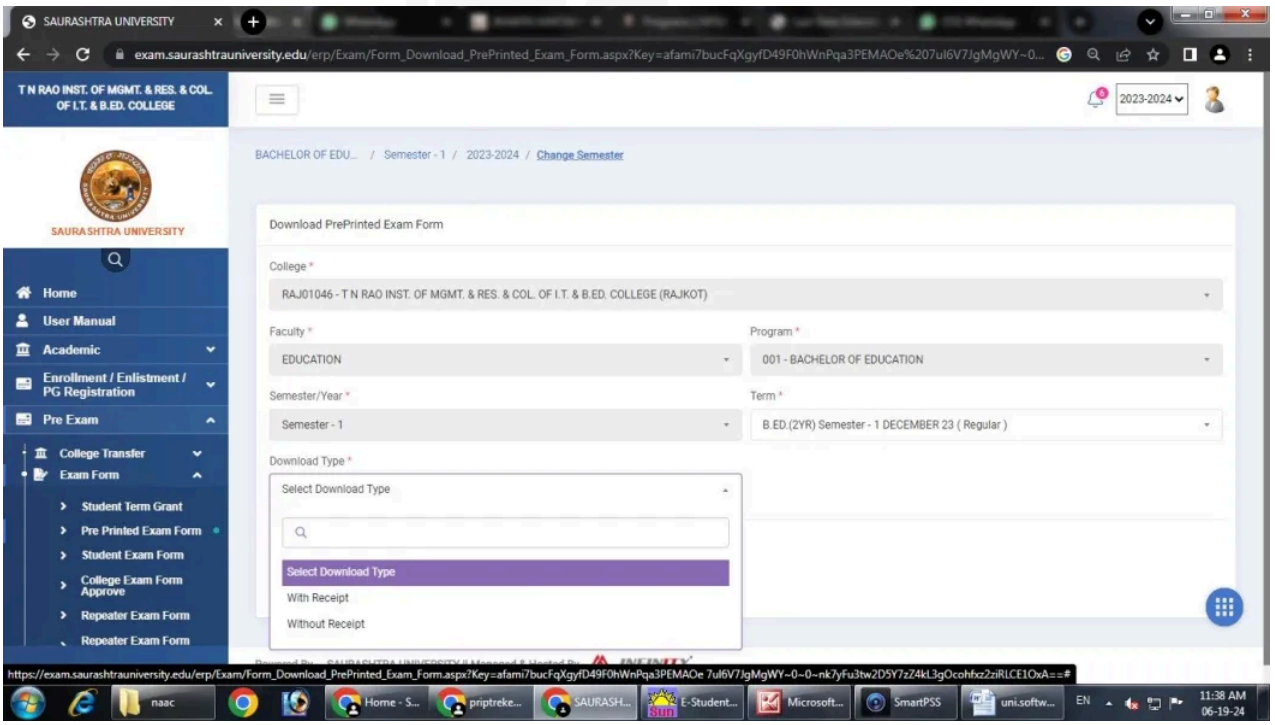



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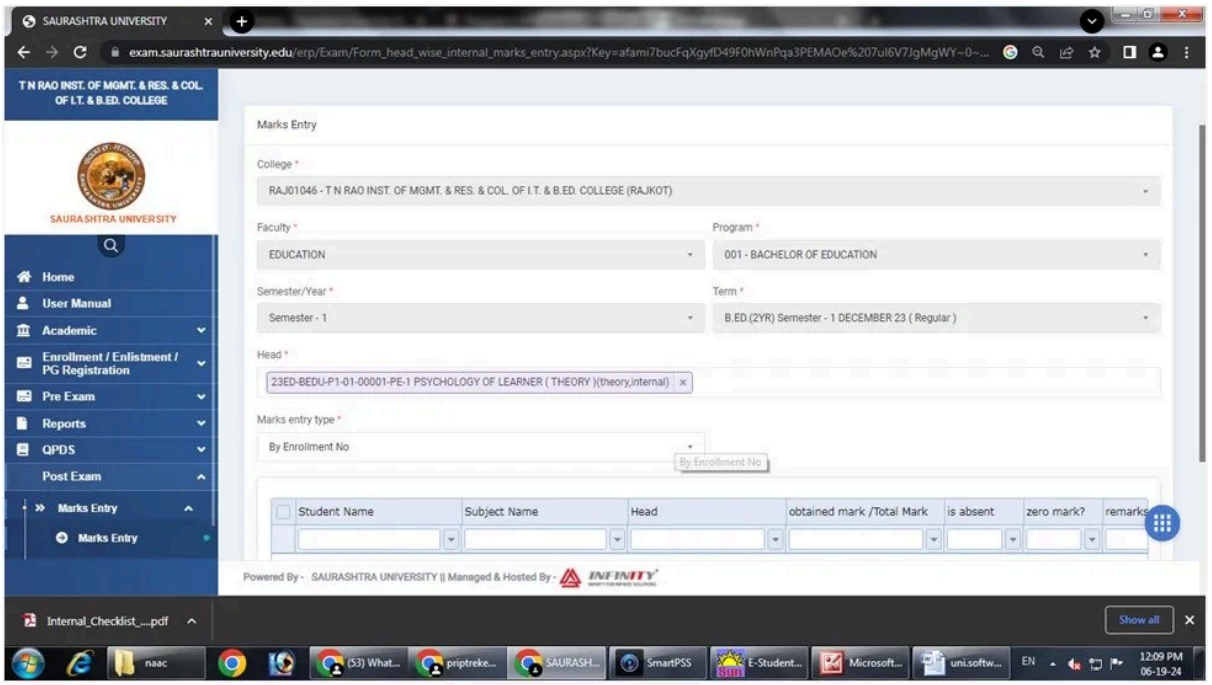


