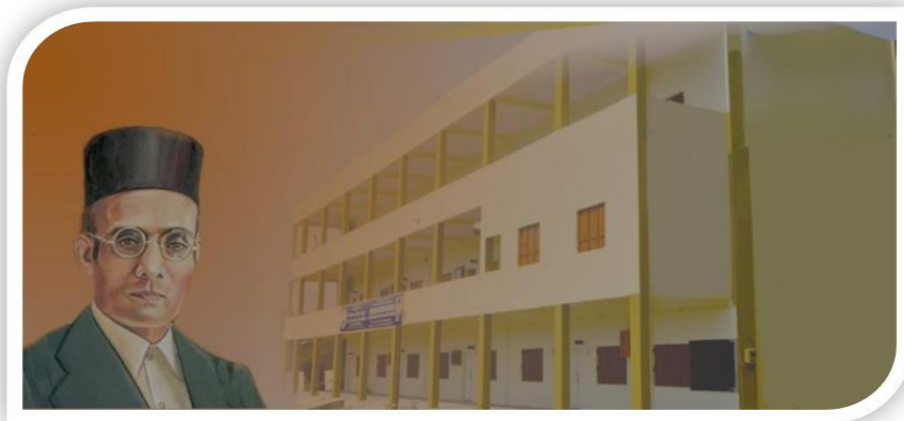




SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,

## **Shri. Eknathrao sahadu shete Arts, Commerce & Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal & Dist Nashik-422401.



### **CRITERION – 6**

#### **Criterion 6 - Governance, Leadership and Management**

##### **6.2.2. Institution implements e-governance in its operations**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**



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Tal & Dist. Nashik-422401.

E-mail: [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID: PU/AN/ACS/181/201

Ph.No.0253-4032579

## **Criterion 6 -Governance, Leadership and Management**

### **Key Indicator- 6.2 Strategy Development and Deployment**

#### **6.2.2 - Institution Implements E-governance in its operations**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

## **Table of Contents**

<b>Sr. No.</b>	<b>Particulars</b>
<b>1</b>	<b>Annual E-governance Report Approved by the Governing Council / Board Of Management</b>
<b>2</b>	<b>Policy Document On E-governance</b>
<b>3</b>	<b>E-Governing Council / Board Of Management</b>

**Annual E-Governance Report**  
**Approved By the Governing Council /**  
**Board of Management**

## **INSTITUTE's E-GOVERNANCE POLICY**

**Institute e-governance** considers the vision of enhancing the system of governance for development of the institute by implementing new and cutting-edge technologies. The broad areas of e-governance are admissions, day to day operations of departments, academics, examinations, placements, management information systems and stake holder's inclusion in a staged manner. It aims at planning and facilitating any infrastructure for the deployment of cutting-edge applications and solutions for seamless administration of the institute.

**Vision: Mission:** To enhance the system of governance for the overall development of the institute by leveraging technologies Deploy new solutions and ideas in various departments of the Institute for seamless data access enabling better decision making.

### **Objectives:**

1. Implementation of e-governance in various functioning areas of the institution
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the institution.
5. Facilitating online internal and external communication between various entities of the institution.
6. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
7. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

### **Area of Implementation:**

1. Website & Social Media
2. Student Administration

### **3. Academics**

### **4. Internal & External Examinations**

### **5. Communication System**

### **6. Finance & Accounts**

### **7. Library**

### **8. Payment Systems**

### **9. Placements** For convenience purposes, the policy is divided into various areas of operation.

These areas of operation are illustrative.

**Website & social media:** The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information conveying important notices, reports, awards etc. Website is hosted & deployed by a third party on a secure platform. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the social media.

**1. Student Administration:** Institution to process admissions for different programs using a suitable ERP Solution. Students must be able to obtain transfer certificates, Bonafide certificates, etc. after applying for the same.

**2. Academics:** Institution to manage student academics using suitable ERP solution with real time communication with parents about Student Progress.

**3. Internal & External Examinations:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. has to be done in online manner. Utmost secrecy and confidentiality need to be maintained while handling examination-related work. Examination coordinator needs to supervise the entire process of examination under the guidance of the principal of the college. Regular updates of Students Internal

Performance to be maintained and communicated to the parents.


**4. Communication:** Regular updates about student to be communicated with respect to student on fees, college notice updates & other academic matters.

