

# MAHATMA GANDHI ARTS, SCIENCE & LATE NASARUDDINBHAI PANJWANI COMMERCE COLLEGE ARMORI

Dist. Gadchiroli (Maharashtra) 441 208

Affiliated to Gondwana University, Gadchiroli.

Re-accredited by NAAC 'A' with 3.24 CGPA (2022)

# ANNUAL QUALITY ASSURANC REPORT (AQAR) 2023-2024

# CRITERION – VI Governance, Leadership and Management

**METRIC NO: ~ 6.2.3** 

**METRIC NAME:** ~ Implementation of e-governance in areas of operation



Web: - mgcollegearmori.ac.in

e-mail: - mgcollege.armori@gmail.com

Phone: - 07137-266558



# MANOHARBHAI SHIKSHAN PRASARAK MANDAL ARMORI'S MAHATMA GANDHI ARTS, SCIENCE & LATE NASARUDDINBHAI PANJWANI COMMERCE COLLEGE



ARMORI Dist. Gadchiroli (M.S.) 441 208 Affiliated to Gondwana University, Gadchiroli Re-accredited by NAAC 'A' with 3.24 CGPA(2022) Web: mgcollegearmori.ac.in

Dr. Lalsingh H. Khalsa Principal & IOAC Chairman Mob. No. 9422153197 E-mail:lalsinghkhalsa@yahoo.com

Dr. Satish, S. Kola **IOAC Coordinator** Mob. 9595982057 E-mail: satish.kolawar@gmail.com

# **Certificate of Verification**

The document herewith is a testimonial of the following specifics;

- AQAR 2023-24
- Criterion -VI (Governance, Leadership and Management)
  - 6.2.3 Metric no. -
- Metric Particular Implementation of e-governance in areas of operation
  - 1. Administration.
  - 2. Finance and Accounts,
  - 3. Student Admission and Support,
  - 4. Examination

It is affirmed that the attached document pertinent to the above cited specifics are duly verified and approved by the IQAC.

Criterion Head

**IOAC** Coordinator

IQAC-Co-ordinator

IOAC Chairman

M.G. Arts, Science & Late N.P. Commerce College ARMORI, Dist. Gadchiroli

# Report of e-Governance Committee 2023-2024

#### **Objectives** -

- To look after the e-Governance of the institution.
- To suggest and implement the various reforms in context to e-Governance of the institution.

#### Committee -

- Dr. P. S. Ganvir (Head)
- Mr. Dhiraj Nimgade (Member)

#### Actions Taken -

The committee consistently looks after the e-Governance through various modes like of ERP software and Mastersoft Cloud Software. The transactions like of leave applications, salary slips, in and out record, etc. of the staff were done through the software. The students fees collection, related reminders, their attendance, library related work, etc. were also executed through the software. Apart from this, the examination work has been performed on the e-portal of the university. Many of the staff has taken the examinations of internal assessment on the inline platforms. The store related work like of purchase, bill generation, etc. was also done on the designated software.

Looking at the requirements, the committee has arranged various meetings as follows.

- Internal meeting on dated 28.07.2023 with major agenda of drafting e-Governance policy.
- 2. With IQAC on dated 02.02.2024 with major agenda of approving e-Governance policy.

#### Outcomes -

- The e-Governance was executed smoothly and firmly.
- A new e-Governance policy has been drafted, approved and implemented from the session 2023-24 onwards.

Dr. P. S. Ganvir (Head)

#### Attachment -

- 1. Proceeding of e-Governance Committee
- 2. Screenshots of e-Governance Interface

Mahatma Gandhi Arts, Science and Late Nasaruddhinbhai Panjwani Commerce College Armori, Dist. – Gadchiroli e-Governance

Head - Dr. P. S. Ganvir

		Hetta Di	. 1. D. Ounten	11
Committee Details	e-Governance (:	Internal meeting	-)	
Date	28 7 23 Time 11.30 ar			Jame and Sign)
Agenda of the	1. Welcoming of the	new committee	M. D. G. Hing	
taken till da	2. Deliberation of	the initiatives		7. 1.
3. Drafting	of e-Grovesmance p	olicy		
4. Any othe	& issue on time.	Q		
•				6
	1. Dr. P.S. Ganvir,			er welkomed
9. Pa. P.C	Himgade as come	estix	sociadias de	of the date
including	amail coexespond	ance with to	SAL. U	
X NU DI	alimenda inaniario	id to Ascute	ix the exec	spective and
objective o	possible function	Accordingly D	r. P.S. Gianvi	& elaborated
obout the	possible function	John Burn	The commot	Lee.
1 Ax. P.	GADVIK LOOME	red to was	T 108 The 50	49/000100005
gwdonce	from 78AL Deg	landing comm	Allies laries	ara roil.
5. On Se	elking the suggest	Tons of 180	AL again ST	Gmail Zorr
-eepondan	10 Inn Siegon	POL POLD DEED	7606660	110000000000000000000000000000000000000
6. Accord	of the commit	ter jointy de	ended to de	aft a poliy
Degulating	Windstational	e. Governance	, within wh	to DX.
Qi- Hingard	ie will look afters	tinanu & 4	ecount. and si	(6 40)
P. S. Gar	0-6-111 +10	1404/	0	a la la a
1. The 980	It should be taken to was devicted.	led to 18.10	on or bejor	04/8/23/08
8. As thes	e were no more	issues the r	neeting was	concluded.
j	80 00000 1 00 d		O	
100				
V	and .	PACIFIC		
Th	and the second	X. C.	4	
M. D.G! +	Lingade.	Head	IQAC Coordinator	Principal
Δtte	ndees Signatures	Dr. P. S. Ganvir	Dr. S. S. Kola	Dr. L. H. Khalsa

Mahatma Gandhi Arts, Science and Late Nasaruddhinbhai Panjwani Commerce College Armori, Dist. – Gadchiroli

Head - Dr. P. S. Ganvir e - Governore.