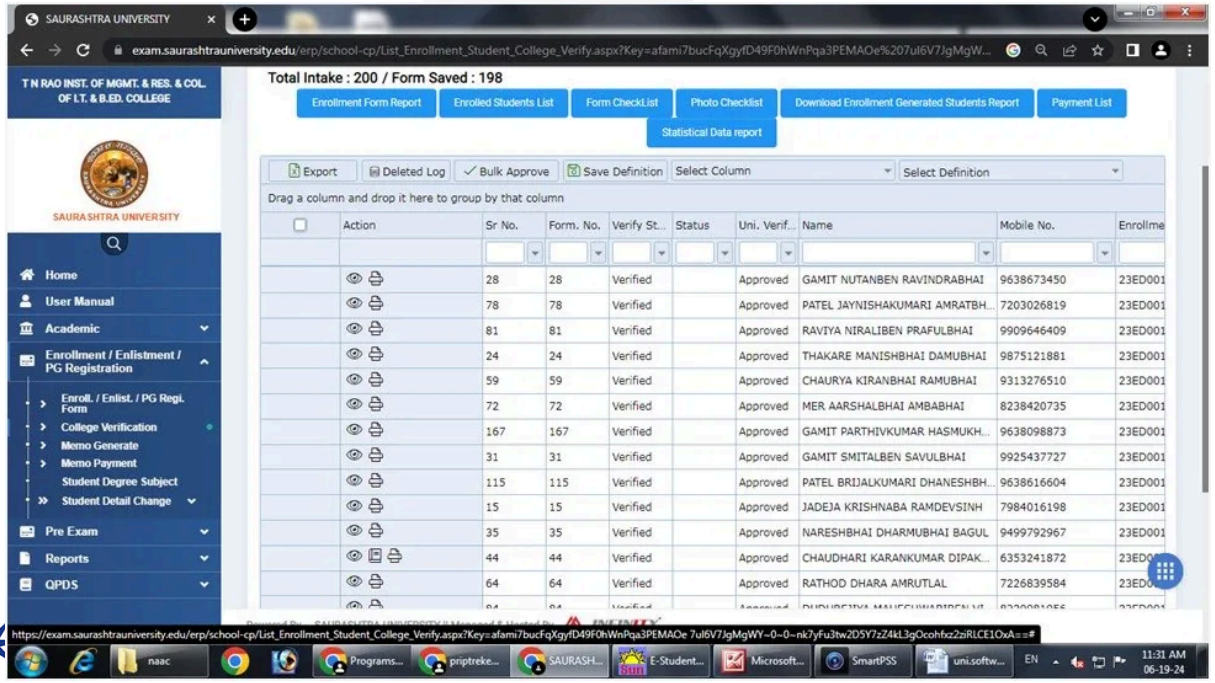


Principal
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Rajkot


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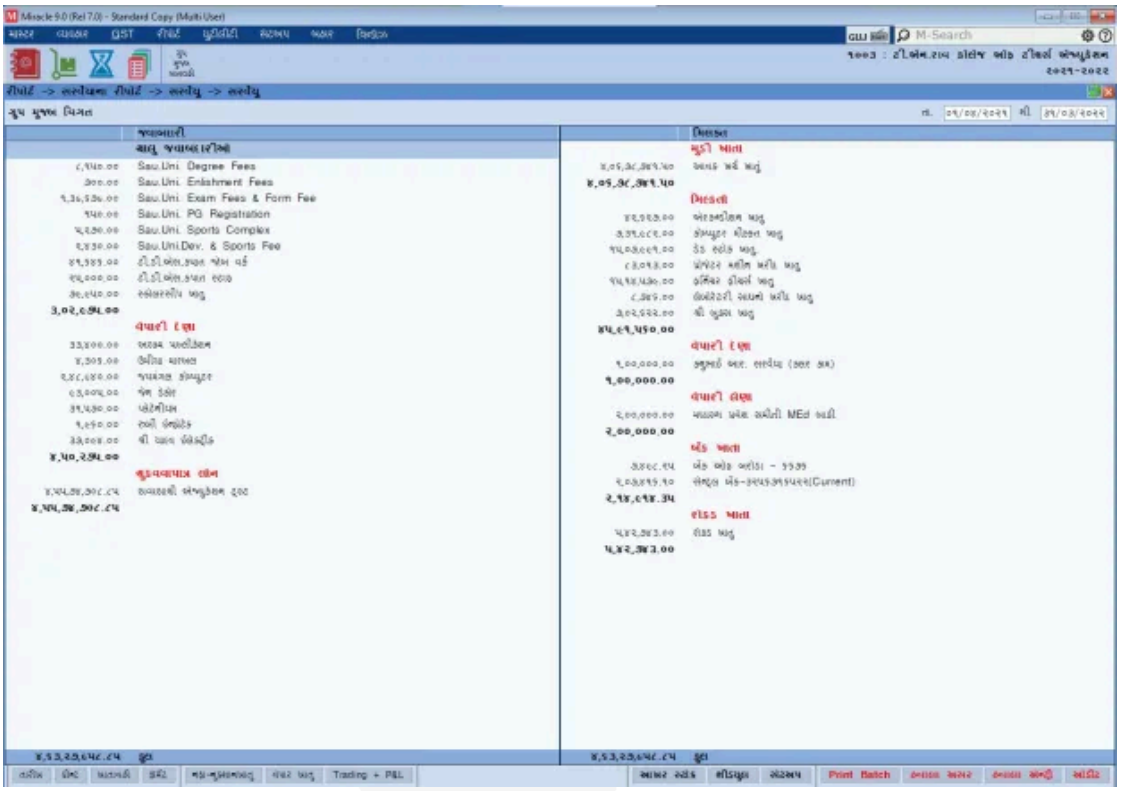
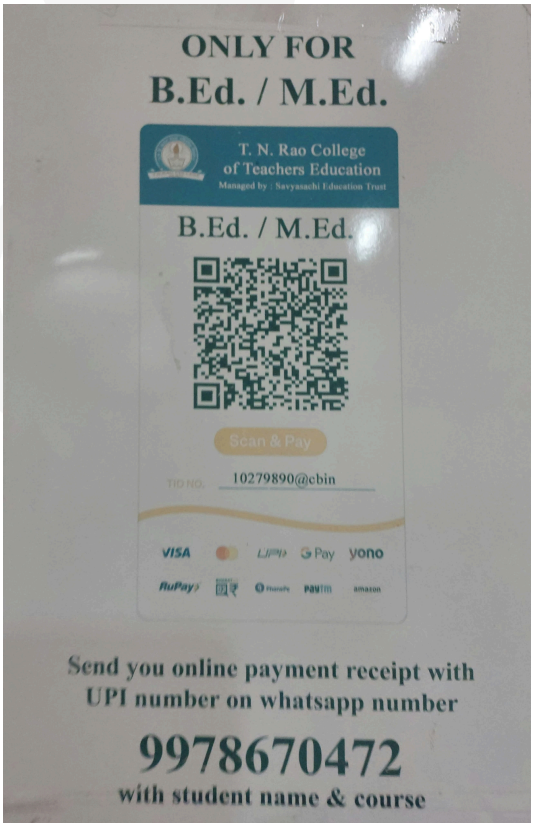
## Finance & Accounts - Miracle Software



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# T. N. RAO COLLEGE OF TEACHER EDUCATION

