

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.2 Institution implements e-governance in its operations

- 1. Administration including complaint management
- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examinations



GOPIKABAI SITARAM GAWANDE MAHAVIDYALAYA

Umarkhed Dist. Yavatmal 445206 (Affiliated to Sant Gadge Baba Amravati University Amravati) NAAC Reaccredited (3rd Cycle) Grade B⁺⁺ CGPA 2.79

Appendix I



Yavatmal Zilla Akhil Kunbi Samaj Dwara Sanchalit Gopikabai Sitaram Gawande Mahavidyalaya, Umarkhe Dist:Yavatmal Pin Code: 445206 Arts - Commerce Science & M.C.V.C.

Dr. M.B.Kadam M.Com. Ph.D. Principal

gsgcollege1966@gmail.com www.gsgcollege.edu.in Ref.No. Date:

Certificate

The data, information, photos available in this file are verified and found correct to the best of the knowledge of IQAC.

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6.2.2 Institution implements e-governance in its operations

- 1. Administration including complaint management
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- 3. Student Admission and Support
- 4. Examinations

Screen shots of user interfaces of each module reflecting the name of the HEI

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eCollege Software : Daily Collection Report



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Appendix II

6.2.2 Institution implements e-governance in its operations

- 1. Administration including complaint management
- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examinations

Annual e-governance report approved by the Governing Council/Board of Management/ Syndicate Policy document on e-governance

Yavatmal Zilha Akhil Kunbi Samaj Dwara Sanchalit

Gopikabai Sitaram Sitaram Gawande Mahavidyalaya, Umarkhed. Dist. Yavatmal (M.S.) <u>Annual E-governance Report</u>

The College administration has adopted to implement E-governance for cost effective and enhanced organizational services to stake holders. Institutional IT Advisory Committee review and perform the need base assessment and made recommendations to strengthen upgradation and maintenance of IT/ICT infrastructure for effective implementation of e-Governance in the institute. The Principal, IQAC coordinator review the various issues related to the implementation of e-governance system. The suggestion from participative faculty, Library staff and administrative staff were discussed in the meeting.

E-governance is in place with the related modules of ERP in terms of planning by maintaining transparency in admission process by sharing information to the stakeholders through ERP and website. Efforts, in following areas, are taken so far in implementation of e-governance

1. Website:

Following are the organizational assignments conducted through online mode.

- 1. The Website Content development Committee review the web-pages and update the information on institutional website <u>www.gsgcollege.edu.in</u>.
- The Head of the department, faculty members are given credential to access web pages and update the departmental information, faculty profile/research and econtents.
- All the staff of the college use official e-mail id generated from IT services of the college. Constituents of Governing council, IQAC and various committees are made available on the website for stakeholders.
- Students exclusively use email ID generated from IT services of the college. These
 emails are mandatory to join Google-Class and to access study material from web
 site.



- 5. Computer awareness programs are conducted regularly for teachers and students.
- Dedicated WhatsApp Groups have been created in each academic department for orders, information, direction sharing and discussion on a common platform.

2. Admission and Support System:

For smooth functioning of the admission process and tracking of the admission enquiries we have:

1.Online college software where students' data is entered and all the student's queries are handled at one place. Thus, we get all the information of a student in one place. This software also helps to get a bonafide certificate as well as the leaving certificates to the students.

2. Online admission and support activities include registration, disclosure of admission rules/schedule on the college website. Verification of documents, payment of fees & other admission formalities, and counseling of the students are done on offline mode.

3. Disclosure of students-centric information is available on website. Regular conduction of computer awareness programs is carried out for students.

4 For Enrollment of First Year/fresh students and filling examination form the University ERP system is used. The faculty, administrative staff and IT service section help students to complete the task.

5 Special session/ workshop for students has been conducted on creation of ABC -ID, use of email, Google Class etc.

3. Administration and Finance:

The implementation of e-Governance in Finance and accounting is in progress. The daily fee collection report is generated through software. Most of the financial transactions are cashless in tune with the Govt policy. Few important activities carried out digitally are as follows:

 The salaries of employees including remunerations of examinations are paid online through NEFT/RTGS.



