



Bharatiya Shikshan Prasarak Sanstha, Ambajogai



Swa. Sawarkar Mahavidyalaya, Beed



Internal Quality Assurance Cell

Criteria 6- Governance, Leadership & Management

DVV CLARIFICATION

**6.2.2: Institution Implements E-Governance
in its Operations**

**3. Annual E Governance Report Approved by
Governing Council**

Criterion 6 - Governance, Leadership and Management

6.2.2 Institution implements e-governance in its operations

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



Annual E-Governance Report

Introduction

The E-Governance Policy outlines the principles, guidelines, and procedures governing the implementation and management of electronic governance practices within the institution. This policy serves to enhance transparency, efficiency, and accessibility in administrative processes and interactions with stakeholders.

Process

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

1. **Administration:** Currently the committed WhatsApp group has been created for sharing orders, information, direction, vital announces and notices to the students and employees. To provide a hassle-free, convenient and economic process, a shift of administrative procedures to ICT based platforms should be facilitated. Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees, etc. Students should be able to obtain maximum services like Transfer Certificates, bona fide Certificates, Examination Result Sheets, etc. in online mode.

2. **Accounts:** The institution acknowledges the importance of integrating electronic governance (e-governance) practices into financial and accounting operations. This policy delineates the principles, guidelines, and strategies governing the secure and efficient management of financial transactions using electronic methods. Stringent security measures shall be employed to uphold the confidentiality of these transactions. Regular training for the current staff and consistent software updates are essential components to be carried out.
3. **Student Admission and Support:** The CDC is assigned with the authority to enable the Principal to make suitable decisions and designate individuals accountable for executing the specific aspects of the policy.
 - The utilization of the MKCL software is designated for conducting online admissions for students. For BA, B.Com, B.Sc., and M.Sc. courses, students will complete their admission forms through the online platform.
 - These processes will be overseen and governed by the Parent University via its web portals.
 - Establishment and utilization of a Wi-Fi-enabled campus and the provision of electronic resources within the library.
 - Promoting a resilient and advanced ICT-based framework to facilitate improved teaching, learning, research, and administrative operations.
 - The online scholarship facility through different scholarship portals
 - The feedback from students regarding curriculum delivery and the student satisfaction survey will be carried out online through the use of Google Forms.
 - The college website will offer students the opportunity to lodge grievances online.
4. **Examination:** In response to the transition from traditional offline examinations to online formats, the utilization of e-communication platforms and software tools has become imperative. Key processes such as submitting examination forms, requesting reevaluation and photocopies, acquiring hall tickets, receiving exam papers, entering marks, and announcing results have now migrated to the online realm. The administration of these online examinations will be overseen and regulated by the Parent University through a dedicated web portal established by MKCL. Under this framework, students will complete their examination applications via the online platform. The management of exams is efficiently conducted through this web portal,

employing robust security measures. This software also generates a range of valuable reports, including seat numbers, seating arrangements for university exams, and hall tickets. Furthermore, the outcome of examinations is also unveiled via this platform.

- **Website:** The website of the college needs to be revamped / restructured taking into account the changes occurring from time to time. The website is both a magazine and a storefront of the college and allows visitors to see the institution in virtual space. To create an effective website, a separate service provider / web designer may be appointed by the Management of the institution. Suitable training should be given to the existing staff and persons should be identified to undertake the responsibility of website administration and updating at the institution level.
- **Library:** The Library is a repository of all learning resources and publications of the institution. Each year, this repository increases due to institutional and statutory demands. E-learning resources for the benefit of the teachers and students has become the need of the hour. Presently the Library is using OPAC software for its internal working. The fairly common OPAC system needs to be converted into a web based service to expand its usage by remote access and increase utilization of the library resources effectively. Similarly newer e-learning resources such as online / digital research journals and other published material should be identified and subscribed to taking into account the recommendations of the Library Advisory Committee (LAC). Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training should be provided to the staff and students for accessing and using the e-learning resources.
- **Alumni:** In order to strengthen alumni interaction, a separate portal should be provided for alumni registration, information of college activities, showcasing prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the Head of Institution and an independent Alumni Association Coordinator at the college level be appointed to take care of the entire activity.
- **Biometrics:** The implementation of biometrics for staff attendance at Swa. Sawarkar Mahavidyalaya has brought about a positive transformation in our administrative processes. This technology aligns with our commitment to efficiency, accuracy, and accountability. We are confident that this step will contribute to a more streamlined and

effective work environment while enhancing the overall quality of our institution's operations.