**5. Finance & Accounts:** For ease of maintaining accounts & finance suitable Accounting & Finance Software package to be implemented.

**6. Placements:** Placement to maintain student info & provide access to placement information on their fingertips.

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik

## **Annual E-Governance Report for Academic Year 2022-23**

- **Introduction**

Electronic governance (e-governance) has been successfully implemented at Shri.Eknathrao Sahadu Shete Arts Commerce and Science College Deolali Camp Bhagur Nasik with the use of information and communication technologies to enhance communication, transparency, accountability, and cost and time effectiveness.

- **Administration**

Paperless communication has been embraced by the institute, utilizing an online mode of communication for staff through What's App Groups of Staff And Students for Providing Important Information And To facilitate efficient communication of important information a dedicated what's App Group has been established for sharing IMP announcements, and notices to all employees and Students.

**Following are some of the Software's used for administration purpose by the institution:**

- **Biometric Attendance System:**

A Biometric attendance system has been implemented by the institute that is compulsory for all staff members. The institute also maintains a staff attendance portal to record and manage all types of leave records, ensuring accurate and efficient attendance tracking.

- **Salary Processing:**

All staff salaries are processed through NEFT/RTGS.

- **Finance & Accounts**

As a vital component of thee –governance concept, major financial transactions at the institute have become cashless. Various important activities carried out digitally include.

- **Students Feed Back Survey:**

An online student, parent's feedback survey using Google for Misconduct by the institute to assess the level of satisfaction among various stakeholders with respect to the institution, teachers, and ambience and so on.

- **Cashless Transactions for Scholarships and Purchasing:**

The institute ensures transparency and financial accountability by executing all scholarship payments and purchasing transactions cashless.

- **Students Admission and Support**

To streamline the student's admission process and manage admission inquiries, the institute's website provides information about admission rules and schedules. Online fee payment, and other admission formalities are conducted through the institute website. Counseling of students is also facilitated. Well-equipped computer laboratories for Students.

- **Vriddhi Software for Fee Payment Tracking:**

Tally Prime Gold ERP software is used to track fees payment of every student. It includes functions such as fee collection, receipt generation, and financial reporting.

- **Examination Forms**

The institute has a fully computerized exam cell that conducts exams, maintains curricula, and publishes results online for different courses/programs. The features of the digital examination system include:

- **Exam Updates and Time Tables:**

Students access the institute website to receive updates about examination dates and time tables.

- **What's Apps Notifications for Examination Rules**

Whatsapp notifications are sent to students regarding examination rules and regulations.

- **Results Declaration and Mark Sheet Availability:**

Exam results Used to declared online on University Website and students can know their performance online



## Conclusion

The e-governance technology implemented at Shri. Eknathrao Sahadu Shete Arts, Commerce and Science Senior College Deolali Camp Nashik have proven to be accurate, cost-effective, and transparent. The adoption of various software applications like Vriddhi for student fee payment for library management, Google Docs Sheets /MS-Excel for exam mark list generation and generation of examination mark sheet which is out sourced has significantly enhanced the working system of the institution, promoting efficient administration and improving overall performance.

  
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Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik

# **Policy Document On E-Governance**

# **Policy Document on E-governance**

## **1. Introduction**

Shri Eknathrao Sahadu Shete Arts Commerce and Science College Deolali Camp Bhagur Nasik Recognizes the importance of electronic governance (E-governance) as a means to enhance communication, transparency, accountability, and efficiency across various administrative processes this policy document outlines the principles, guidelines, and procedures for the effective implementation and management of e-governance practices at the institution

## **2. Objectives**

The primary objectives of this e-governance policy are as follows:

- To promote the use of information and communication technologies to improve administrative efficiency, transparency, and accountability.
- To streamline various administrative processes and reduce manual intervention, leading to cost and time effectiveness.
- To ensure accurate and timely communication with all stakeholders, including staff, students, parents, and alumni.
- To foster a culture of digital literacy among staff and students.
- To enhance the overall performance and reputation of the institution through efficient governance practices.

## **3. Scope**

This policy applies to all departments, units, and personnel's within the institution Involved in administrative processes and decision-making.

## **4. Key Areas of Implementation**

### **Communication and Administration**

- The use of IT services is mandatory for all staff Members for official communication
- A dedicated what's App Groups Shall be established for sharing important orders, directions, announcements, and notices to all employees.

