SATPUDA EDUCATION SOCIETY, JALGAON (JAMOD)'S

ARTS AND COMMERCE COLLEGE

Warvat BakalDist- Buldana

Dr. Rajendra Korde
I/C Principal

Shri Krushnarao Ingle (Ex MLA)
President

Phone : 07266-237126   **visit us at : www.acscwb.co.in**   **Email : 327accwb@gmail.com**

Criterion 6- Governance, Leadership and Management

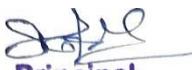## 6.2 Strategy Development and Deployment

6.2.3. Implementation of e-governance in areas of operation- 1.Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4.Examination.

Metric No.	Sr. No.	Content / File Description	Document/Link
6.2.3		**Implementation of e-governance in areas of operation- 1.Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4.Examination.**	
	A	**E- Governance Area**	

CERTIFICATE

This is to certify that the documents attached as supporting documents for
Criterion 6- Governance, Leadership and Management are verified from the college
record and found to be correct to the best of my knowledge.

Principal
Arts & Commerce College,
Warvat Bakal Dist.Buldana

6.2.3. Implementation of e-governance in areas of operation-
1.Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4. Examination.
Supporting Document A
E-governance Area

E-governance Area	Details
Planning and Development	The Vision and Mission Statement is uploaded on the college website. Further Institutional-Procedures-and-Policies file is uploaded on the website. The College has adopted the policy of e-correspondence and information of its policies, decisions and notices for its staff and stakeholders through Whats app group. To use ICT in the process of planning college-events and activities, institute uses google sheet, google docs. Important notices and reports are also circulated via whats app group. As an institutional strategy, it has been made mandatory for all the departments, committees and cells to submit their annual planning and reports in soft formats and hard copies.
Curriculum Development	Curriculum is designed by SGBAU. Enhancement of curriculum is done through value added certificate courses, projects, etc
Teaching and Learning	Teaching learning process shifted to online mode. Whats App group, Google classrooms are formed for teaching purpose. Teachers also use LCD projectors for teaching. Teachers are encouraged to develop e- learning resources such as ppts and videos.
Examination and Evaluation	Progressive Examination of odd semester of this session was conducted through online mode and for that Google form links were used to conduct examination at college level by examination committee. Online tests and quizzes are also conducted by teachers to evaluate students' performance.
Research and Development	Teachers can utilize computer lab for writing their research paper, preparing subject lesson ppts etc.,
Management Information System	For efficient and effective administration, the college has procured College Automation Software (CAS). At the initial stage CAS has independent modules for administrative tasks like Admissions, scholarships, students' data, account and finance etc. The CAS ensures that number of papers used for printing and storing data and info is limited. Operational Modules: • CAS Office • CAS Payroll • CAS Admissions •CAS Account
Human Resource Management	IQAC and Senior faculty member encourages new staff members to attend Online Professional development programmes.

Students Admission and Support	The admission procedure and other details are recorded and maintained through College Automation Software. Students Whats App group for teaching and learning purpose are formed.
Finance and Accounts	Keeping in mind to provide information immediately, this department can be said that it is partially e-governed. The clerk of this department where it is necessary prepare accounting statements on computer. Clerk is responsible for the preparation of draft accounts to be audited. After consultation of Principal, he submits draft account statements to Auditor appointed by the Management and gives necessary inputs to settle it in the proper manner.
Community engagement	The college has an active NSS wing and NCC. Google links are provided to new admitted students to join these bodies every year.

Screen Shot of Salary Statement prepared on computer:

Screen Shot of Student Admission is carried out through College Automation Software

Screen Shot of Transferring Certificate is carried out through College Automation Software

Screen Shot of ERP Software

Screen Shot SGBAU Ucanapply Software (SGBAU Online Portal)

Screen Shot SGBAU Ucanapply Software (SGBAU Online Portal)

Screen Shot of online exam (Progressive) conducted by exam committee at college level for students

- Name of the ERP Software Vendor with contact details
  Mr. Pankaj Belsare
  dotcom Infotech Pvt.Ltd.,
  2nd Floor Shetkari Bhavan,
  Above SBI-ADB Bank, Old Market, Amravati (M.S.) India
  Ph.No. 0721-2566245 Cell No. 9823194885, 9823646168,
  e-mail; info@dotcominfotech.co.in
  website: http://dotcominfotech.co.in
- Year of implementation: 2017