- **Subscription of G Suit:** This decision was made with the aim of enhancing productivity, collaboration, and overall administrative efficiency within the institution. The suite's tools have facilitated smoother communication and collaboration among the college community, making administrative tasks more efficient. It aligns with the institutions commitment to providing modern, technology-enhanced education. The College will continue to explore the full range of G Suite features, including the potential integration of additional Google services to further enhance the educational processes. Regular training sessions will also be organized to ensure that our staff and students maximize the benefits of this subscription.
- **E Waste Management:** The adoption of E-Waste Management in the college is a significant step forward in our commitment to sustainability and environmental stewardship. It not only safeguards our environment but also sets a positive example for our college community. In future consideration the college will continue to monitor and evaluate the effectiveness of E-Waste Management program. Regular awareness campaigns and educational initiatives will be conducted to ensure continued participation and responsible disposal practices among the students and staff.

Date: 06/04/2023

Place: Beed

R. M. Dhere

IQAC Coordinator
Dr. R. M. Dhere
Vice Principal & IQAC Co-ordinator
Swa.Sawarkar Mahavidyalaya, Beed

S. S. Sawarkar

Principal
Principal
Swa.Sawarkar Mahavidyalaya,
Beed.

S. S. Sawarkar
अध्यक्ष
स्वा.सावरकर महाविद्यालय समिती
बीड.



Letter of Parent Institution for purchasing CCMS Cloud Based MIS System

सा.न्या.नॉ.क्र.एफ . १४ बीड



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॥ केल्यानं होत आहे रे। आर्धी केलेची पाहिजे ॥

भारतीय शिक्षण प्रसारक संस्था, अंबाजोगाई

फोन:- ०२४४६-२४८१२२

◆ केंद्र कार्यालय ◆

E-Mail :- bsp2011@rediffmail.com

जाक्र.भाशिप्रसं/२०१९-२०/२०

दिनांक :- १३/०६/२०१९

अध्यक्ष डॉ. सु. गो. आलूरकर वेगलूर
कार्यवाह श्री. नि. वि. शेटे लातूर
सहकार्यवाह श्री. डॉ. हे. व. वैद्य गेवराई
श्री. चं. अ. मुळे बीड

प्रति,

प्राचार्य-

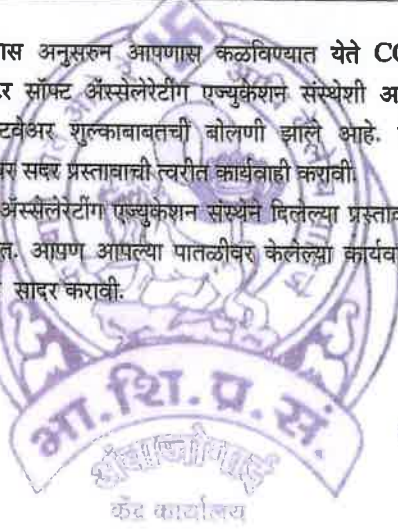
१. खोलेश्वर महाविद्यालय, अंबाजोगाई
२. स्वा.सावरकर महाविद्यालय, बीड
३. श्री.सिध्देश्वर महाविद्यालय, माजलगाव.



विषय :- CCMS Cloud Based MIS System बाबत.

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते CCMS Cloud Based MIS System बाबत मास्टर सॉफ्ट अॅप्सेलेरॅटींग एज्युकेशन संस्थेशी अनुवाद झालेला असून त्याबाबत संबंधीत संस्थेशी सॉफ्टवेअर शुल्काबाबतची बोलणी झाले आहे. त्या अनुषंगाने आपण आपल्या महाविद्यालयीन पातळीवर सध्या प्रस्तावाची त्वरीत कार्यवाही करावी.