		Head - L	n. r. o. Ganen	
Committee	with 18AL.			
Details Date	2 2 24 Time 12.50 pm	Venue 18AL	Attendees (N	Jame and Sign)
Agenda of the			1.00 5.5 k	olq - Skall
meeting	Til Missedarding	deidox, bol	144 2. Dr. V. 11. R	aivest kak- toolul
0 1.0			J B. Dr. K. W	as wa kn - But
Z7 MEW	areas for enda	٧.	a ship. P. Hi	magade- though
*	9		4.	9
				_
				4
) was a statement and constr	THO A: in andiportion	- Instituted	the montine	
Minutes	IBAL co-oxdinate	The house	The street of the	1
1. D. Mi	magade deliberated	the details	of e-clox. Thr	eygn Mosses
the mad	The colon parmer	tagtem CAKO	demi trodule)	· store acl.
and in od	and a control of the control	South Cond	whe Account	section module
Stock Died	made deliberations.  n.), Pay 2011 module poyment transutions,	GANDIS ST	section ( feare, va	cution atten
ncluding	bedruey) 18 august, 6.	Coldion New		A STATE OF THE STA
nout ent	of deliberated ADMS it kas inosisted to so andatory or costi u ook updation.	(Acus dota mana	5 Spel.) under	200ce77.
Samo	the locality to 5	trongthen the	documentation	module. like
178. V. Kawi	That the second	planding mana	latery lauthority	for employee
Dr gor w	andouvely as East of	Line of	(),	, 0
Service P	box opposition.	1. Land	the o devers	any policy de
(1) Dr. P	.s. Ganvir has a	61 pagared	1.4 6	(3/5
a detaila	After thoroug	h diskussoi	on the e-gr	yes nance o
and and is	suggest and	Porwarded to	or implement	2109.
E Bull	ook updation.  S. Granvir has d.  After thorough		1	
mile @ /-	gade advised to endents from nex	omplysosy t	the inst. deig	1. 514. app
3/10.11	Gents Down Dex	+ session,	(Awerness &	ubjew deut
for esti	idenie Tach	. Someting	app updating	issue, also
Dr. 5.5	Kola Daicard The BSC	0	Proposition &	Lootsall to Lib.
he dis	etted to Issuu noi	100 dol 2000	" g }	3. 3
	Kola Savaxol the 1550 etted to 15500 not	us the me	etipa was a	oncluded,
+) with	110 00 100		J	
•	though.			
	June June 1	Salve 2	A	
		(100)	2 Bal	
	19 husanva	1301	02/02/24	
		Head	IQAC Coordinator	Principal
Atte	endees Signatures	Dr. P. S. Ganvir	Dr. S. S. Kola	Dr. L. H. Khalsa

# MAHATMA GANDHI ARTS, SCIENCE AND LATE N. P. COMMERCE COLLEGE ARMORI, DIST. - GADCHIROLI

### e-Governance Policy

(Draft dated - 03-08-2023)

A reconstituted committee as per the portfolio issued on dated 01.07.2023, has duly drafted a concise guideline to rejuvenate and monitor the e-Governance domain of the institution. Following are the particulars:

#### Section 1: Administration

- The correspondence made by Authorized e-mail (verified mail registered in the institutional database) will be the treated as authentic and acceptable in official proceedings.
- 2. The WhatsApp group/s specifically administered by Institutional Administration or Departmental/Portfolio Authorities and is/are dedicated for notice circulations will be treated authentic and acceptable in official proceedings.
- 3. The data, entries and applications for various purpose in the **Institutional Recognized App** (a software program that's designed to perform a specific function related to the institutional proceedings like attendance, salary details, leave application, etc.) will be treated authentic and acceptable in official proceedings.
- The Institutional Website is a virtual expression of the institution and any administrative depiction on it will be treated authentic and acceptable in official proceedings.

It is to be motivated and directed to all employees of the institution that the adherence to the clause I to 4 of section I will be appreciated.

#### Section 2: Finance and Accounts

- 1. The accounts section shall operate and manage their entire accounting operations on (CMS) ERP software.
- 2. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.
- The college shall manage to enable students to pay their annual fee, examination fee, admissions fees etc through offline/online on (CMS) ERP software, UPI, bank transfer etc.
- 4. The Accounts with the use of e-governance while handling the pay rolls, salaries, investments, balance of payments, fee collection etc. particularly aligned with the Govt. policy of digital payments in the institutions for better accountability and transparency.
- Payroll Management System (PMS) which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts, Allowances, etc all are managed by this system.
- 6. Financial Audits should be done before 31st July of the respective year.
- 7. Training to the existing staff and updation of the existing software must be done regularly.