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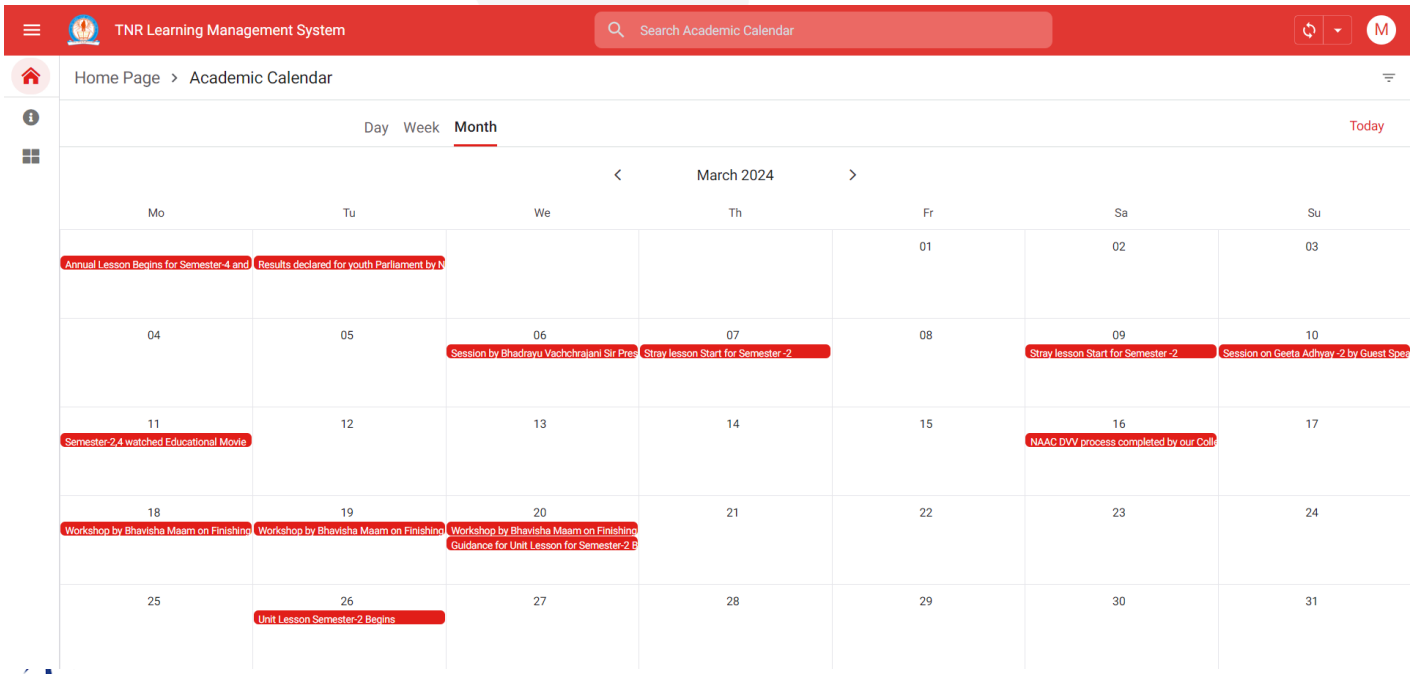
## Planning & Development - Google Calendar

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| 27 | 28 | 29 | 30 | Oct 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12<br>8:30am ઓનલાઇન શિક્ષણ | 13<br>9am સત્ર - 1 નો ઓનલાઇન | 14<br>9am ફરજિયાત પેપર 1 અને | 15<br>9am મેથડ 1 અને 2 નો ઓન | 16<br>9am વિષયવસ્તુ 1 અને 2 નો | 17<br>9am શિક્ષણકાર્ય ઓનલાઇન |
| 18 | 19<br>9am માઇક્રોટીચિંગ સેમિનાર | 20<br>8:30am માઇક્રોટીચિંગ નિદર્શ | 21<br>8:30am કૌશલ્ય 1 નો પરિચય | 22<br>9am કૌશલ્ય 2 નો પરિચય અં | 23<br>8:30am કૌશલ્ય 3 નો પરિચય | 24<br>8:30am કૌશલ્ય 4 નો પરિચય |
| 25 | 26<br>9am માઇક્રોટીચિંગ માર્ગદર્શન | 27 | 28 | 29 | 30 | 31 |

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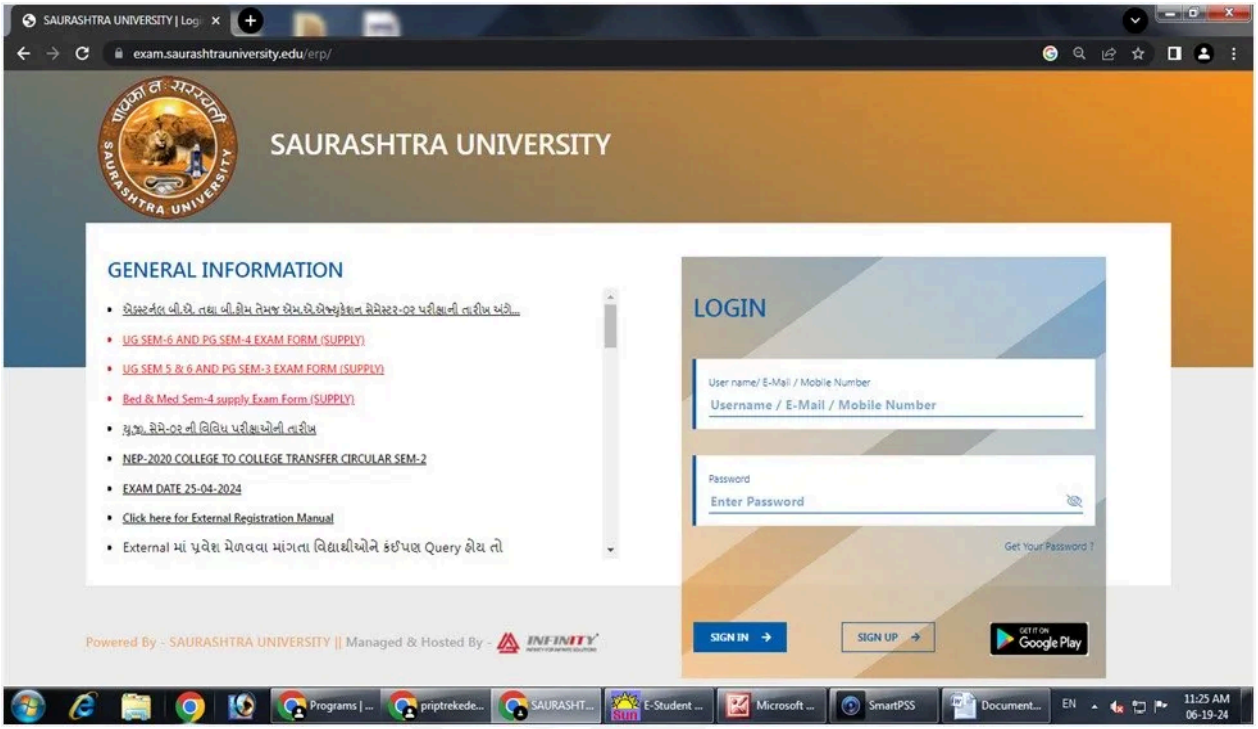
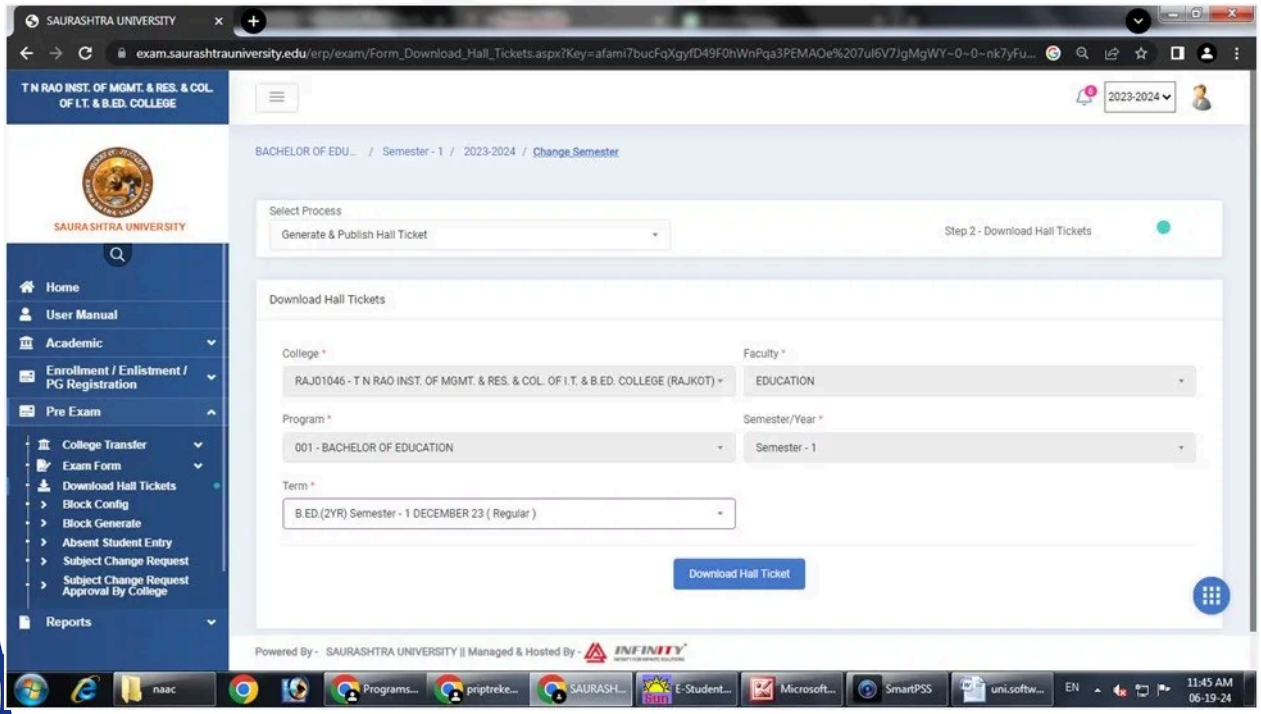
## Administration