### **Event Management**

- A software application utilized to track and manage all events conducted by different departments and also the attendance record of the students.

### **Attendance and Leave Management**

- A biometric attendance system is compulsory for all staff members to ensure accurate attendance tracking.
- The staff attendance portal shall be used to record and manage all types of leave records.

### **Finance and Accounts**

- A major financial transaction conducts cashless including online salary payments, scholarships, and purchasing all material required for the college.

### **Student Support and Admission**

- The institute website provides information about admission rules, schedules, and online admission and fee payment details.
- Student counseling shall be facilitated through digital channels.

### **Computer Literacy and Infrastructure**

- Regular computer awareness programs are get organized for students to enhance their digital literacy.
- Well-equipped computer laboratories shall be maintained to support digital learning.

### **Examination System**

- The fully computerized exam cell shall manage exams, curricular and results.
- Exam updates, time tables, and result declarations shall be communicated through the institute website and what's App notifications

### **CCTV Surveillance**

- Technology has made it possible to monitor all the cameras, even from a remote computer or mobile. Besides, the CCTV security cameras offer the perk of viewing the live video on all the different cameras in a single window, ensuring that all cameras record the output.
- Improved Employee Productivity CCTV camera installed makes employees work harder as they are being watched closely.
- CCTV cameras would not only help prevent such incidents and offer a safe place to employees

but also confirm the occurrence of any such event. This enables filing any lawsuit and taking disciplinary action against the culprit.

## 5. Responsibilities

- The Principal and Senior Administrative Staff shall oversee the implementation and adherence To this policy
- Heads of departments ensures their respective units comply with e-governance guidelines.

## 6. Monitoring and Review

- The effectiveness of e-governance practices will be regularly monitored and reviewed by the e-governance committee.
- Feedback from stakeholders shall be collected and used to improve e-governance processes.

## 7. Conclusion

This e-governance policy underscores SESS AEC College's commitment to embracing technological advancements to enhance administrative efficiency, transparency, and accountability. By adhering to the guidelines outlined in this policy document, and it aims to provide a stream lined and effective governance structure that benefits all stakeholders.

This policy document is effective from the Date of approval.

Date of Approval: 01/08/2023

  
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Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik

## The E-Governance Committee

Sr. No.	Name of Members	Designation
1	Prof. Bharat Suresh Spakale	Principal
2	Shri Jitendra Panditrao Bhavsar	Management Representative
3	Dr. Bhagawan Sheshrao Deshmukh	CDC Member
4	Dr. Manoj Ramesh Gaware	CDC Member
5	Ass. Prof. Ashwini Ekanath Thakare	HOD Commerce Dept.
6	Ass. Prof. Prajakta Ashok Joshi	HOD Arts Dept.
7	Ass. Prof. Poonam Subhash Magar	HOD science Dept.
8	Dr. Santosh Dattatray Bodake	HOD History Dept.
9	Prof. Mrityunjay Dinesh Kapse	HOD Marathi Dept.
10	Dr. Raju Sudam Sanap	HOD Politics Dept.

  
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 Art's Comm. & Sci. Senior College,  
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**Vriddhi Software Solutions Pvt. Ltd.**  
A Brilliant Software for School and College Management

## Quotation

312/2c, Sandesh Cinemax Road  
Malegaon (Nashik), MH 423203 India  
(942) 302-7920

DATE 31-12-2024

**Quotation For:**

Quotation valid until: 28-01-2025

**Principal I/C**

Shri Eknathrao Sahadu Shete Arts, Commerce & Science Senior College  
Survey No 306, Barnes School Road  
A/p Deolali Camp  
Deolali Camp, Dist. Nashik, MH 422401 India

Thank you for your interest in Vriddhi ERP Solution. Please refer below for the Quotation of our services.