- To maintain transparency and financial accountability in the system, the payment of scholarships and all purchasing transactions are necessarily executed in cashless mode.
- 3. The biometric attendance system is in place for faculty and staff. The reports are generated at the end of the month.
- e-DTR software is in place to generate and monitor daily Teaching Report(DTR) of individual faculty.
- 5. The concept of E-Dairy is being developed and implemented partially.

4. Library:

College library is fully automated. All operations of library such as book issuance, return, cataloguing, counting is done through software's such as SOFTFEAT, OPAC. Library has also subscribed to E-Resources such as N-List, E-Shodhsindhu, Shodhganga and Inflibnet. Faculty, staff and students' attendance in the library is monitored with User Tracking System. The students use QR code to access the syllabus and University question papers.

ICT infrastructure of the College:

College frequently updates its IT infrastructure. It is done on the basis of availability of funds. It ensures that there is sufficient number of computers for academic purposes. College has policy to provide every necessary IT infrastructure to all departments in the college. The IT infrastructure of the college is regularly maintained by appointing local agencies and persons when need be.

The IT advisory committee is constituted to monitor and recommend IT infrastructure on campus. The additional Internet line (40Mbps) is installed to enhance internet facility.

Date: 30/06/2023

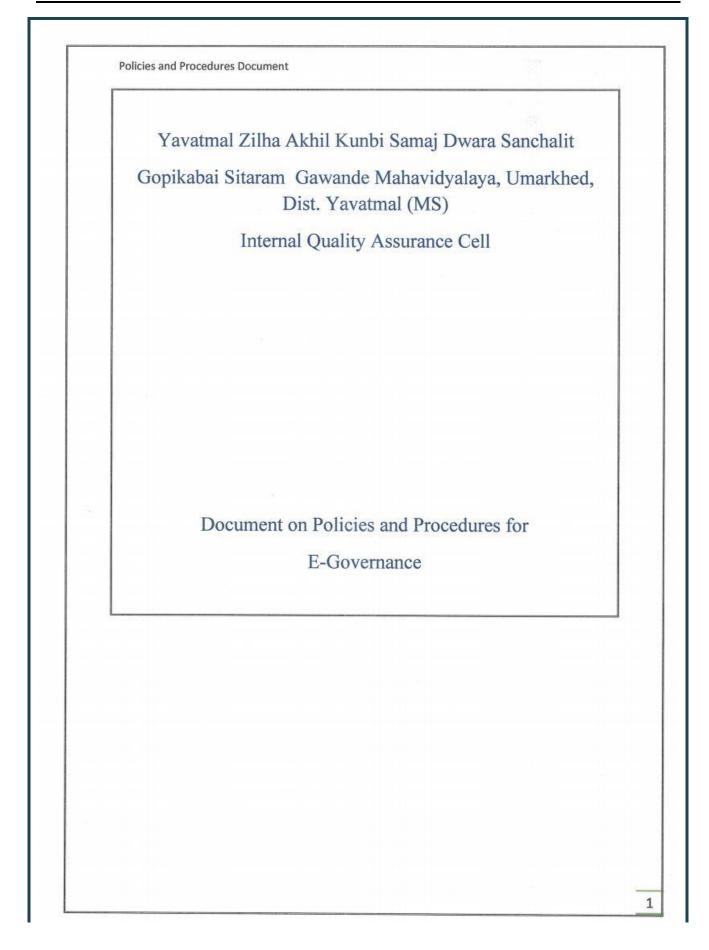
Principal G.S.G, College, Umarkhed Principal G.S.Gawande College, Umarkhed Dist.Yavatmal.





Secretary Vavaimai Zilla Akhli Kunbi Samaj, Yavatmal.