#### Section 3: Student Admission and Support

- The course of students' admission at any available level in the institution should be through a Virtual Platform to make the process feasible at even remote distance.
- A user friendly Institutional Recognized App reflecting fees, attendance, notices, e-resources, scholarships, etc. should be available to each and every admitted student.
- A systematic course of actions regarding e-applications to various scholarships, schemes, etc. should be taken care of by the accountable syndicate.
- The WhatsApp group/s specifically administered by Institutional Administration or Departmental/Portfolio
  Authorities should be utilized frequently for notice/information circulations among students.
- The engagement of Institutional Website for circulating information related to student support like that of scholarship scheme, placement drives, conference and seminars, etc. should be encouraged.

#### Section 4: Examination

- 1. It is preferable to conduct, evaluate and monitor the Institutional Internal Exams on e-platforms.
- The course of entire examination (specifically at institutional level) right from applications to result displays should be done through the e-platforms for the expediency of students.
- To provide hassle-free transactions in the due course of various examinations, a forehand should be provided to the students.

It is to be motivated and directed to all employees and students of the institution that the adherence to the clauses under section 3 and 4 will be appreciated.

y Rajwort (as)

Shall 02/24

# E-Governance

Description :- Donline fees payment callection parement Gateway integration with masfel soft CRP. for to

@ Online fees demand for fees Collection

@ OR code jawility for fees payment

(a) fees Reminded to Students read Sms Friends notification

( sfore! - 1) Invoice Cutty for stock ?

2) purchase order Create

3) payrall: - 1) online notification for Employee.
2) Birthday wishes russage to Employee

Application &

4) Accounts: - 1) Medif few (contection grees sms to Account Section) App supplyed on.

(4) Special principal legen Application of Employee Graphical.

(5) Csfablishment: - ) Leave application, Allefment, Sacution allefment

(6) Leave application, Allefment, Sacution allefment

(7) Complete allendance and Leave Employee Graphical.

(8) presentation on App (principal legin)

(9) Punch and not punch wills, Ust of Employee Ospplaye

in App

# MAHATMA GANDHI ARTS, SCIENCE AND LATE N. P. COMMERCE COLLEGE ARMORI, DIST. - GADCHIROLI

### e-Governance Policy

(Approved on dated - 02-02-2024)

A reconstituted committee as per the portfolio issued on dated 01.07.2023, has duly drafted a concise guideline to rejuvenate and monitor the e-Governance domain of the institution. Following are the particulars:

#### Section 1: Administration

- The correspondence made by Authorized e-mail (verified mail registered in the institutional database) will be the treated as authentic and acceptable in official proceedings.
- 2. The WhatsApp group/s specifically administered by Institutional Administration or Departmental/Portfolio Authorities and is/are dedicated for notice circulations will be treated authentic and acceptable in official proceedings.
- 3. The data, entries and applications for various purpose in the Institutional Recognized App (a software program that's designed to perform a specific function related to the institutional proceedings like attendance, salary details, leave application, etc.) will be treated authentic and acceptable in official proceedings.
- The Institutional Website is a virtual expression of the institution and any administrative depiction on it will be treated authentic and acceptable in official proceedings.

It is to be motivated and directed to all employees of the institution that the adherence to the clause 1 to 4 of section 1 will be appreciated.

#### Section 2: Finance and Accounts

- 1. The accounts section shall operate and manage their entire accounting operations on (CMS) ERP software.
- 2. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.
- The college shall manage to enable students to pay their annual fee, examination fee, admissions fees etc through offline/online on (CMS) ERP software, UPI, bank transfer etc.
- 4. The Accounts with the use of e-governance while handling the pay rolls, salaries, investments, balance of payments. fee collection etc. particularly aligned with the Govt. policy of digital payments in the institutions for better accountability and transparency.
- Payroll Management System (PMS) which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts, Allowances, etc all are managed by this system.
- Financial Audits should be done before 31<sup>st</sup> July of the respective year.
- 7. Training to the existing staff and updation of the existing software must be done regularly.

#### Section 3: Student Admission and Support

- The course of students' admission at any available level in the institution should be through a Virtual Platform to make the process feasible at even remote distance.
- 2. A user friendly Institutional Recognized App reflecting fees, attendance, notices, e-resources, scholarships, etc. should be available to each and every admitted student.
- A systematic course of actions regarding e-applications to various scholarships, schemes, etc. should be taken care of by the accountable syndicate.
- The WhatsApp group/s specifically administered by Institutional Administration or Departmental/Portfolio
  Authorities should be utilized frequently for notice/information circulations among students.
- The engagement of Institutional Website for circulating information related to student support like that of scholarship scheme, placement drives, conference and seminars, etc. should be encouraged.

#### Section 4: Examination

- 1. It is preferable to conduct, evaluate and monitor the Institutional Internal Exams on e-platforms.
- The course of entire examination (specifically at institutional level) right from applications to result displays should be done through the e-platforms for the expediency of students.
- To provide hassle-free transactions in the due course of various examinations, a forehand should be provided to the students.

It is to be motivated and directed to all employees and students of the institution that the adherence to the clauses under section 3 and 4 will be appreciated.