### Vriddhi Campus ERP License Purchase (One-Time Purchase)

QUANTITY	DESCRIPTION	UNIT PRICE	GST*	LIST PRICE
1	Vriddhi Campus ERP - Campus Management for complete student lifecycle and administrative work	₹ 70,000.00	18.00%	₹ 70,000.00
SUBTOTAL				₹ 70,000.00
Other				₹ 0.00
GST Amount				₹ 12,600.00
TOTAL				₹ 82,600.00

### Vriddhi Annual Maintenance Contract

QUANTITY	DESCRIPTION	UNIT PRICE	GST*	LIST PRICE
1	Annual Maintenance Charge (Applicable only from 2nd year)	₹ 13,000.00	18.00%	₹ 13,000.00
SUBTOTAL				₹ 13,000.00
Other				₹ 0.00
GST Amount				₹ 2,340.00
TOTAL				₹ 15,340.00

### Vriddhi Online Services (Collected from Students Directly)

QUANTITY	DESCRIPTION	UNIT PRICE	GST*	NET PRICE
1	Vriddhi Online Portal for Online Admission and LMS (per student per year)**	₹ 65.00	0.00%	₹ 65.00
1	Vriddhi Online Merit Form system (per student per form) - Optional	₹ 30.00	18.00%	₹ 35.40
1	Vriddhi Online Exam (per student per exam) (post-admission) - Optional	₹ 12.00	18.00%	₹ 14.16
1	Vriddhi Online CET (per student per year) (pre-admission) - Optional	₹ 75.00	18.00%	₹ 88.50

Best Regards,  
Team Vriddhi

If you have any questions concerning this quotation, contact Jitendra Lad, 9423027920, jitendra@vriddhisoftware.com

**THANK YOU FOR YOUR BUSINESS!**

Vriddhi ERP Solution is free for schools within the same trust but Vriddhi Annual Maintenance Contract will be applicable from 1st year of usage for them.

\*GST is subject to change as per the Government regulations. GST for online admission for FY 2024-25 is waived off. We will round off GST charges vide Section 170 of CGST, 2017 Act to the nearest Rupee.

\*\*Vriddhi Online Portal for Online Admission and LMS is required to operate the full version of Vriddhi Campus ERP

**ROHIT  
UPENDRA  
LAD**

Digitally signed  
by ROHIT  
UPENDRA LAD  
Date: 2024.12.31  
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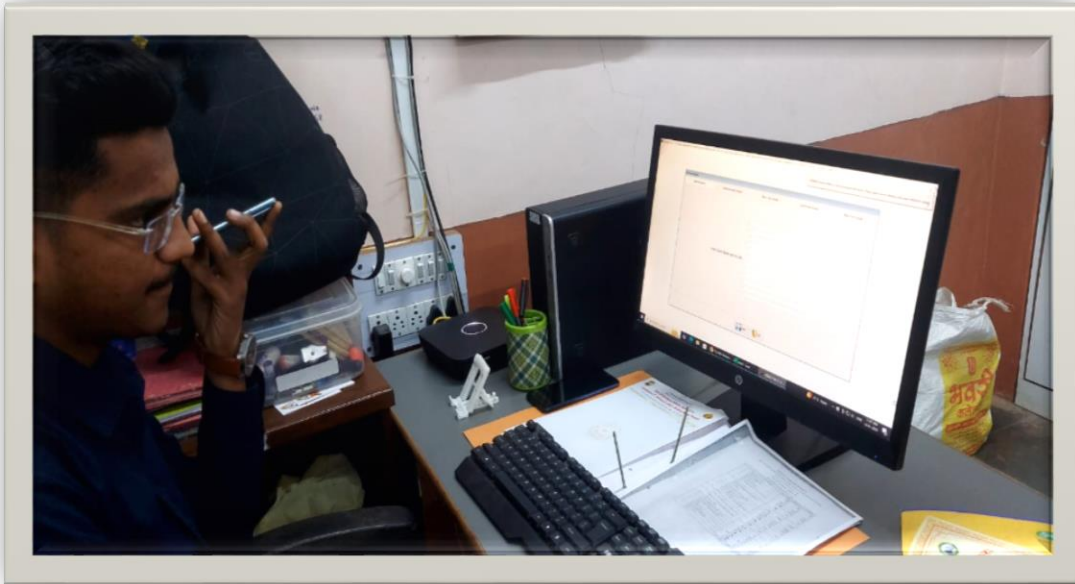
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E-mail: [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com) COLLEGE ID: PU/AN/ACS/181/201 Ph.No.0253-4032579