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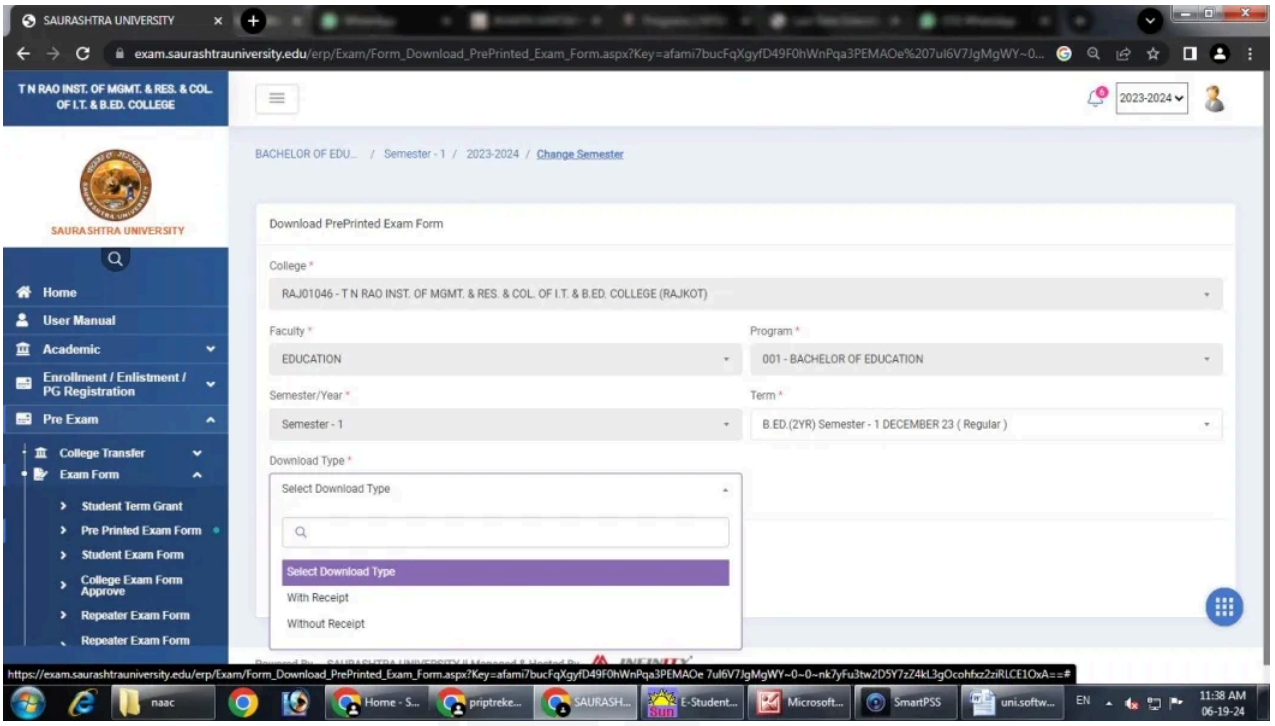