Dr. P. S. Ganvir

Head e-Governance Dr. S. S. Kola IQAC Coordinator

Dr. L. W. Khalsa Principal AL M.G. Arts, Science &

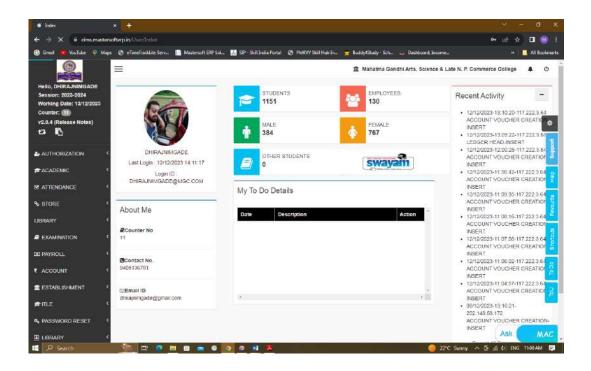
ate N.P. Commerce College ARMORI, Dist. Gadchiroli

# e-Governance Screen Shoots

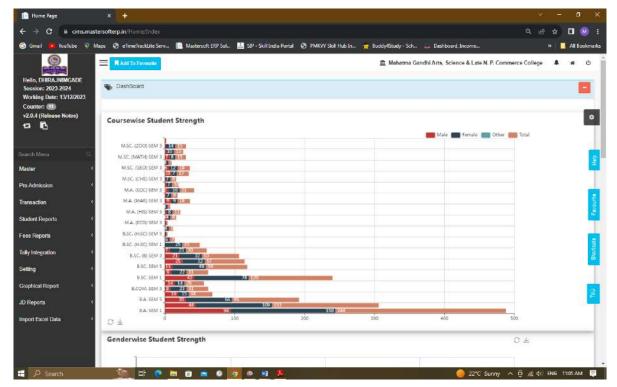
#### 1. Administration: -

# **Master-soft Cloud Based ERP Logging Module**

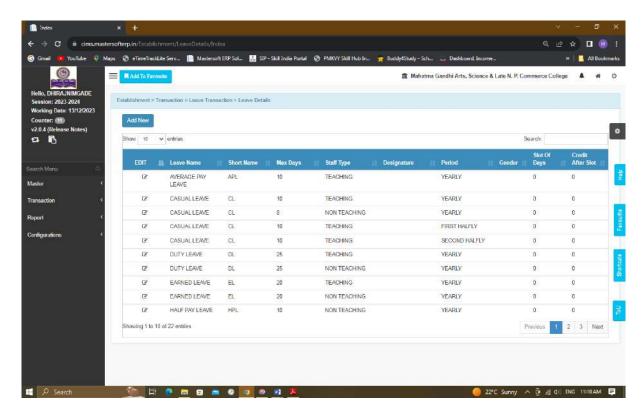




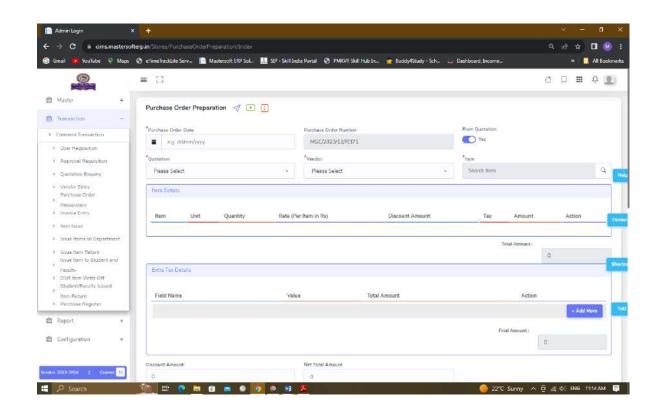
Master-soft Cloud Based ERP After logging: List of Various Modules