**VRIDHHI SOFTWARE INSTALATRION PROCESS**



  
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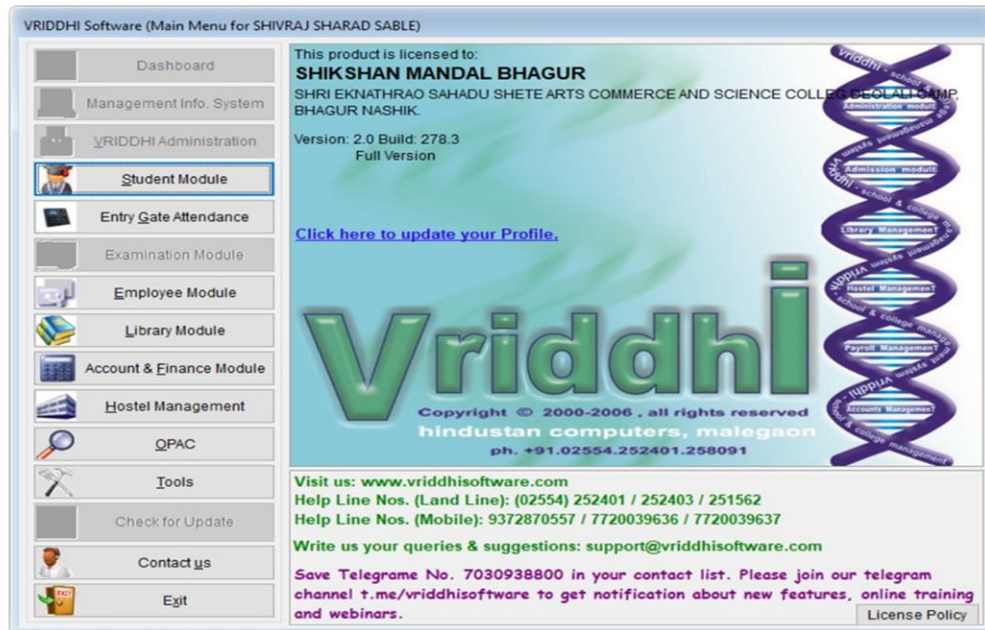
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E-mail: [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

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## Vriddhi Office Software



  
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# The Vriddhi Software Window


Fee Head Master

BankAccounts	Admission Fee Heads	Misc. Fee Heads	Exam Fee Heads	Other Fee Heads
Enter Bank Name with A/c No.				
MAHARASHTRA GRAMIN BANK 27492				
MAHARASHTRA GRAMIN BANK 14828				
MAHARASHTRA GRAMIN BANK 62287				
***				
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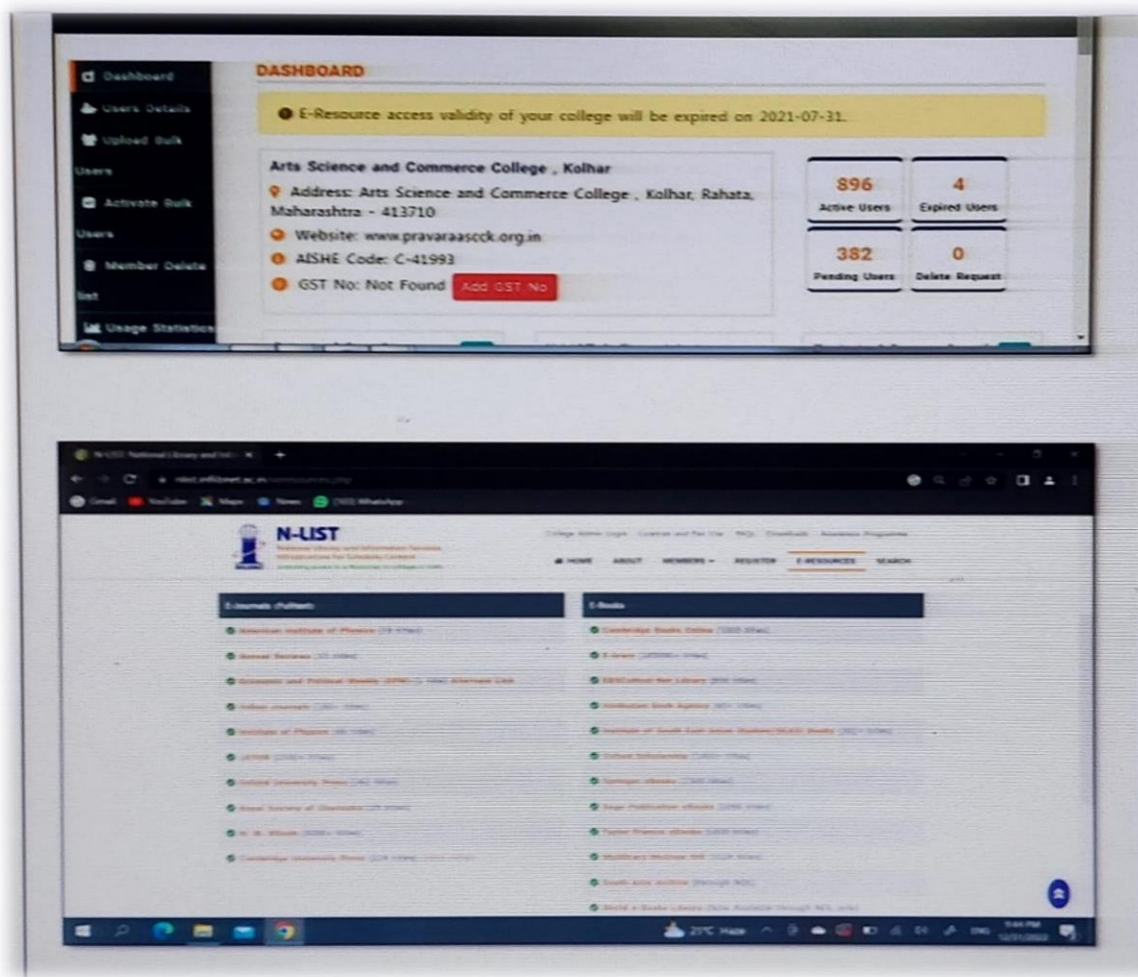
Save Exit