Yavatmal Zilla Akhil Kunbi Samaj Dwara Sanchalit

Gopikabai Sitaram Gawande Mahavidyalaya, Umarkhed

Dist:-Yavatmal Pin Code – 445206 Arts – Commerce – Science & M.C.V.C.

Dr. S. .Vadrabade M.Sc. Ph.D. Principal

NAAC Accredited' "B++" grade gsgcollege1966@gmail.com www.gsgcollege.edu.in Ref.No. Date:

E- Governance Policy

Title:

This policy is entitled as 'Implementation and operation of E-governance' in the institute. The policy is framed to provide a simpler and efficient system of e-governance within the institution.

Scope:

The policy is design with the prime focus on the implementation and use of Egovernance in academic, administrative, Library and Student Support services for enhanced governance system for all stake holders. The scope of this policy extends to website, General Administration, Student Admission, Attendance (of faculty and staff), Academics, Library, enrollment and examination and campus management

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- 3. To achieve and create a paperless environment in the college.
- 4. To provide easy and quick access to information.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Projectors, etc.



- 6. To establish a fully automated Library.
- 7. To make campus Wi-Fi enabled.
- 8. To use social media platform for showcasing college activities.

Procedure and Practice:

The College decides to make the following policies and procedure to implement e-governance in all aspects of functioning like library, accounts, admissions, administration, academics, etc.

Website:

The website will act as an information center which will reflect about the college. Academic calendar, all its activities, important notices, courses offered, etc. for this purpose:

- 1. A separate service provider/web designer will be appointed by the college.
- Training will be given to the administrative and teaching staff to make important updates on the website.
- A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis.
- The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.
- All the important notifications have to go live on the website as and when they are released.
- 6. The feedback links/Alumni registration link shall be available on website.
- 7. Institutional website: http://www.gsgcollege.edu.in
- The dynamic website shall provide HODs and faculty to update departmental web pages.

Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as stated by the



06

State Government and SGBAU, Amravati. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the institute.

The institute shall insure the safety of data of registered students and shall be available to concerned faculty only.

At the time of confirm admission, system generated Student ID, email ID and institutional ID card with QR is to be provided.

Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will augment e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources.

The Library to install fully automated software which should have an easy to use- Graphical User Interface, unicode support with multilingual search and export facility for most reports.

- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- Librarian shall frame rules/terms and conditions for the use of computers and internet by students.



- The library shall monitor students' attendance by installing user tracking system.
- Innovative e- services shall be introduced as per the requirement of students.

Administration:

- The institutional Email IDs are provided to all the faculty members, nonteaching and administrative staff for exchange of information/Notices/Circulars etc. All communications from /to office are made through institutional email-ID's.
- Bio-metric device should be used to record faculty and non-teaching staff's entry and exit time.
- MIS should be used to monitor the above mentioned entry and exit time and to generate report as and when required.
- 4. Administrative office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- 6. Students must be able to obtain maximum services in online mode.
- The college will investigate opportunities to automate some of its functions related to administration.
- 8. Administrative staff to be provided with adequate training and development to keep them abreast with the new technology.

Academics:

- 1. Faculty shall use e-DTR submit Daily teaching report and write e-Dairy.
- Faculty shall create separate Google class using email generated by institute.
- To join Google class and access e-material student shall use email- ID's provided by college only.





- 4. Institute/Faculty should use Google sheet, Google Forms and ERP online platforms for collecting information from faculty/students.
- 5. The training session(s) on first time login in to email and joining class room shall be arranged by the faculty.
- 6. For communication and circulation of information, Whatsapp group shall be created for each class and administered by faculty only.
- 7. The institute shall establish Lecture Recording facility to create e- content for students.

Examination:

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

For enrolment, filling examination form and uploading internal assessment marks ERP/ University portal shall be used. The principal shall appoint a technical trained person to handle this process.

For all internal exam conducted by the college software's shall be installed for attendance, mark entry, display of grades and record keeping.

Campus Management:

The entire campus shall be covered under CCTV surveillance. For that the management and principal shall procure the facility as per the requirement. The facility shall be used to monitor the activities on campus.