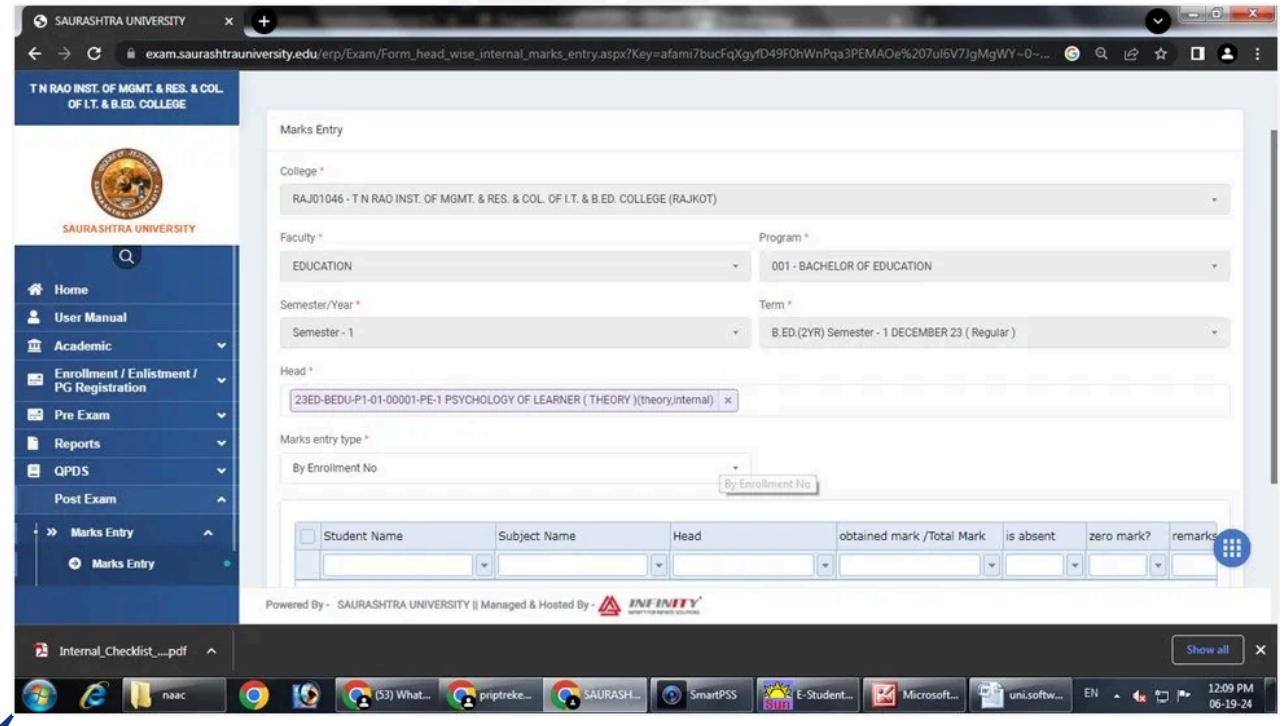



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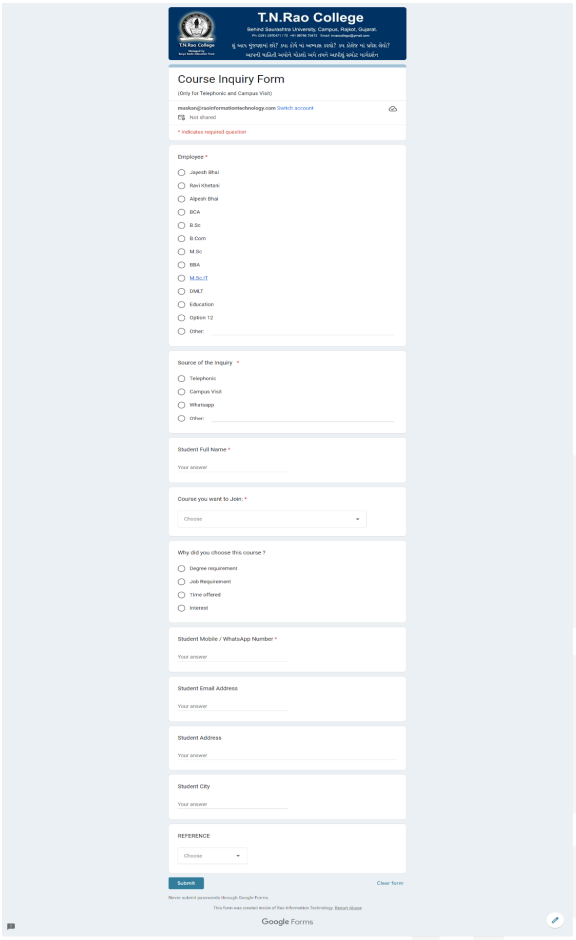
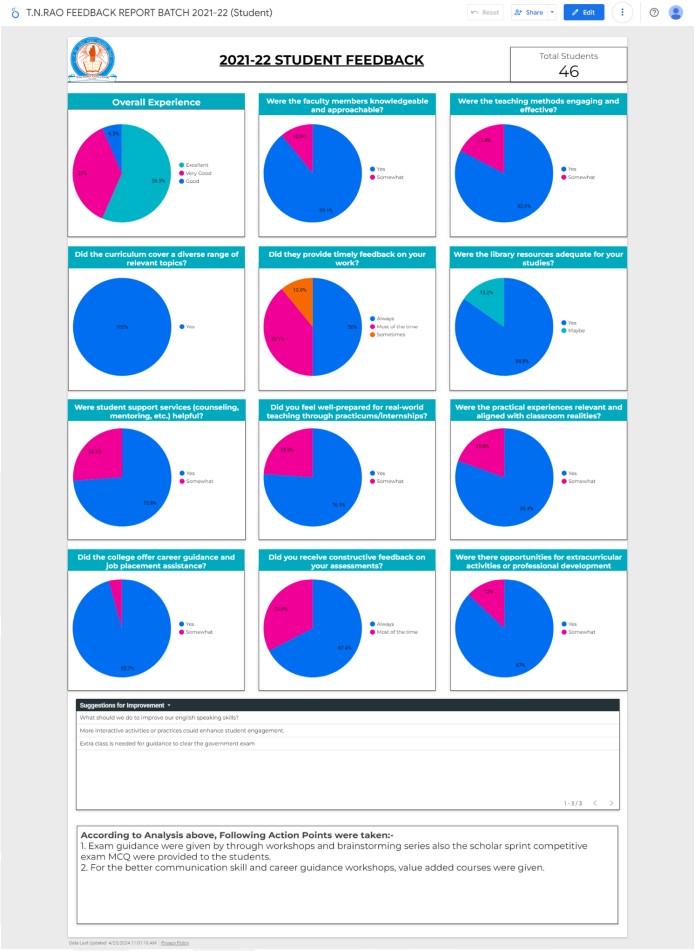
## Student Admission and Support - Inquiry Form, Feedback Report & Google Classroom





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## Biometric / Digital Attendance

