ARTS, SCIENCE AND COMMERCE COLLEGE

CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



CRITERION - VI

6.2. Strategy Development and Deployment

6.2.2

Institution Implements E-Governance in Its Operations

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

President Shri. Jagdish M. Gupta (Ex. Minster of State, Maharashtra) 0721 (O)2522341 (R) 2572526 > (D)2522341



ARTS, SCIENCE &

➡ COMMERCE COLLEGE, CHIKHALDARA

Principal Dr. Rajesh S. Jaipurkar

Distt. Amravati (Maharashtra) 444 807 NAAC Reaccredited 3rd Cycle with CGPA 2.77 at grade B++ (2018-2023)

(Mob.) 9423126066

■ E-mail: ascc163@sgbau.ac.in ■ Website: www.sipnaascc.ac.in ■ Tel. (O) 07220-230309

Outward No: ASCC/(est/248/2023

Date: 23/05/2023

DECLARATION

This is to declare that the information, photos, reports, true copies, numerical data, etc. furnished in this file as supporting documents is verified by IQAC and found correct.

IQAC Coordinator

Co-ordinator

IOAC

Arts.Science & Commerce College,

Chikhaldara

Distt.: Amravati(M.S.)

Dr. R.S. Jaipurkar Principal

PRINCIPAL Art, Science & Commerce College, Chikhaldara



ARTS, SCIENCE AND COMMERCE, COLLEGE

CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



SUPPORTING DOCUMENTS

ARTS, SCIENCE AND COMMERCE COLLEGE

CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)

Metric No. 6.2.2

-I N D E X-

Sr. No	Name of Document	Page No.
1	Policy Document- E-GOVERENANCE POLICY DOCUMENT	5-9
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Sipna Shikshan Prasarak Mandal, Amravati's ARTS, SCIENCE AND COMMERCE COLLEGE

CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



Policy Document

E-GOVERNANCE POLICY

Arts, Science and Commerce College

Chikhaldara, Distt. Amravati

-POLICY DOCUMENT-

E-GOVERNANCE POLICY

INTRODUCTION

The application of information communication technology for the purpose of governance is commonly known as e-governance. Through e-governance, information can be distributed to the public in a transparent manner.

Electronic governance or e-governance is adopted by countries across the world. In a fast-growing and demanding economy like India, e-governance has become essential. The rapid growth of digitalization has led to many governments across the globe to introduce and incorporate technology into governmental processes. Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the government to provide and facilitate government services, exchange of information, communication transactions and integration of various standalone systems and services.

e-Governance in India is a recently developed concept. The launch of National Satellite-Based Computer Network (NICENET) in 1987 and subsequent launch of the District Information System of the National Informatics Centre (DISNIC) programme to computerize all district offices in the country for which free hardware and software was offered to the State Governments provided the requisite impetus for e-governance.

E-GOVERNANCE POLICY OF OUR INSTITUTION

SCOPE:

The scope of this E-GOVERNANCE policy extends to the following areas:

- Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

OBJECTIVES:

Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.

To promote transparency and accountability in all the functions of the college.

Policy Document

- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.

MODUS OPERANDI

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

Website:

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining working of the website on and a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.

Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.

Accounts:

The office continues to maintain its account on CAS Software (Computerized Accounting System). Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through CAS. Appropriate security measures should be taken for maintaining confidentiality of the transactions. The College also uses Public Financial Management System (PFMS) for the funds received from the Government. Payroll Management System which helps to automatically calculate the salary, generate salary slips, GPF slips, arrears, disburse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.



ERP:

The College use Office Automation software to automate the office work like Admission process, Receipts, Students profile, Examinations, roll call list etc to maintain the student year-wise data. Scholarship Software for students Scholarship information and bills, etc.

Library:

The College continues to maintain its academic excellence through maintaining full automated 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 new journals and books regularly. Recommendations are taken from the teachers and students while subscribing the e-resources, books, journals and reference books.

- Our college library is using KOHA open source software. The software is LINUX base; hence it protects data from viruses. As it is open source it saves 50 to 60 thousand rupees of annual maintenance.
- We continuously update the software version.
- We have developed our own library portal to provide access to e-resources specially related to curriculum. The E-library portal helps to increase the precision ratio in the users search.
- We continuously upgrade our ICT equipments with required softwares.
- We insist students to use N-list, DELNET and another educational website.
- We keep all the statistical data of library use through various software like KOHA.
- We also use and upgrade electronics equipments to provide library services, like, bulletin board, scanners, printers, Photo-copier, PC, DLP etc

Administration:

- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- The college will look into opportunities to automate some of its functions related to administration.
- Administration Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination:

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Stock:

College have a stock management software. Using this software, we manage stock inward and outward for consumption.



ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- LCDs and other multimedia devices to be provided in the, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by, computer networking devices, scanners and interactive teaching board/smart board etc.