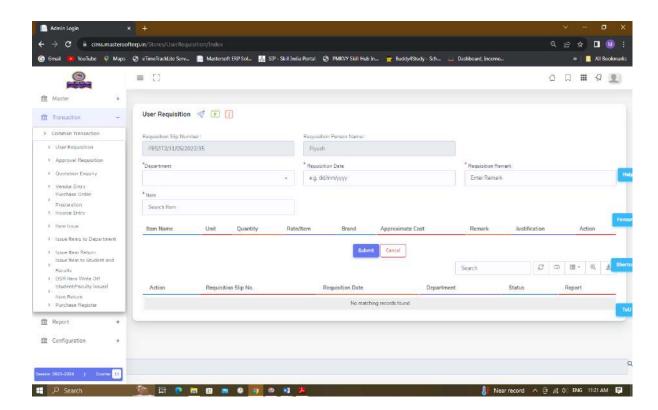


**Student Academic Related Data Module** 

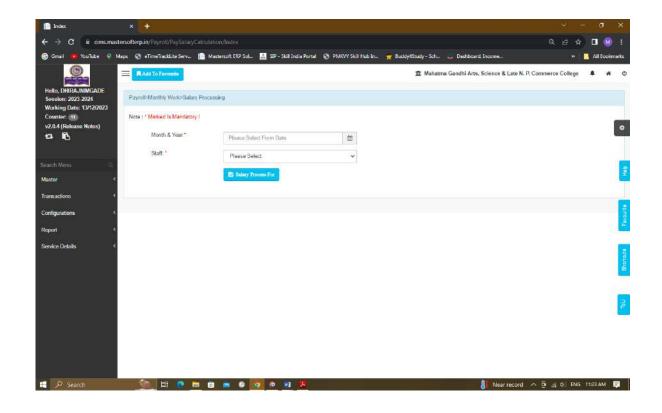


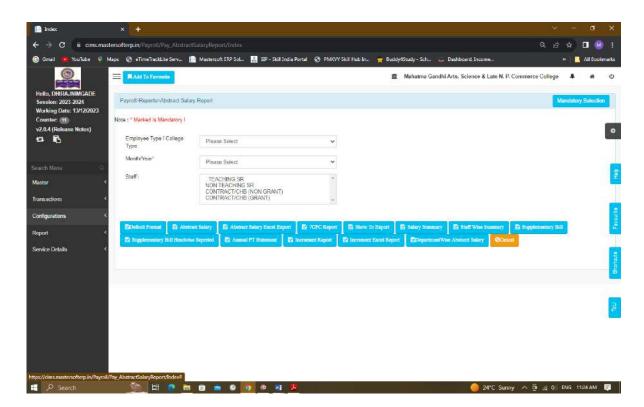
Staff's various leaves related data module





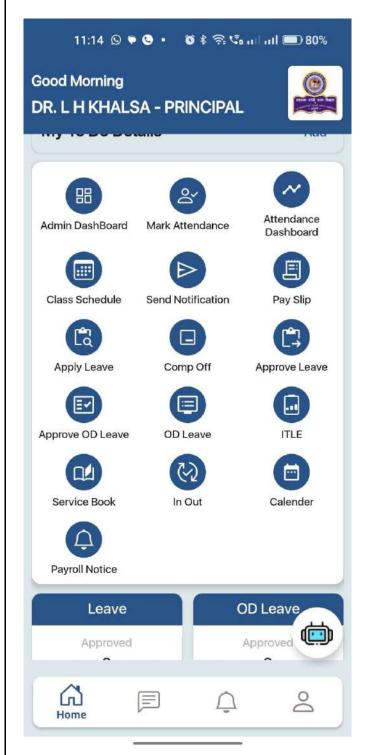
**Store Management Related Module** 

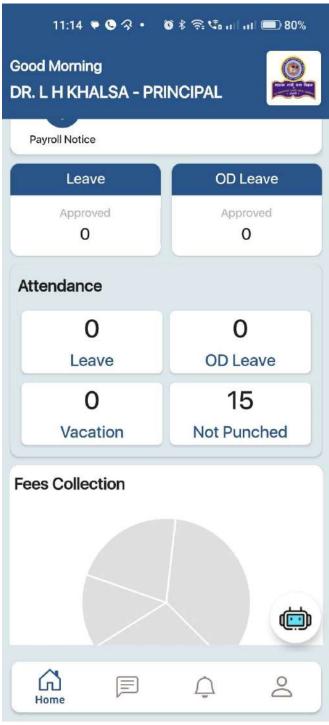




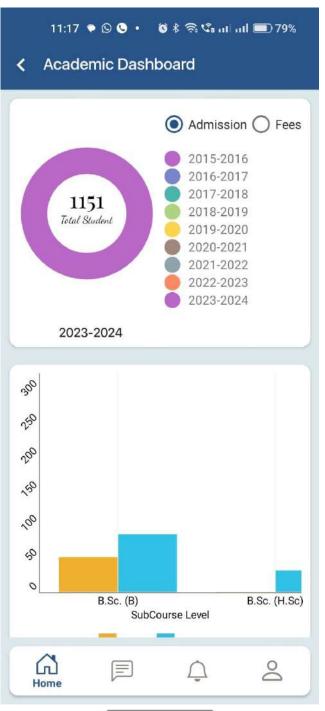
**Payroll Management Related Module** 

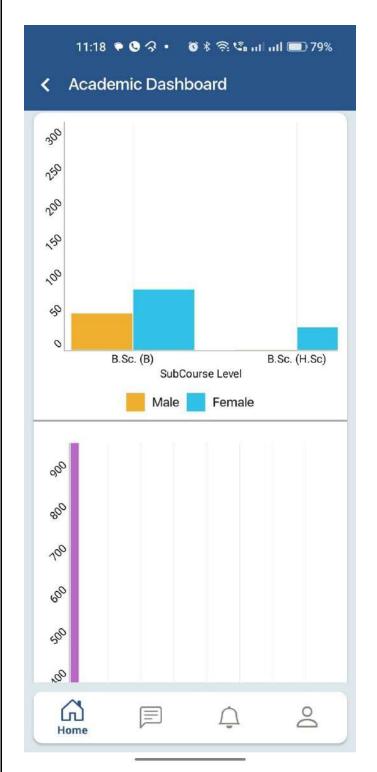
# Android Based Administration Management Module Principal login

