

SSR-2018-19 to 2022-23

# CRITERION VI KEY INDICATOR 6.2 METRIC 6.2.2

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- 1. Table Showing Area of E-governance
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#### 6.2.2 IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

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

#### **Planning and Development:**

The Principal executes the policies and programs of the College through various committees. The principal presents the minutes of IQAC in the meeting of the Governing body for information and approval. The Teachers Council, chaired by the principal has the responsibility of reviewing the academic outcomes and to make plans for expansion and implementation of the programmes. The information and details provided are later used for many official purposes like magazine reports, annual reports, and other requirements. This also gives an accessibility to the principal and the management to scrutinize and verify all the activities conducted by different departments and faculties of the College and further facilitate growth and innovation in the smooth functioning of the College. The ppt of programmes is shown in CDC meeting for the hon'ble members of the governing body.

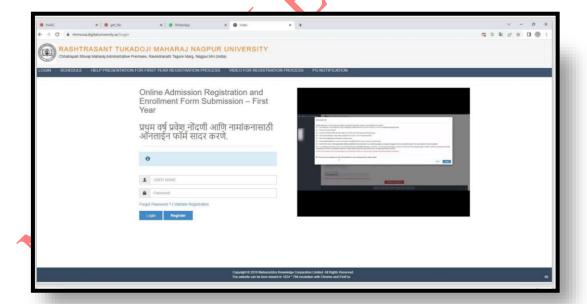




### **Administration:**

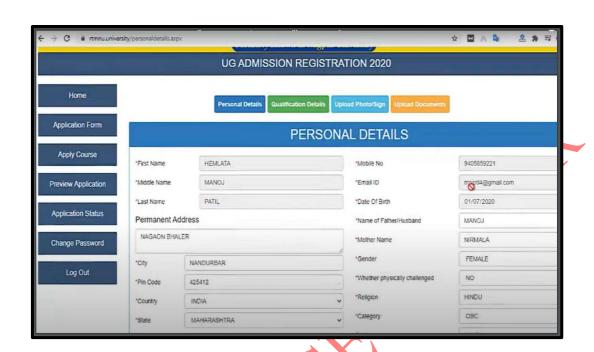
The College makes continuous efforts to go paperless in most of its administrative and official works. All online and computerized functioning is done to practice transparency while sharing information within the college, faculties, and departments. The principal regulates and directs the administrative staff comprising the Head clerk and office technician and distributes the work among the administrative staff for smooth functioning of the college and time-bound completion of the work of university from time to time.

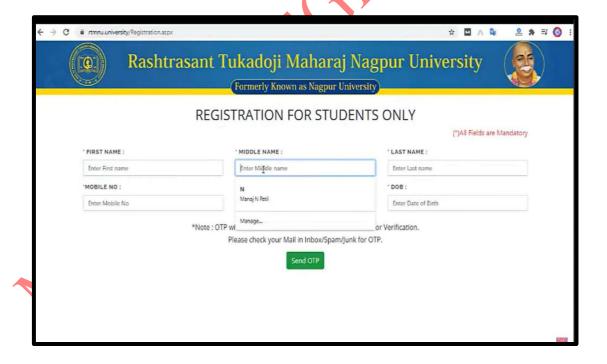
## E- Governance in Admission















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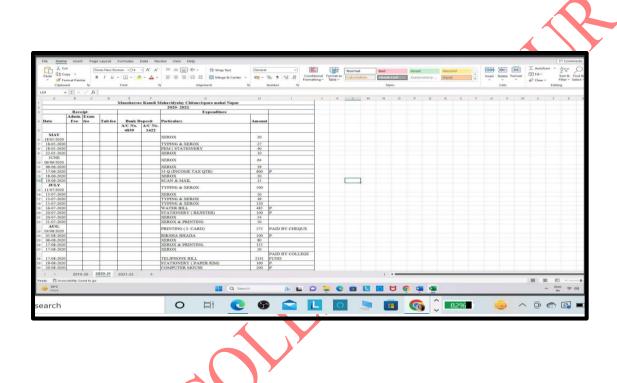
## Financial Accounting

Finance and accounts the records of all finances of the College are maintained systematically by the office staff. Management checks, verifies, and guides the finance and accounts section time to time. Office also keeps the record of service security rules, procedure, recruitments, promotional/ placement policies etc. along with Service Books and personal files. The administrative office communicates all the service rules and changes to the staff from time to time. The administrative office stores the data concerning the fees, admissions scholarships and all the details concerning the staff members and students.