  
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## Admission Procedure Screen Shot



  
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Principal  
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Deolali Camp, Nashik

# Admission Procedure Screen Shot

Admission Without Fee

Main		Records	
Adm. Type	New Std./Confirmed	Adm. Form No.	0
Member ID	0	PRN/Reg. No.	0
Class	F.Y.B.A.	Batch	2024
Name			
Cast Category	EWS	Gender	Male
		D.O.B.	//
		Division Type	NON-GRANT
		Course Branch	(None)
		Fee Category	E.B.C.
		Date	01/06/2024
		Adm. Quota	-

You have configured software to enter admission records without fee. If you don't know what fee category is to be selected, please select 'Paying' by default. It can be changed during issue receipt procedure from 'Issue Admission Fee Receipt' menu.




Roll No./Class Division 0

  
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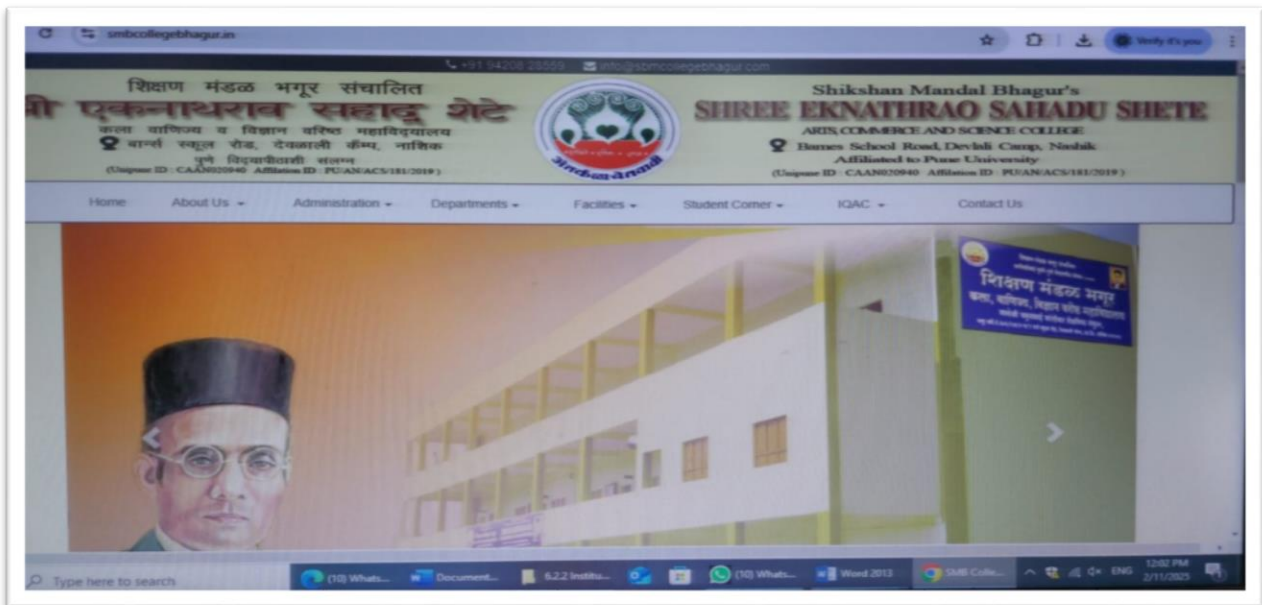
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Ph.No.0253-4032579