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Timestamp | Enrollment No. | Name | Sem | Staff/Student | Access Date |
| 2 | 11/11/2021 | 4014212468 | AAMETA AANCHAL KANAIYALAL | B.ED | Student | 11/11/2021 |
| 3 | 11/11/2021 | 4014212469 | BAMBHANIYA NARESH JESINGBHAI | B.ED | Student | 11/11/2021 |
| 4 | 11/11/2021 | 4014212481 | DABHI LEELA RAJESHBHAI | B.ED | Student | 11/11/2021 |
| 5 | 11/11/2021 | 4014212482 | DANGAR SEJAL ASHVINBHAI | B.ED | Student | 11/11/2021 |
| 6 | 11/11/2021 | 401721118 | GAIN PRAFULBHAI SHIVABHAI | M.ED | Student | 11/11/2021 |
| 7 | 11/11/2021 | | Trushaben Sureshbhai Koradiya | | Staff | 11/11/2021 |
| 8 | 11/11/2021 | | Trupti Digant Joshi | | Staff | 11/11/2021 |
| 9 | 11/11/2021 | 401721144 | DOLAR RANJANBALA JINABHAI | M.ED | Student | 11/11/2021 |
| 10 | 11/11/2021 | 401721145 | GOHIL CHANDRABA KALUBHAI | M.ED | Student | 11/11/2021 |
| 11 | 11/11/2021 | 401721146 | IUVAR VIJAYKUMAR JIVRAJBHAI | M.ED | Student | 11/11/2021 |
| 12 | 11/11/2021 | 401721147 | JOSHI MAYURBHAI GIRISHBHAI | M.ED | Student | 11/11/2021 |
| 13 | 11/11/2021 | 4014212548 | THAKAR HARDIK MAHESHBHAI | B.ED | Student | 11/11/2021 |
| 14 | 11/11/2021 | 4014212549 | VADALIYA SHIVANI NITINBHAI | B.ED | Student | 11/11/2021 |
| 15 | 11/11/2021 | 4014212550 | VALA SEJALBEN BAGHUBHAI | B.ED | Student | 11/11/2021 |
| 16 | 11/11/2021 | 4014212551 | YADAV LAXMI SURYABHAN | B.ED | Student | 11/11/2021 |
| 17 | 11/11/2021 | 4014212552 | AKSHAYKUMAR RAKESHBHAI GAMIT | B.ED | Student | 11/11/2021 |
| 18 | 11/11/2021 | 401722182 | JANI SANJANA KAUSHIKBHAI | M.ED | Student | 11/11/2021 |
| 19 | 11/11/2021 | 401722183 | KANDPAL URVASHI MUKESHBHAI | M.ED | Student | 11/11/2021 |
| 20 | 11/11/2021 | 401722184 | KANGAD BHARGAVKUMAR JALABHAI | M.ED | Student | 11/11/2021 |
| 21 | 11/11/2021 | 4014212554 | AMRONIYA IMRAN HARUNBHAI | B.ED | Student | 11/11/2021 |
| 22 | 11/11/2021 | 401722191 | SOLANKI RAHUL KANUBHAI | M.ED | Student | 11/11/2021 |
| 23 | 11/11/2021 | 401722197 | BARASARA BINDUBEN KESHAVLAL | M.ED | Student | 11/11/2021 |
| 24 | 11/11/2021 | 401722198 | BARASARA NISHABEN RATILAL | M.ED | Student | 11/11/2021 |
| 25 | 11/11/2021 | 401722199 | DETROJA NILAM BAHEN MANSUKH | M.ED | Student | 11/11/2021 |
| 26 | 11/11/2021 | 401722200 | GADHIYA RAJDIPKUMAR LAKHAMANBHAI | M.ED | Student | 11/11/2021 |
| 27 | 11/11/2021 | 4014212652 | PRAJAPATI RAHULBHAI ASHOKBHAI | B.ED | Student | 11/11/2021 |
| 28 | 11/11/2021 | 4014212653 | PRIYANKA KUMARI . | B.ED | Student | 11/11/2021 |
| 29 | 11/11/2021 | 4014212654 | RAHULBHAI ANILBHAI PAWAR | B.ED | Student | 11/11/2021 |
| 30 | 11/11/2021 | 4014212655 | RAMANI DHAVAL BABUBHAI | B.ED | Student | 11/11/2021 |
| 31 | 11/11/2021 | 4014212656 | SAKRIYA TUSHAR RAMESHBHAI | B.ED | Student | 11/11/2021 |
| 32 | 11/11/2021 | 4014212657 | SONALBEN PANDUBHAI PAWAR | B.ED | Student | 11/11/2021 |
| 33 | 11/11/2021 | 4014212658 | TEJALBEN BARKIYABHAI GAMIT | B.ED | Student | 11/11/2021 |
| 34 | 11/11/2021 | 4014212659 | THAKAR DHRUVIL ARVINDBHAI | B.ED | Student | 11/11/2021 |
| 35 | 11/11/2021 | 401722212 | MUNGARA DHAVAL BHAVESHBHAI | M.ED | Student | 11/11/2021 |

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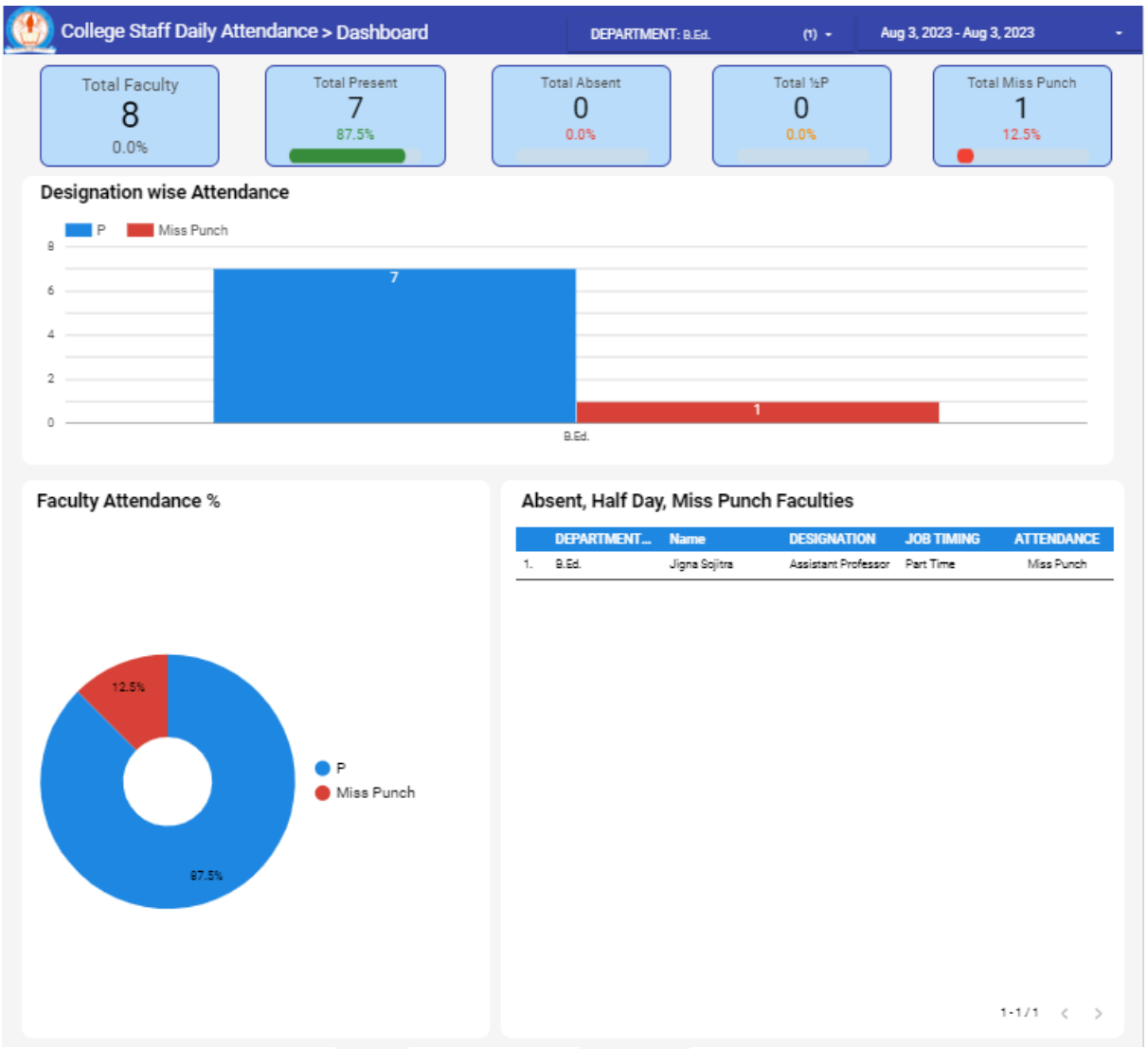