	Manoharrao Kamdi Mahavidyalay Chitanvispura mahal Napur 2021 - 2022								
	Receipt Expenditure								
	Date	Admin.Fee Exam fee Tuit.fee Bank Deposit				eposit	Particulars	Amount	
	5				4859	1422			
+	01-04-2021	77					XERON	102	
40	02-04-2021						QTR 4 (INCOME TAX)	600	
	03-04-2021		242				XEROX	43	
+	05-04-2021		484	800					
100	07-04-2021	3	Ú		720	800	WATER BILL	250	
11	08-04-2021		242						
10	09-04-2021		484						
40	12-04-2021				720				
144	13-04-2021		242						
+8	19-04-2021		242					_	
40	20-04-2021		484						
ey.	23-04-2021						DTP WORK	600	
**	23-04-2021						Toner Refilling	250	
60	29-04-2021		484	800	1440	500			
200	Total		484	800	1440	800		1843	
84	03-05-2021		968	_		_			
20	05-05-2021		726			_		_	
80	06-05-2021		484					_	
24	07-05-2021		2662					_	
	10-05-2021		1210				SANITIZER CAN	600	
. 1	12-05-2021		1210		7020	7020	BANTIEEE CAN	600	
	17-05-2021		968		7020	7020		†	
	20-05-2021		968						
200	21-05-2021		1210	485		485	STATIONARY	820	
20	25-05-2021			-		- 102	COLOUR PRINT	HO.	
240	27-05-2021		2178	1305		1305			
99	28-05-2021				6340	6340			
240	29-05-2021		242						
391	Total	100	13310	1790	13360	15150		1500	
94.	03-06-2021						XEROX	27	
57	04-06-2021	<.					PRINTING (BY CHEQUE ))	1925	
p'e	07-06-2021		242				LAPTOP CABLE	BO	
	10.06.3031						ETATESTABUJEST SEV	274	
	< >	2019-2	0 2020-2	2021-2	2	+			











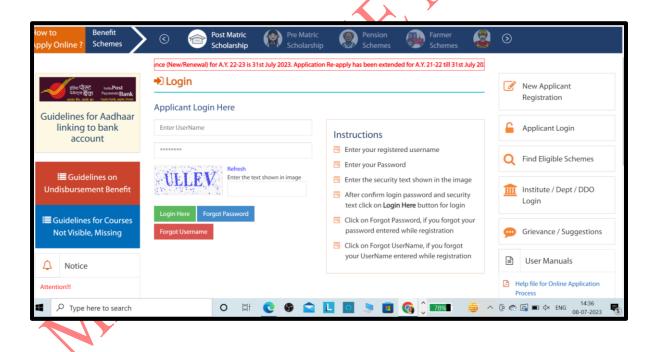


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## Scholarship Portal of Maharashtra Govt.

