Estd : 1994

Bal Gangadhar Tilak Bahu-uddeshiya Shikshan Sanstha's Nagpur
( Recognized by Govt. of Maharashtra & Affilited To R.T.M. Nagpur University )

# JOTIRAO FULE SAMAJKARYA MAHAVIDYALAYA

Near M.I.D.C. Water Tank, Mohapa Road, Umred, Dist. Nagpur - 441203

E-mail : jfcswu2010@gmail.com/www.jfcswu.org.in
( College Code 383 )

Secretary
Shri. Vilas S. Mamulkar

Officiating Principal
Dr. R. K. Mate
Mob. No. 9850784738

Head off. C/o, Pt. No. 675, Naskare Niwas, Sudampuri, Sakkardara Umred Road, Nagpur - 09

Ref: NAAC 2024/ MLD/Cr-6.2.2 Date-20/05/2024

| | |
|---|---|
| **Criteria 6.2.2** | ***Institution implements e-governance in its operations***<br><br>1. **Administration**<br>2. **Finance and Accounts**<br>3. **Student Admission and Support**<br>4. **Examination** |
| **Findings of DVV** | Kindly provide audited financial statements include institutional spending reports for e-governance leaders, links to the ERP system with screenshots of module interfaces showing the institution's name, an annual e-governance report approved by the Governing Council, and a policy document on e-governance. |
| **Response/ Clarification** | As per clarification, screenshots of software's used for administration, finance, students admission and examinations are attached **(Appendix I)**<br>E-governance report and policy document. **(Appendix II)** |

Officiating Principal
Dr. Raju Kisan Mate
Jotirao Fule Samajkarya Mahavidyalay
Umred, Dist. Nagpur-441203 (MS)

# Appendix I

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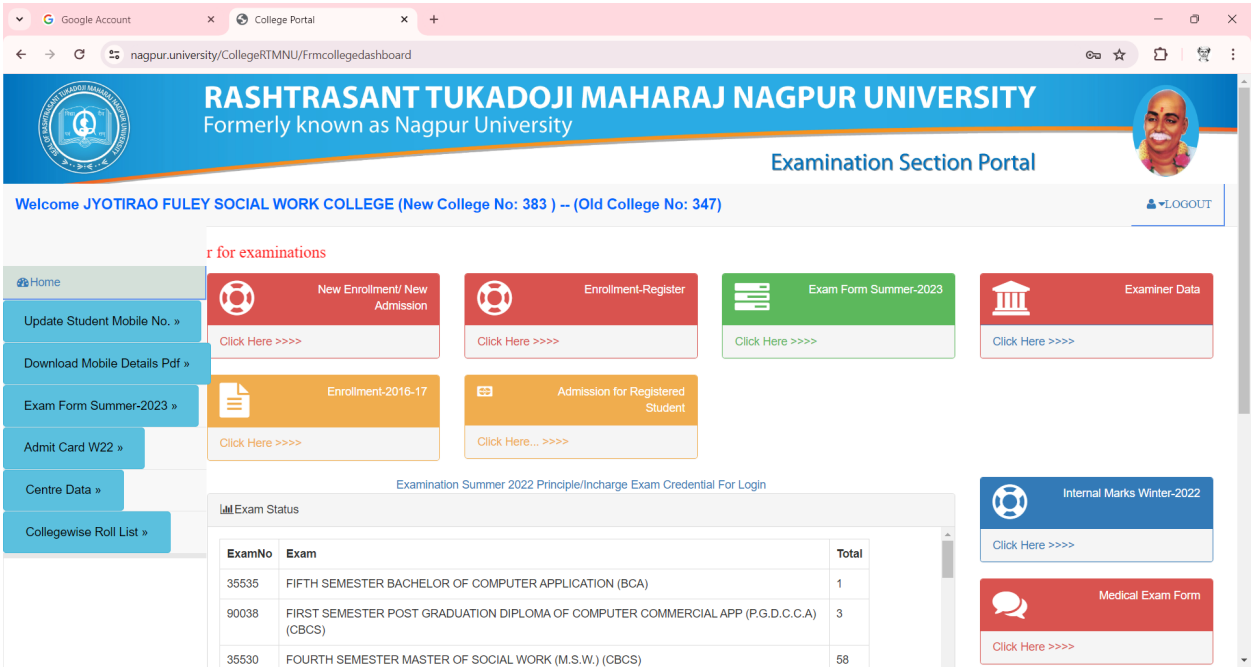
## Student Admission Support & Examination Portal