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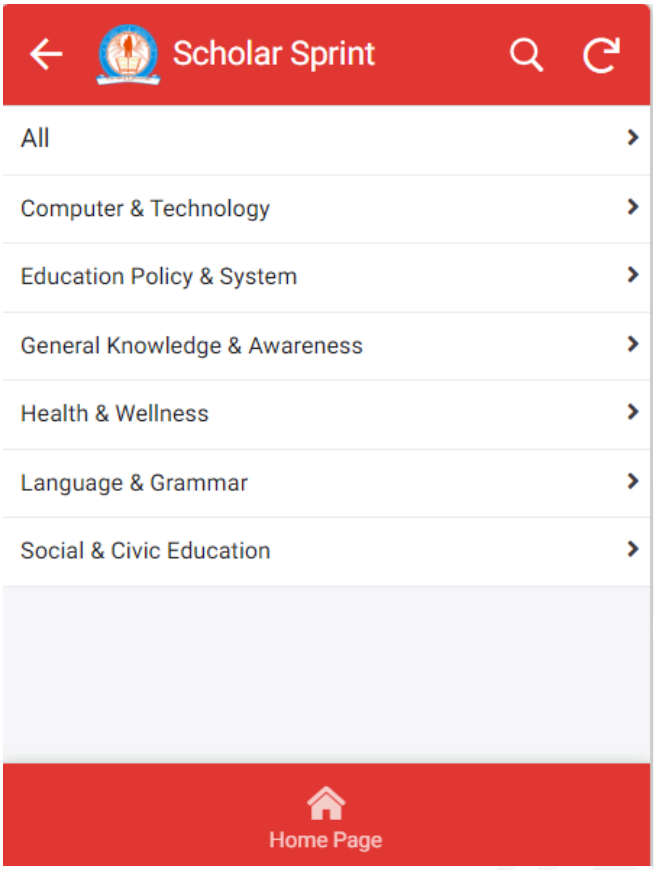
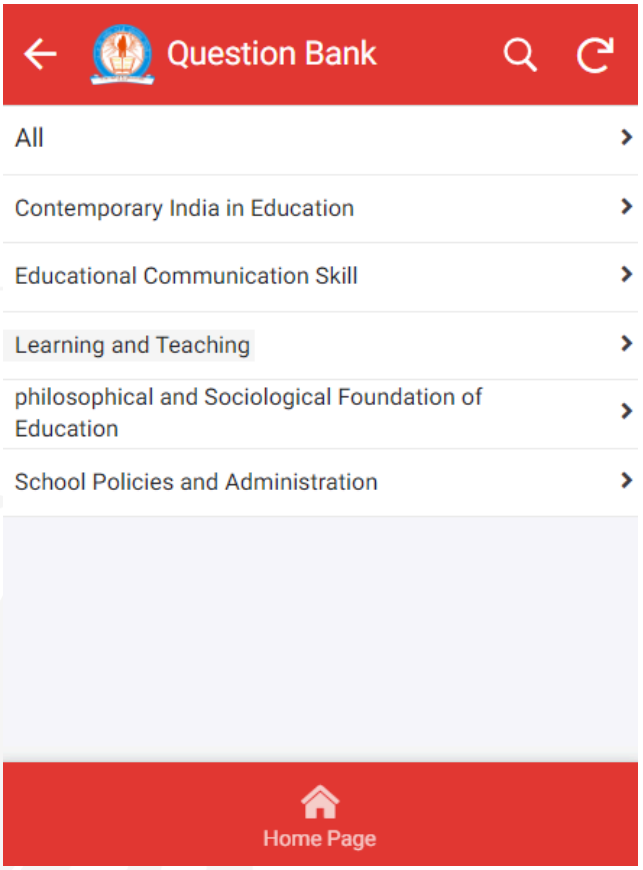
## Examination System




Principal
T. N. Rao College
Rajkot

# E-Governance Report for Academic Year 2022-2023

## Introduction

E-governance has revolutionized administrative practices in educational institutions, enhancing efficiency, transparency, and accessibility across various operational domains. T.N. Rao College of Teacher Education has embraced several e-governance initiatives to streamline administrative processes, support academic activities, and improve student services during the academic year 2022-2023. This comprehensive report explores the college's implementation of digital technologies in finance & accounts, planning & development, student admission and support, examination systems, biometric/digital attendance, and administration.

## Finance & Accounts

**Miracle Software Implementation:** T.N. Rao College of Teacher Education has implemented Miracle software for managing its finance and accounting operations. Miracle software is a robust platform designed to optimize financial procedures, ensuring precision and efficiency in transaction management, budget planning, and financial analysis. By centralizing financial data and processes, Miracle software enhances operational transparency and facilitates informed decision-making within the college administration. The integration of Miracle software has significantly streamlined financial workflows, improving the accuracy of financial reporting and enhancing the overall financial management capabilities of the institution.

**Online Fee Collection Portal:** In addition to Miracle software, the college has introduced an online fee collection portal to streamline the fee payment process for students. This portal allows students to pay their fees online securely, eliminating the need for manual transactions and reducing administrative overhead. The online fee collection system not only enhances convenience for students but also ensures timely revenue collection for the college. By adopting this digital payment solution, T.N. Rao College reinforces its commitment to operational excellence and financial transparency.

**Planning & Development**

**Integration of Google Calendar:** T.N. Rao College has integrated Google Calendar into its daily operations to enhance the management of its academic calendar and scheduling activities. Google Calendar serves as a centralized platform for scheduling classes, exams, meetings, and other academic events, ensuring efficient coordination and communication among faculty, staff, and students. The adoption of Google Calendar has facilitated better time management and resource allocation within the college, enabling stakeholders to stay organized and informed about important dates and deadlines. Faculty members can easily schedule classes and share event details with students, while administrators use the platform to coordinate campus-wide activities effectively.