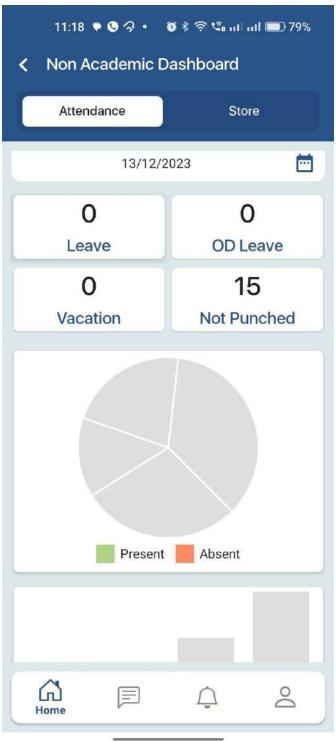


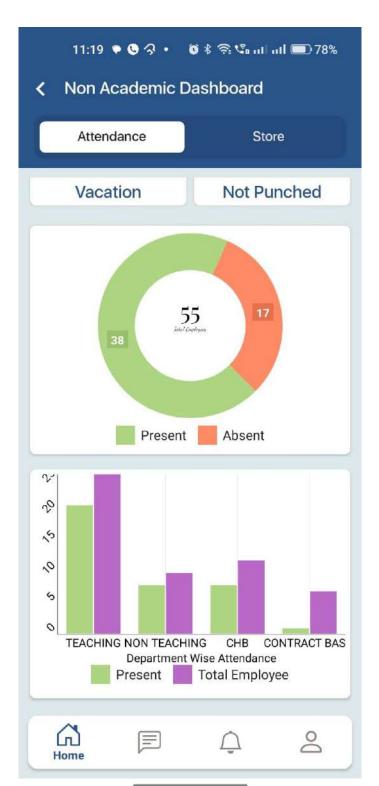




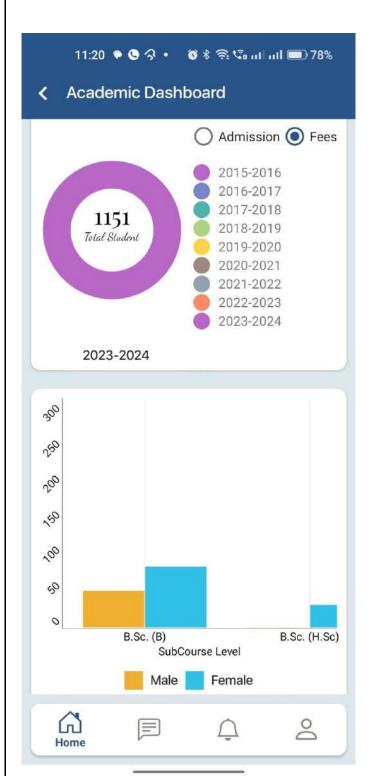












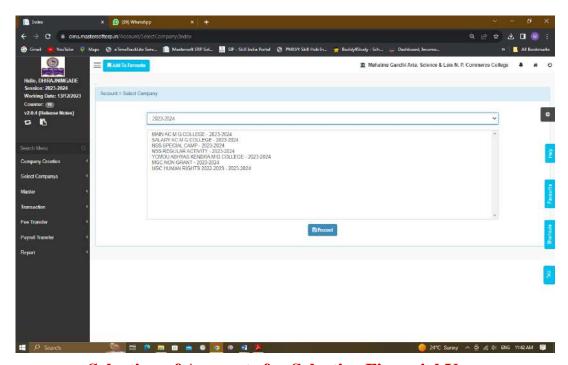


# e-Governance Screen Shoots

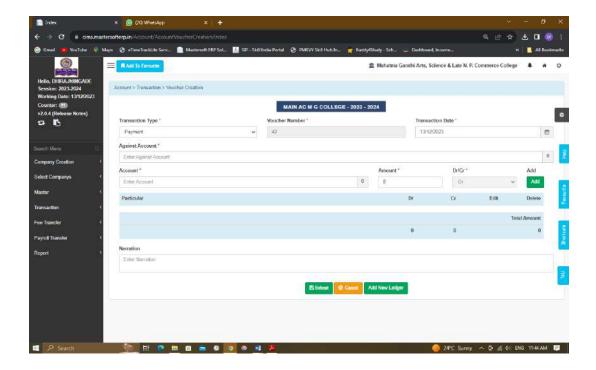
#### 2. Finance & Accounts: -

# **Master-soft Cloud Based ERP Logging Module**

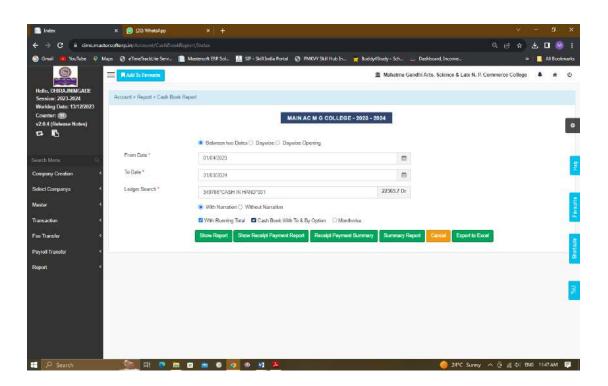




**Selection of Accounts for Selective Financial Year** 



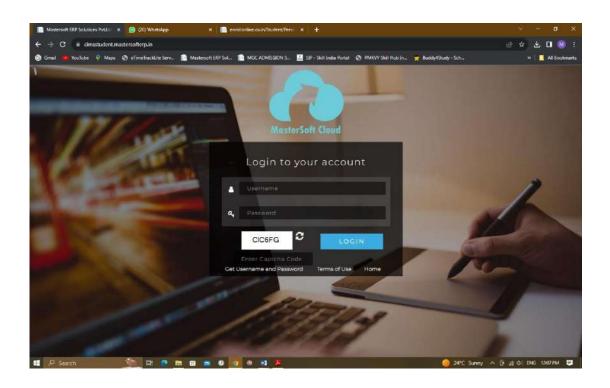
**Receipt and Payment Voucher creation module** 