सबब, मास्टर सॉफ्ट अॅप्सेलेरॅटींग एज्युकेशन संस्थेने दिलेल्या प्रस्तावाची एक प्रत अवलोकनार्थ सदर पत्रासोबत जोडत आहोत. आपण आपल्या पातळीवर केलेल्या कार्यवाहीच्या अहवालाची एक प्रत केंद्र कार्यालयात माहितीस्तव सादर करावी.



(Signature)

कार्यवाह
भारतीय शिक्षण प्रसारक संस्था,
अंबाजोगाई

Swa.Sawarkar Mahavidyalaya, Beed.

Inword No. :- 277

Date :- 14/6/2019

(Signature)
Principal
Swa.Sawarkar Mahavidyalaya
Beed.

To
Principal,
Swa. Sawarkar Mahavidyalaya,
Beed

Date:13/06/2019

Subject: About CCMS Cloud Based MIS System

According to the above subject, you can find information about the CCMS Cloud Based MIS System. Conversion has been made by Master Soft Accelerating Education Institute regarding this, and they have communicated about the software fees related to the concerned institute. In accordance with this, you should promptly take action on the proposal submitted for your college. A summary of the proposal submitted by Master Soft Accelerating Education Institute is attached to this letter.

Provide information about the actions taken on the activities carried out at your college in a separate report to the central office.

TRUE TRNSLATION

Sd/-

Secretary

Bhartiya Shikshan Prasarak Sanstha,
Ambajogai



Audited Statements



Bhartiya Shikshan Prasarak Sanstha, Ambajogai
Swa. Sawarkar Mahavidyalaya, Beed
Arts, Science and Commerce

Established - 1995



Principal
Dr. Pohekar P. D.
M.Phil, Ph. D.

Swarkar Nagar, Near Netradham Hospital, Jalna Road, Beed - 431122 Maharashtra (India)
E-mail : veersawarkarbeed@gmail.com

METRIC 6.2.2

This is to certify that Budget Allocation & expenditure for E-Governance during Component F. Y. 2018-19.

Sr. No.	Head	Amount	Budget Allocation
	Annual Mainenance		50000.00
1	Master Software (Fees Software)	17700.00	
2	College Webiste Charges	12500.00	
	Total Expenditure	30200.00	50000.00

Gopal C. Malu
GOPAL C. MALU
CHARTERED ACCOUNTANT
M. No. 139702.

Dr. Pohekar P. D.
Principal
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This is to certify that Budget Allocation & expenditure for E-Governance during Component F. Y. 2019-20.

Sr. No.	Head	Amount	Budget Allocation
1	Biometric Face System	24190.00	20000.00
	Annual Mainenance		110000.00
2	Master Software (Fees Software)	92524.00	
5	Webside Maintance Bill	4395.00	
	Total Expenditure	121109.00	130000.00

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Sr. No.	Head	Amount	Budget Allocation
	Annual Mainenance		45000.00
1	MKCL Software (Fees Software)	22500.00	
2	College Webiste Charges	5015.00	
3	Internet Exp.	13702.00	15000.00
4	Website Development Exp.	25000.00	30000.00
	Total Expenditure	66217.00	90000.00

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Component F. Y. 2021-22.

Sr. No.	Head	Amount	Budget Allocation
1	College Webiste Charges	6726.00	7500.00
2	Master Software (Fees Software)	29500.00	35000.00
4	Airtel Net Wi-Fi Setup	13156.00	15000.00
5	Internet Exp.	17737.00	10000.00
	Total Expenditure	67119.00	67500.00



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METRIC 6.2.2

This is to certify that Budget Allocation & expenditure for E-Governance during Component F. Y. 2022-23.

Sr. No.	Head	Amount	Budget Allocation
	Annual Mainenance		140000.00
1	Computer Anti Virus	999.00	
2	College Mail 100 GB Storage	1300.00	
3	Website domen reniwal	885.00	
4	Fees Software Fees	77066.00	
5	Website Bill	50000.00	
6	Internet Exp.	24769.00	35000.00
	Total Expenditure	155019.00	175000.00

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