The Principal shall be authorised person to control the system.

Responsibility with: IQAC and all departments

Date of creation: August 2019

Approved by:

G.S.G. College Umarkhed Principal

G.S.Gawande College, Umarkhed Dist.Yavatmal



Yavatmal Zilla Akhil Kunbi Samej, Yavatmal.



09

Appendix III

6.2.2 Institution implements e-governance in its operations

- 1. Administration including complaint management
- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examinations

Institutional expenditure statements for the budget heads of e-governance implementation ERP Document

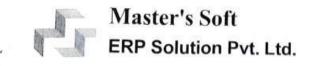
S MasterSoft ERP Solutions Pvt.Ltd. Accelerating education	E9 1456-A, New Nandanvan, Nagpur - 440009 MS India Phone - 0712-2710900, 2710909 Fax : 0712 - 2713710 Email: sales@iitms.co.in Web Site : www.iitms.co.in
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Ref :287

Sub : Renewal / Start of AMC for MIS session 18-19

Gopikabai Sitaram Gawande Mahavidyalaya,Umerkhed

Respected Sir,

To,

The Principal

Greetings. We are pleased to inform that - Master Soft has successfully launched on-line fees payment Portal and Cloud based College Management System and is being offered at concessional rates to existing MasterSoft Clients. Kindly contact us for the same. I thank you very much for using our following packages.

- College Management System
- Library Management System .

For further un-interrupted service support for session 18-19, we humbly request you to kindly start / re-new Annual Technical Support for Session 18-19, in which we will extend following services.

- Free upgrades except change in technology.
 Service support on phone / online.
- Free training at Nagpur office
- On site Call & Backup

The total Annual Service Support charges for the session 18-19, are Rs.25,370/-Including GST. So kindly release the total amount of Rs.25,370/- at the earliest in favour of "MasterSoft ERP Solutions Pvt. Ltd." payable at Nagpur or deposit on-line in our account of SBI. On Line Payment Details are:

Mastersoft ERP Solutions Pvt. Ltd. State Bank of India, Nandanvan, Nagpur (A/c. No. 34979484917) IFS code: SBIN0011144 Pan No (AAJCM7667D)

For online payment & Cloud ERP please contact us immediately. Thanking you & assuring the best services.

Yours Sincerely

(Ashok Rehpade) Maintenance Manager Maintenance #888888-3406, 888888-3407, Ashok# 830 883 1036, 0712-2742838, 2742839 EPBX : 27137-05/ 06 /07 Fax. : - 0712-2713710 support.iitms@gmail.com , support@litms.co.in



GRP Solutions Pvt.Ltd.	1456-A, New Nandanvan, Nagpur - 440009 MS India Phone - 0712-2710900, 2710909 Fax : 0712 - 2713710 Email: sales@iitms.co.in Web Site : www.iitms.co.in
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To, The Principal

Gopikabai Sitaram Gawande Mahavidyalaya,Umerkhed

01.02.2018 IMPORTANT & URGENT Ref :287

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 On site Call & Rackup
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(Ashok Rehpade) Maintenance Manager Maintenance #888888-3406, 888888-3407, Ashok# 830 883 1036, 0712- 2742838, 2742839 EPBX : 27137-05/ 06 /07 Fax. : - 0712-2713710 support.iitms@gmail.com , support@litms.co.in



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F16 Market Committee Complex, Pusad road, UMARKHED.

To,

The Principal

G.S.G. College Umarkhed.

Subject : Annual Maintenance cost of college website and renewal of contract.