Cashbook, Bank book & Ledger book creation module

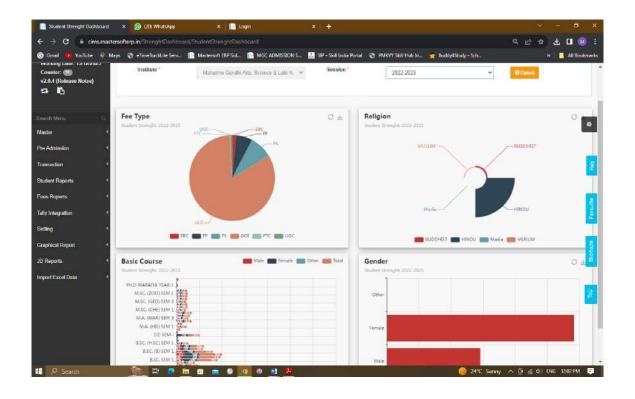
# e-Governance Screen Shoots

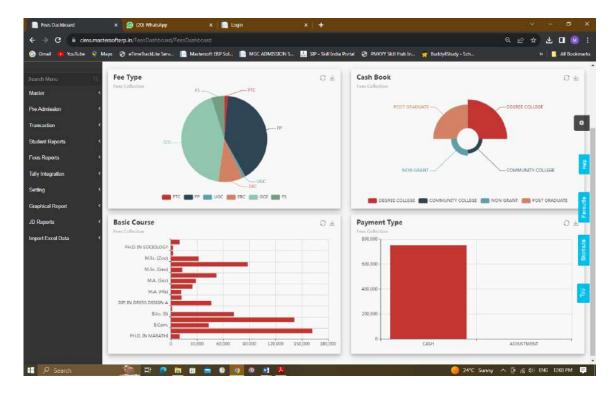
# 3. Student Admission and Support: -



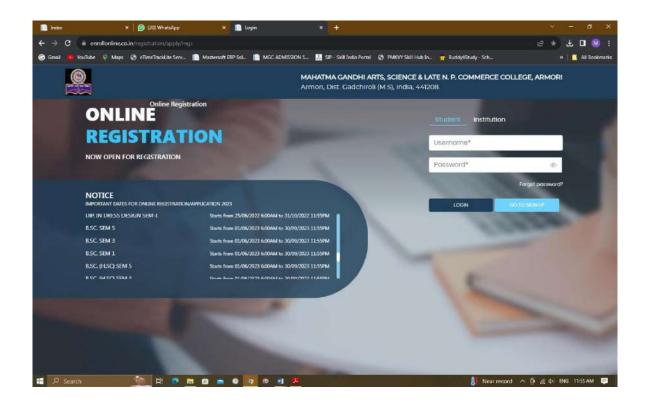


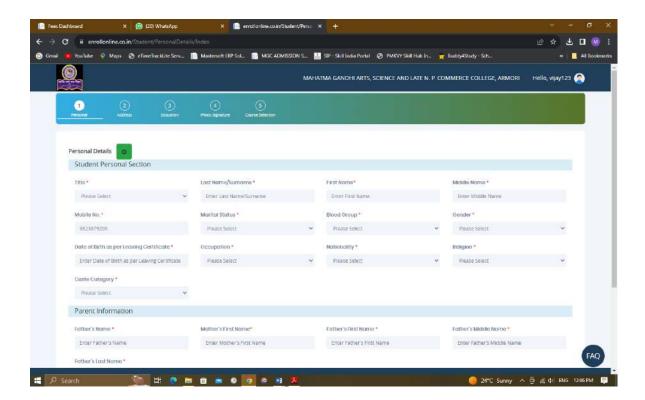
Master-soft Cloud Based ERP Logging Module For Online registration and admission