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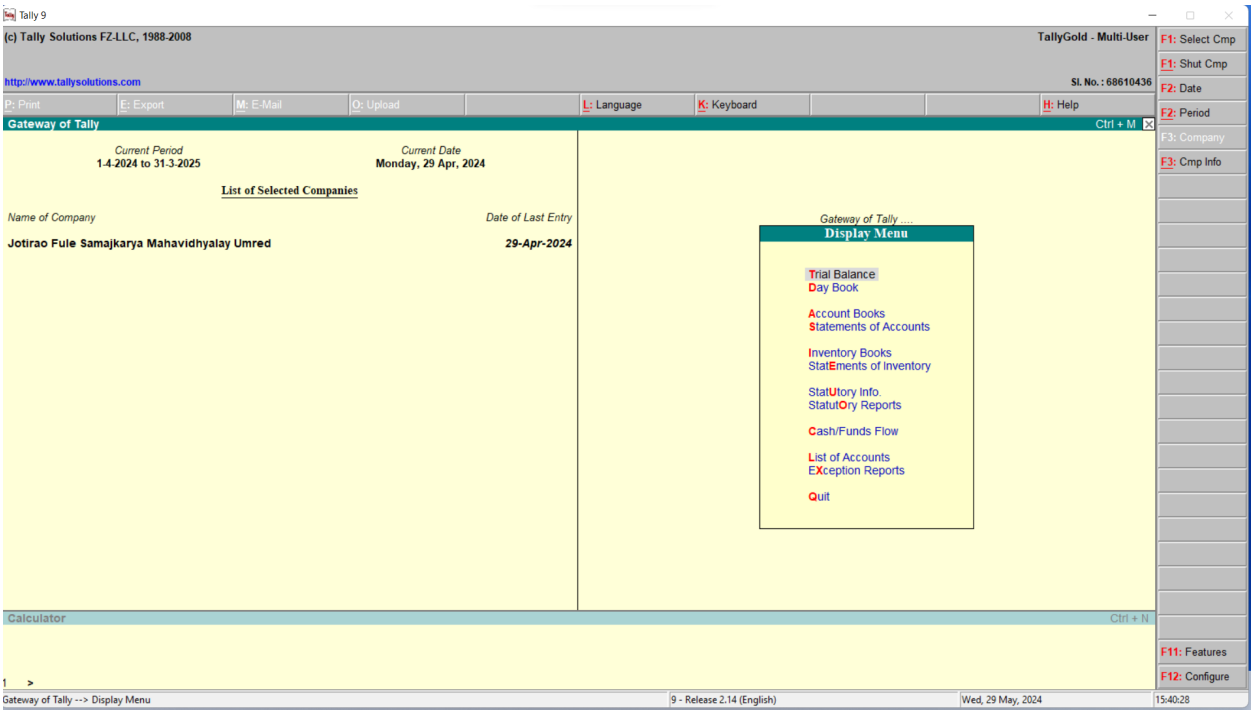
## Finance & Accounting



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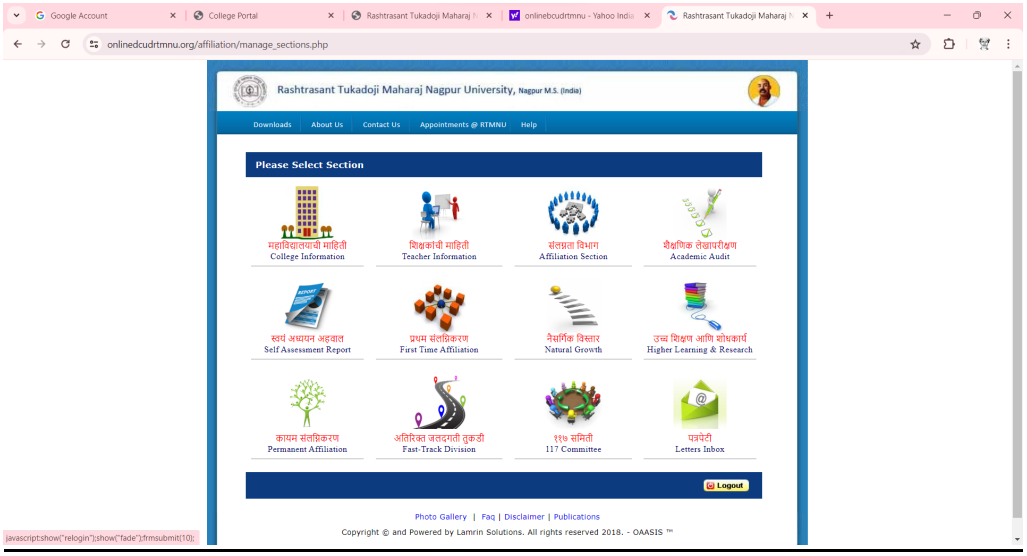
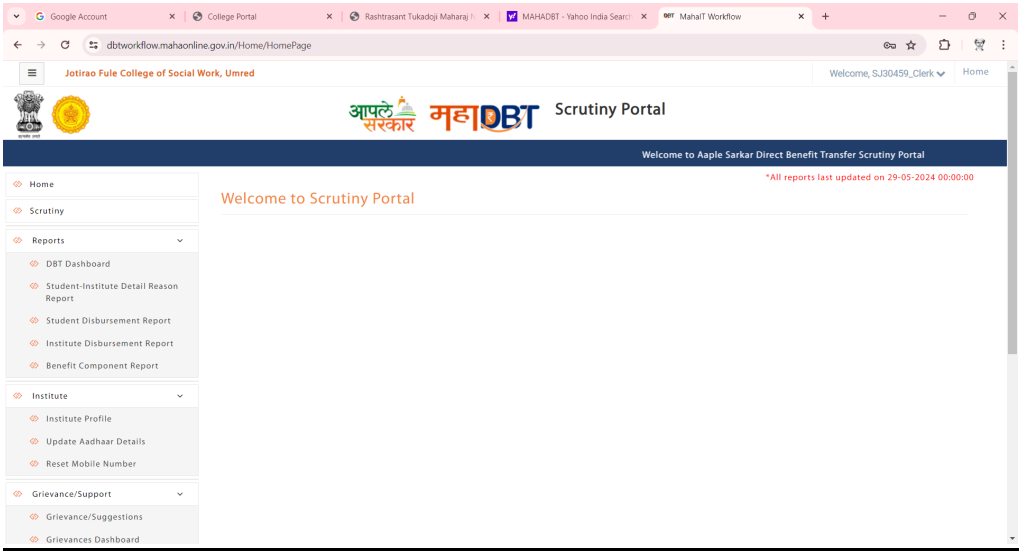
## Administration



# 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

**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. Academics & Office

3. Communication System

4. Finance & Accounts

5. Library

6. Alumni

7. Feedback

8. 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 platform.

**2. Academics & Office:** 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.

**3. Communication System:** 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.

**4. 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.

**5. 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.

**6. 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.

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

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

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