**Utilization of Google Sheets and Google Docs:** To support collaborative planning and data management, T.N. Rao College utilizes Google Sheets and Google Docs extensively. Faculty members and administrative staff use Google Sheets for data collection, analysis, and reporting, facilitating informed

decision-making and strategic planning. Google Docs is employed for creating and sharing documents such as academic schedules, policy documents, and administrative reports, promoting transparency and collaboration across departments. These cloud-based tools have enhanced productivity and communication within the college, allowing stakeholders to work collaboratively on projects and initiatives.

**Learning Management System (LMS):** The college has implemented a Learning Management System (LMS) to support online learning and provide students with access to course materials, assignments, and academic resources. The LMS serves as a digital platform for delivering educational content, conducting online assessments, and facilitating communication between instructors and students. By leveraging the LMS, T.N. Rao College enhances the quality of education delivery and promotes interactive learning experiences for students. The system also enables faculty members to monitor student progress, provide feedback, and track learning outcomes effectively, thereby fostering a conducive learning environment.

**Student Admission and Support**

**Admission Counseling and Guidance:** T.N. Rao College offers comprehensive admission counseling and guidance services to prospective students to help them make informed decisions about their educational journey. The college conducts online mock tests and entrance exams to assess students' academic readiness and provide personalized guidance based on their performance. Through Zoom meetings and virtual counseling sessions, faculty members and counselors address students' queries, discuss program requirements, and offer guidance on career pathways. These initiatives aim to support prospective students in navigating the admission process and making well-informed decisions about their academic pursuits.

**Google Classroom for Enhanced Learning:** Google Classroom serves as a pivotal platform for online teaching and learning at T.N. Rao College, facilitating seamless communication and resource sharing between instructors and students. The platform allows instructors to create virtual classrooms, distribute course materials, assign tasks, and conduct online discussions and assessments. Students benefit from access to lecture notes, supplementary resources, and interactive learning activities through Google Classroom, promoting active engagement and collaborative learning experiences. The integration of Google Classroom enhances educational delivery, enables flexible learning options, and supports continuous academic engagement among students.

**Online Inquiry and Feedback Mechanisms:** To streamline the admission inquiry process, T.N. Rao College has implemented an online inquiry form that enables prospective students to submit inquiries and request information about academic programs, admission requirements, and campus facilities. The online inquiry form enhances accessibility and responsiveness, allowing college administrators to promptly address inquiries and assist prospective students in exploring educational opportunities. Additionally, the college collects feedback from students through an online feedback form to assess their experiences, satisfaction levels, and suggestions for program improvement. The feedback mechanism serves as a valuable tool for continuous quality enhancement and institutional development, guiding decision-making and improving service delivery.

**Examination System**

**Comprehensive Examination Management:** T.N. Rao College has established a comprehensive examination management system that encompasses both internal and external assessments. Internal examinations are conducted regularly to assess students' academic progress and learning outcomes within individual courses. The college utilizes standardized assessment tools and rubrics to evaluate student performance objectively and provide constructive feedback. Examination results and marks are meticulously recorded and uploaded onto the Saurashtra University portal, ensuring transparency and accessibility for students to monitor their academic progress and performance indicators.

**Google Sheets for Academic Record Keeping:** To maintain accurate academic records and streamline administrative processes, T.N. Rao College utilizes Google Sheets for generating student mark sheets, grade reports, and examination records. Google Sheets enables efficient data entry, calculation, and analysis of student performance metrics, supporting timely reporting and documentation. The use of cloud-based spreadsheets enhances data security, accessibility, and collaboration among faculty members and administrative staff, facilitating informed decision-making and academic planning initiatives.

**Online Result Viewing and Grievance Redressal:** In line with e-governance principles, T.N. Rao College has implemented an online system for students to view examination results and manage grievances related to academic assessments. The online result viewing portal allows students to access their examination scores, grade reports, and performance feedback in a secure and user-friendly manner. Students can submit grievances or concerns regarding examination results through the online platform, initiating a streamlined process for resolution and follow-up. This digital grievance redressal mechanism ensures transparency, fairness, and accountability in addressing student concerns, thereby enhancing overall satisfaction and trust in the examination evaluation process.

**Biometric / Digital Attendance**

**Enhanced Attendance Tracking:** T.N. Rao College employs a biometric attendance system to monitor and track student and faculty attendance accurately. The biometric system utilizes unique biometric identifiers such as fingerprints or facial recognition to verify individuals' identities and record attendance data in real-time. By automating attendance management, the college enhances operational efficiency, minimizes manual errors, and promotes accountability among students and faculty members. The biometric attendance system also strengthens campus security measures, ensuring authorized access and monitoring attendance patterns effectively.

**Integration of Biometric Technology:** The integration of biometric technology supports seamless integration with other administrative systems and databases, enabling comprehensive data analysis and reporting on attendance trends and patterns. College administrators can generate attendance reports, analyze attendance records, and identify potential areas for improvement in attendance monitoring and management practices. The biometric attendance system contributes to a disciplined learning environment, encourages punctuality among students and faculty, and facilitates accurate record-keeping for administrative purposes.

**Administration**

**Utilization of Saurashtra University Online Portal:** Administrative operations at T.N. Rao College are facilitated through the Saurashtra University online portal, which serves as a centralized platform for various administrative and academic tasks. Faculty members, administrative staff, and students utilize the online portal to access essential services, information, and resources related to academic programs, examinations, and campus activities. The online portal supports seamless communication, data management, and transaction processing, enhancing operational efficiency and service delivery within the college community.

**Academic Data Management and Reporting:** The integration with the Saurashtra University online portal enables faculty members to enter and update examination marks, grade reports, and academic records accurately and efficiently. The online portal facilitates secure data transmission and storage, ensuring confidentiality and integrity of academic information. Students benefit from the online portal by accessing their academic profiles, downloading hall tickets, and viewing examination schedules conveniently. The seamless integration of administrative systems enhances accessibility, transparency, and accountability in managing academic operations and student services at T.N. Rao College.

**Conclusion**

In conclusion, T.N. Rao College of Teacher Education has successfully implemented a range of e-governance initiatives to enhance administrative efficiency, academic transparency, and student support services during the academic year 2022-2023. Through the adoption of digital technologies such as Miracle software, Google Calendar, Google Classroom, biometric attendance systems, and the Saurashtra University online portal, the college has modernized its operational processes and strengthened its institutional framework for educational excellence.

These e-governance initiatives reflect the college's commitment to leveraging technology-driven solutions to optimize administrative workflows, improve educational delivery, and enhance overall student experience. By embracing digital transformation, T.N. Rao College remains at the forefront of educational innovation, preparing future educators and leaders to thrive in a dynamic and competitive global environment.

As T.N. Rao College continues to evolve and innovate in its e-governance practices, it remains dedicated to advancing educational excellence, fostering academic integrity, and empowering students with the knowledge and skills necessary for success in their chosen fields. The college's proactive approach to e-governance underscores its vision of becoming a center of excellence in teacher education and academic leadership.

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