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Deolali Camp, Nashik – 422101**

**College Website**

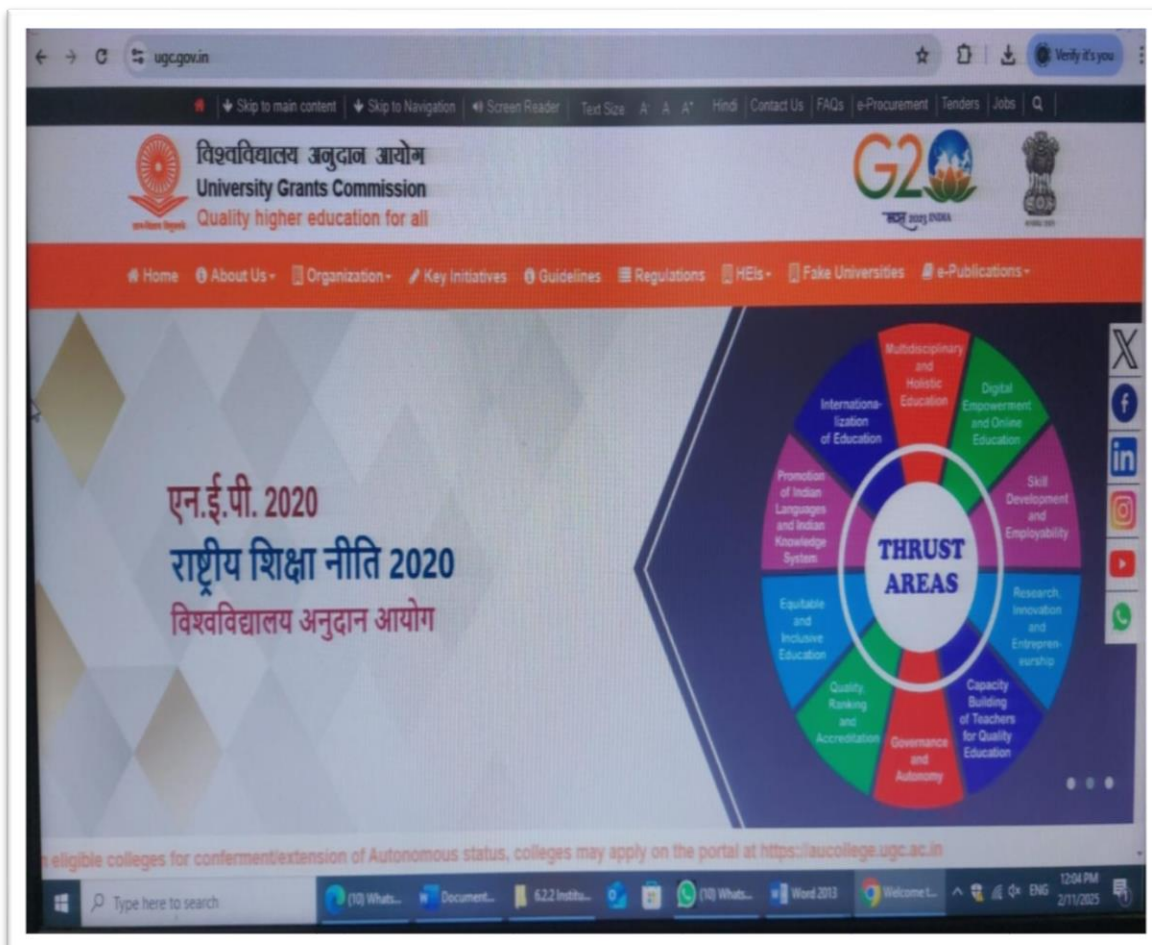


  
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## Using UGC WEBSITE



  
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