**Statistical Reports** 



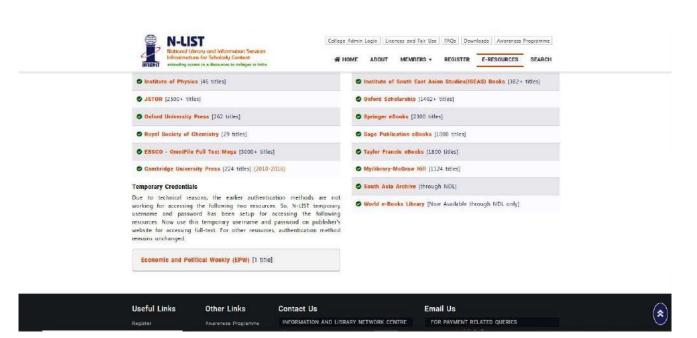


**Student online registration Module** 

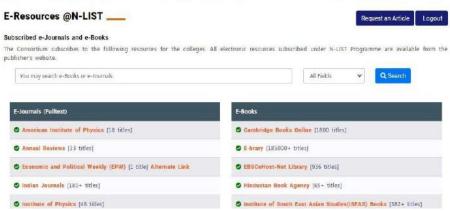


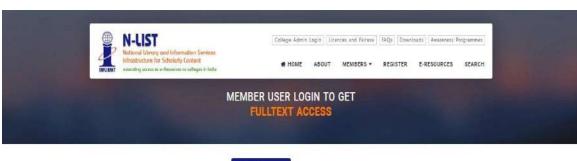
# Student online fees payment portal

# Library





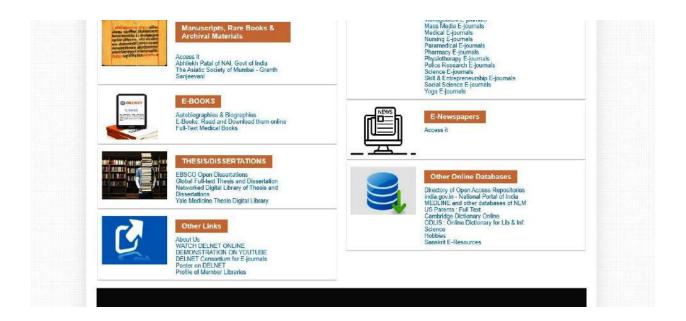






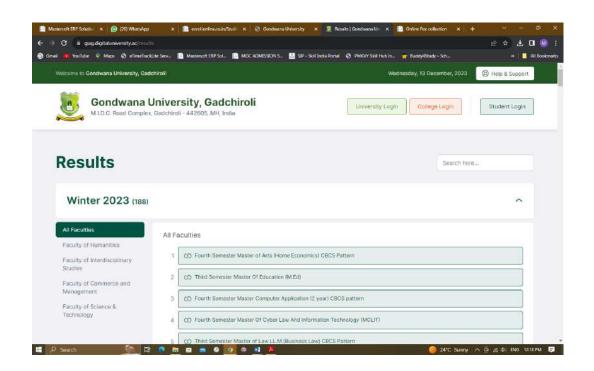


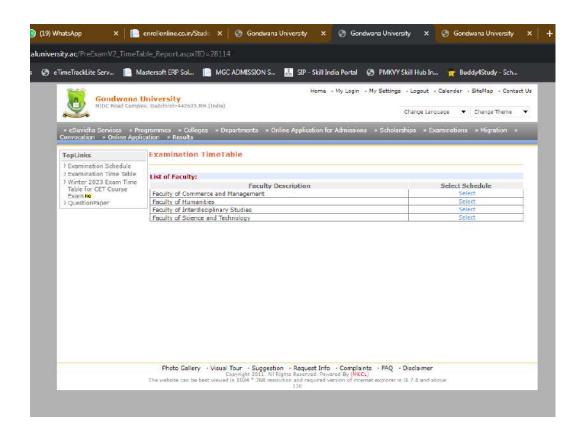


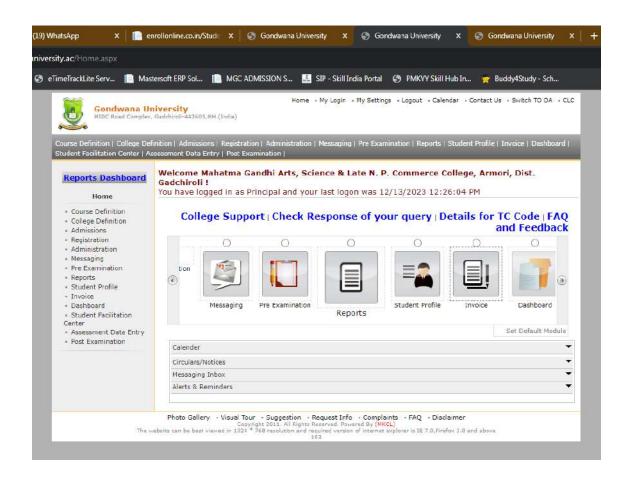


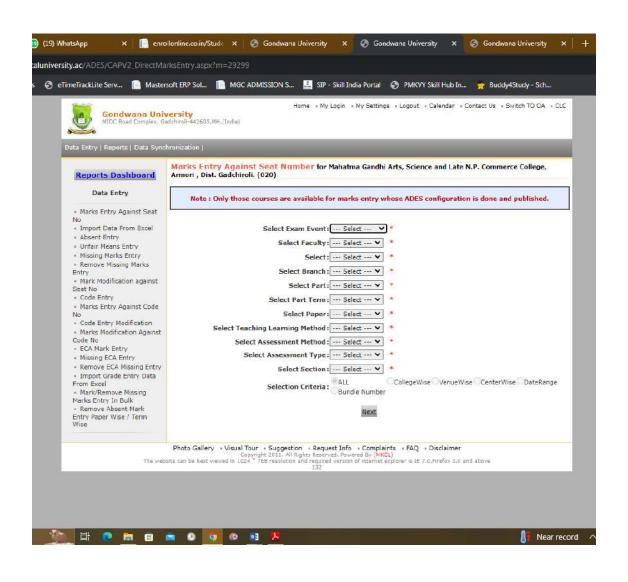
# **Governance Screen Shoots**

#### 4. Examination: -









The Head, C- Giovernoque M. G. Asts, Science and bate N. P. Commerce College, Asmosi Subject - Entrustment of e- Giovernance Deod Bid, I the underesign would like to entrust the position of dead (e-Glovernana) along for to duly check and very the same.

On found sotisfactor, Kindy accept the entrument of its cartient. Regards. Df - 28/06/2024 So. P.S. Gionria Ex- Head e- Grovernance \$ - ARMORI Encl. -1. All data and documents in hardcopf [22 pages Deceived 29/06/2021 Pages). (Total 22 Pages).