Respected sir,

With reference to above subject, we have developed college website and updating its content. The revision of contract is due in Jan 2019. The terms and conditions of AMC shall be as follows

- 1. The institute shall submit content only through e-mail (tawde@gsgcollege.edu.in)
 - a. Images : .jpg / .png format with appropriate resolution
 - b. Text: .docx (MS-WORD)
 - c. To download : .pdf
- 2. The received content will be uploaded within 24Hr after receipt.
- 3. The admin panel will be given to update news and events
- 4. Minor changes in design of website (if required), will be done once in a year.
- 5. The contract period valid from 1st JAN to 31st DEC of each year.
- 6. The AMC amount shall be Rs.5000/-+GST(if Applicable)

Approved & Signed

Date: 21/12/2018

ande

For SoftFeat Technologies

27/12/18

Principal G.S.G. College Umarkhed.

www.softfeat.com | support@softfeat.com | 09860075017





We are offering a complete College management system in the form of E-College, as our objective is catering the automation needs of the educational activities of the Colleges. We deliver a complete Software that has all the features required to manage a college and it keeps almost all the information which is necessary for the College. It also has flexibility to customize according to the actual process of any College. Our E-College system is Offline as well as cloudbased College software so College would not need to face any difficulties like internet, server, etc... issues while working in their college.

Features about Software:





Quotation

Seffeat TECHNOLOGIES

F16, Cotton Market Complex, Pusad Road Umarkhed, Phone : 09860075017 Website : www.softfeat.com

To

Date : 29 Feb 2020

Principal G.S.Gawande Mahavidyalaya Umarkhed.

Subject : Quotation for CollegeTech Software

Dear Sir

With reference to above reference, we are quoting our CollegeTech Software. We undertake, if our Quotation is accepted, we ensure you that, not only College Administrative office work will be easily manageable through our software, but also teaching faculty and students will get regular updates happening in administrative office work which are concern to teaching faculty and students.

Particulars	Rate	Qty	Amount
CollegeTech Software	72000	1	72000
AMC of CollegeTech Software per Year 1 April to 31 March	11000	1	11500
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Note:

- 1. Service will be free till 1 year from installation. -
- 2. Service will be provided through remote access. -
- 3. 2 Training sessions -
- 4. This quotation is valid for 1 month from date of quote

Thank You!

Santosh Tawdeg oftFeat Umarkhed.



Principal G.S.Gawande College, Umarkhed Dist.Yavatmal.



Purchase Order

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maintenance from January to December of each year. Please find attached





F16 Chatrapati Shivaji Maharaj Cotton Market Complex, Pusad Road UMARKHED.

То

Date 03 Jan 2020

42

Principal

G.S.Gawande Mahavidyalaya, Umarkhed.

Subject : Application of Website Maintenance annual payment.

Respected Sir,

With reference to above subject, As per contract of website maintenance from January to December of each year. Please find attached copy of contract letter and sanction payment of Rs. 5000/- to continue website maintenance.

Thanks

Fandle

For SoftFeat Technologies

Approve Rs 50001-As per contract MWadrabed



24

Softfeat TECHNOLOGIES

F16 Market Committee Complex, Pusad road, UMARKHED.

To,

The Principal

G.S.G. College Umarkhed.

Subject : Annual Maintenance cost of college website and renewal of contract.

