Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
Run by Shri Rushiprasad Bahu-uddeshiya shikshan sanstha, wardha

SHRI KALA MAHAVIDYALAYA

विद्या शक्ति समस्तानाम् Anji (Mothi), Tal. Dist. Wardha- 442 103 ☎ (07152) 263011, 263012 E-Mail - shrikalamaha@yahoo.com

Ref: NAAC 2023/ MLD/Cr-6.2.2   Date-21/10/2023

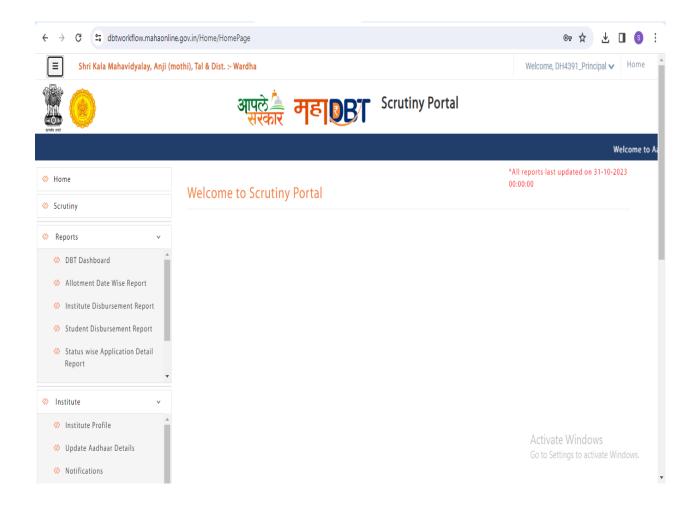| Criteria 6.2.2	*Institution implements e-governance in its operations* 1. **Administration** 2. **Finance and Accounts** 3. **Student Admission and Support** 4. **Examination**
Findings of DVV	1.HEI has not provided any supporting documents for this metric based on that HEI input could be E. None of the above, so HEI is requested to provide required details as per SOP. 2.Please provide Screen shots of user interfaces of each module reflecting the name of the HEI. 3.Please provide Institutional expenditure statements for the heads of e- governance implementation reflected in the audited statement. 4.Please provide Link for ERP Document. 5.Please provide Policy document on e- governance. 6.Please provide year wise Annual e-governance report approved by Governing Council during the last five years. Note: Data for the assessment period only to be considered in this metric.
Response/ Clarification	As per clarification, screenshots of software's used for administration, finance, students admission and examinations are attached **(Appendix I)** E-governance policy documents. **(Appendix II)**

CM. Principal,
Shri Kala Mahavidyalaya
Anji (Mothi), Dist. Wardha

Appendix I

Student Support/Scholarship Portal Maha DBT Portal

Admission Portal

Student Admission & Examination

MIS – AISHE Portal

University Portal for Communication and Academic Audit Data Governance

Examination and Internal Marks Submission Online Portal

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY
Formerly known as Nagpur University

Examination Section Portal

College Name : (685) SHRI KALA MAHAVIDYLAY

Back   Logout

Theory Marks

Select Session
--------Select Session------

Select Faculty
--------Select Faculty-------

Select Exam

Select Subject

Please enter '-1' for absent and '-3' for unfair and '-9' for blank

Save   Print   Print-2

Activate Windows
Go to Settings to activate Windows.

Off. Principal,
Shri Kala Mahavidyalaya
Anji (Mothi), Dist. Wardha

Appendix II

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E-GOVERNANCE POLICY

Scope:

E -governance envisages with the sole vision of enhancing the system of governance for development of the college by leveraging new and cutting edge technologies. The broad areas of e-governance are in the area of examinations, admissions, day to day operations of departments, academics, placements management information systems and stake holder's inclusion in a staged manner. The scope of this policy broadens to the following areas:

· College Administration

· Student Admission

· Examination & Evaluation

· Library Management

· Account & Finance Section

· ICT Infrastructure

· E-waste Management

Objectives

· Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college.

· To achieve and create a paperless environment in the college.

· To making green campus.

· Providing easy access to information

· To maintain the Data on a secure environment.

· Making the institution visible globally

· To provide easy and quick access to information.

· Promoting transparency and accountability in all the functions of the college.

· To make campus Wi-Fi enabled.

· To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.

· Implementation of E-governance in various functioning of the institution

· Achieving efficiency in our functioning

· Facilitating online internal and external communication between various entities of the institution

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Policy:

1. In order to provide simpler and efficient system of governance within the college, it is decided to adopt and implement e-governance in maximum activities of our functioning.

2. 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 including Hostels

3. Academics & Office

4. Communication System

5. Finance & Accounts

6. Library

7. Alumni

8 . Feedback

9. Online Video Lectures and E Content

10. E-Waste Management

E-governance in following areas:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website & Social Media**: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure

2. 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. 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. The website of the college to be continuously updated taking into account the new changes.

2. Student Administration Including Hostels: The College brings out its notice which is displayed on the website as well as on notice board for the admission process. Website (https://shrikalamahavidyalaya.com) has to be used to manage the admissions in the college. Number of students can apply course by registering this website, admission fees is managed through this website only. Students are also required to submit a separate Online Application Form for taking admission to the college.

3. Academics: Admin Staff (Teaching as well as non-teaching Staff) to be provided with adequate training and development to keep them abreast with the new technology in regular intervals.

4. Communication: Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters by uploading notices on website and WhatsApp group made by Professors.

5. Finance & Accounts: For ease of maintaining accounts & Finance suitable Tally ERP Software package to be implemented. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

6. Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more 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. Professors can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. .

· Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus

· In future original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

· Library software provides facilities of search books by different approach of user. Users search a library catalogue principally to locate books and other material available at a library. Users reserve books by this facility.

· E-library is also available for e-books and other literature.

· E-public library is also available. Anyone can read books, magazine and newspapers by clicking on the link

7. Placements: Placement to maintain student info & provide access to placement information on their fingertips by placement cell. All information's related with placement cell is uploaded on website and also circulated in Whatsapp & Telegram Group.

8. Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

9. Feedback: Feedback from students, parents and alumni of our college is taken online. The students can also give feedback to our faculty members.

11. E-Waste Management: Our college ensures that usage of technology and generation of e-waste doesn't impact environment.

I/C, Principal,
Shri Kala Mahavidyalaya
Anji (Mothi), Dist. Wardha