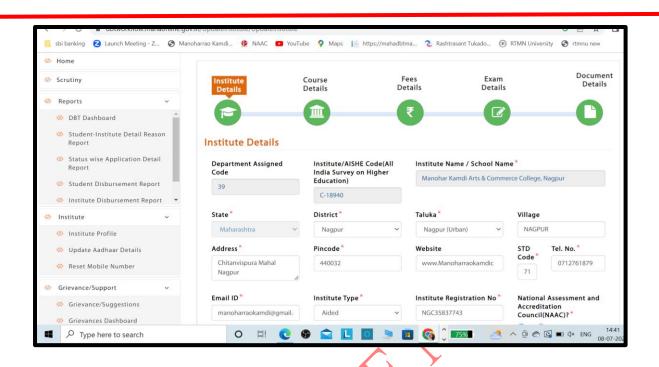
## **Student Admission and Support**

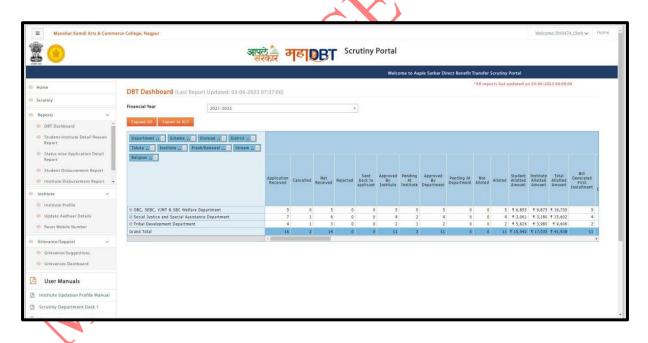
For constant support and assistance to the student community online tools like Watts app are used to keep in touch and inform them about various notices from time to time. Separate semester wise groups are prepared and managed by the teachers every year to inform and notify students about different academic and official activities. The teaching faculty has also created google forms and WhatsApp groups to post updates and news related to academic and official documents.











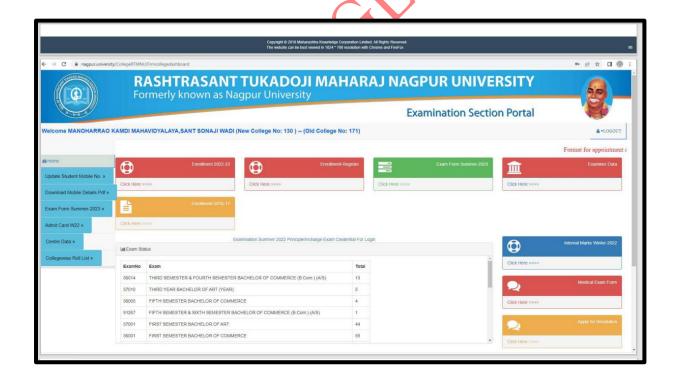




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## **Examination**

The entire examination was taken online during corona period. The university sent the papers in online mode and the exams were conducted. Notices related to exams are also posted and updated on priority basis. Guiding the students to apply the photocopy of answer scripts, evaluation of received answer book, apply for revaluation and challenge evaluation are explained in detail, so that they do not face any problem







CRIP

	MANOHARRAO KAMDI MAHAVIDYALAYA,SANT SONAJI WADI (New College No: 130 ) (Old College No: 171)								
Home	College Name: MANOHARRAO KAMDI MAHAVIDYALAYA,SANT SONAJI WADI Exam Name :FIRST SEMESTER B.A. sem Session Name :Summer-2023								
Student List									
Deleted Student	Show Subject								
Add Student									
Final Submit List	All Students   Search By Narr  Search By Enro  Select Cate   Select Geno   Select Geno   Select Geno   Refresh								
Final List	Select student category to get student list Uncheck Student To Delete and Click on Save Button and								
Assign 3rd Sem Exam	Show ventries Search:								
Exam Form & Student List Report	Studentiq Studentiq Student Name T Name T Student N								
Edit Student	No data available in table								
Bulk Subject Add									
ReasonReport.xlsx ^	Show all								
Type here to search	O 対								







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#### Index

1 Policy of E-governance

#### **E-governance Policy**

- 1. To employ e-governance in the functioning of the institution
- 2. To streamline the working of the institutions through digitisation
- 3. To robust transparency and accountability
- 4. To minimize the use of paper so as to support environment.
- 5. To store data in a safe and secured way
- 6. To retrieve data as and when required
- 7. To make the work hassle free

#### **Policy**

- 1. With the view to bring efficiency in the various areas of digitisation, it has been decided to begin egovernance in major areas of the Institution such as –Administration, Finance and Accounts, Students Admission and Support and Examination.
- 2. Institution initiates e-governance to synchronize the work of the institution for efficacy.

#### **Administration:**

The Institution employs the University portal for online admission process and the data are saved at college level in the Excel file yearwise, which provides the facilities of making online entry and the data is processed and preserved in the hard disc and can be accessible when required.

### Finance and Accounts:

The Finance and Accounts of the Institution are maintained through the Excel file which renders the facilities of providing daily collection, fee collection report, outstanding fees of the students as well as the office accounts are also maintained.

Students Admission and Support: The admission process of the students is done through the University portal in which the students can make their registration, and the information of the students can be fed online, and it is processed and maintained through the software.

#### **Examination:**

The filling of examination forms, revaluation forms, getting hall tickets, question papers of the university, uploading of the marks are done on the online portal of the Parent university-RTM, Nagpur University.