Respected sir,

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Approved & Signed

Date: 21/12/2018

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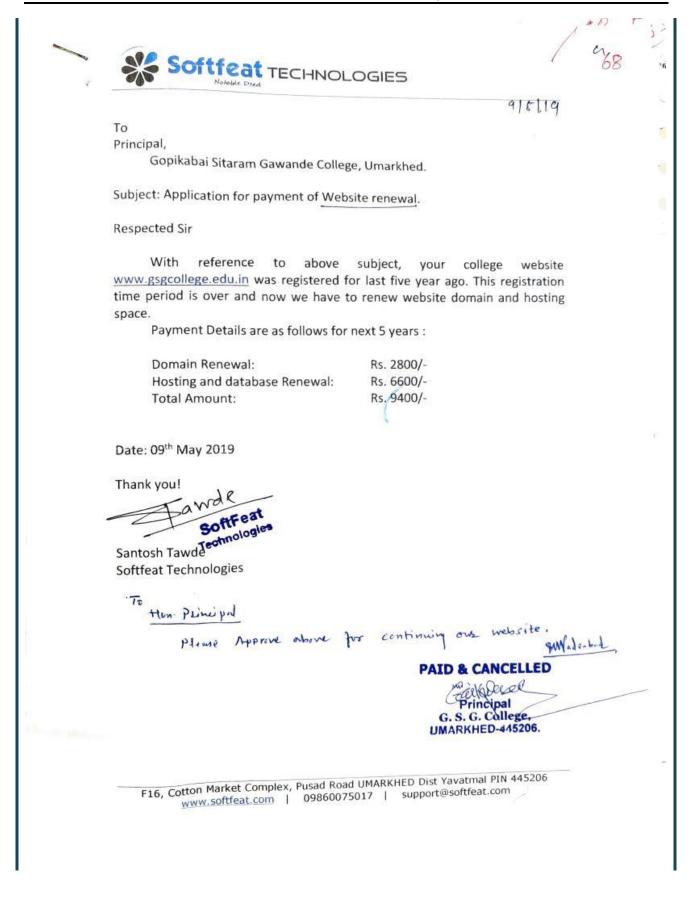
For SoftFeat Technologies

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Principal G.S.G. College Umarkhed.

www.softfeat.com | support@softfeat.com | 09860075017







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F16, Cotton Market Complex, Pusad Road, Umarkhed 445206

Date 09/01/2020

TO

Principal

G.S.G. College, Umarkhed.

Subject : Application for Renewal of website

Respected Sir,

With reference to above subject. We have to renew annual maintenance of college website www.gsgcollege.edu.in, As It was finalized Rs 5000/year.

Please sanction payment to renew website maintenance. year Jan 2021 to Dec 2021

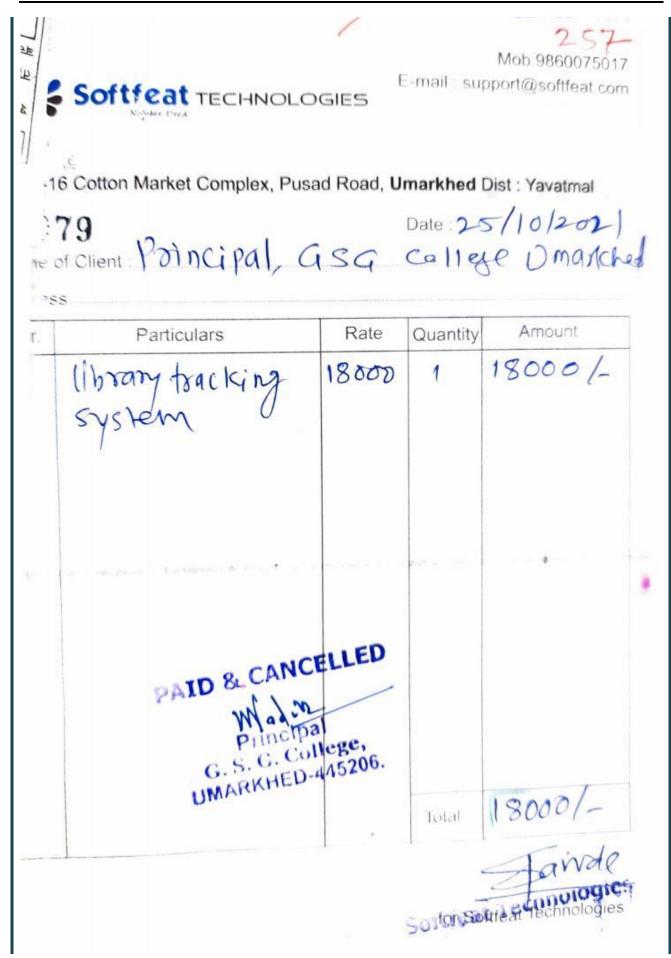
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- 1. Service will be free till 1 year from installation. --2. Service will be provided through remote access.
- 3. 2 Training sessions -

per Year 1 April to 31 March

4. This quotation is valid for 1 month from date of quote

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