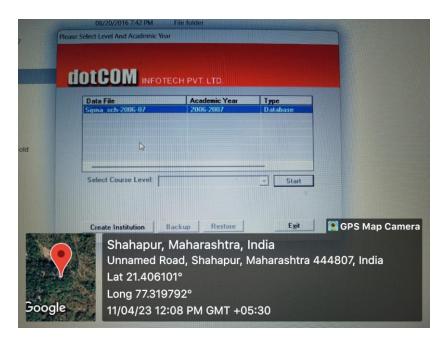
Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

Commorce Collage

PRINCIPAL
Art, Science & Commerce
College, Chikhaldara

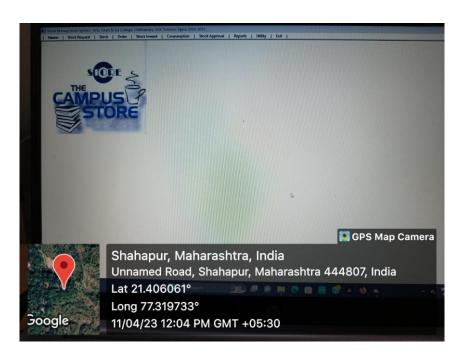
Sipna Shikshan Prasarak Mandal, Amravati's Arts, Science & Commerce College, Chikhaldara Dist. Amravati Screenshots Software for e-governance



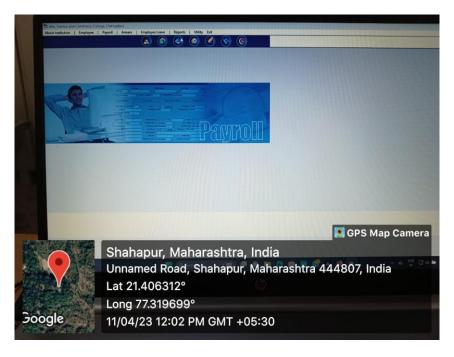
Scholarship Software



Software of Stock Data Entry form



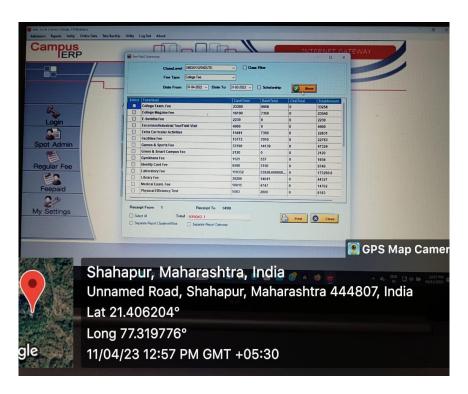
Software of Stock Management



Software of Payroll



Software of Accounts



ERP Software For Fee Admission & Fees Management



ERP SOFTWARE MANAGEMENT TOOLS

7-2 16108/2021

dotcom

dotCOM Infotech Pvt. Ltd.
Think → Inovate → Succeed
2nd Floor, Shetkari Bhawan
above SBI (ADB Branch), Old Cotton Market,
Amravati - (M.S.) India
Cell: 9823194885, 9823646168
email: info@dotcominfotech.co.in
visit: http://dotcominfotech.co.in

INVOICE

,	lame & Address		Invoice	No.		262
To, The Principal,			Date			13/08/2021
	is, Science & C	ommerce		a .		
College, Ch		ommer ce	Order (Lode		REG
Dist. Amray	vati.		PAN	ľo		AABCD8776G
GST. No. :	27AABCD8776	G1ZB	Subject	to Am	ravati Jurisdic	tion
Sr. No	Item D	escription		Qty.	Rate	Total Amount
1. Ca	mpus ERP (20		or	01	Rs. 10,000/	- Rs. 10,000/-
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	AS Account (202		1 94	1	Na Ami	
		nt (2021-2022)				
- 1	J		r@9%			Rs. 900/-
L			r@9%			Rs. 900/-
Amount in V		even Thousand E	ight Hund	Ired	Total	Rs. 11,800/-
Terms & Condi		Andrew Control of the State of		Rece	eived by:	For dotCOM
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		be made in favo			1	
dotcom Inf	otechP.ltd., Amr	avati	JI 01			
C. By signing	this document	you agrees to	the		you	STEER ST
terms & co				Signat	ure & Seal	(Apr 4c)()
D. Disputes in Jurisdiction		ubject to Amra	avati		ì	
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F. Exclusive of			- 2-)			
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Invoice	No.	Date		Order C	ode	Total Amount

Passed for Payment for

| | 8 00/
| Principal,

| orts, Sci. 8 Com, College Chikhaldara.

dotcom

dotCOM Infotech Pvt. Ltd.

Think → Inovate → Succeed

2nd Floor, Shelkarl Bhawan above SBI (ADB Branch), Old Collon Market,

Amravati - (M.S.) India Cell : 9823194885, 9823646168 email: info@dotcominfotech.co.in visit : http://dolcominfolech.co.in

J-3 13 [36] 22

INVOICE

То,	er's Name & Address	Invoice	No.	019	wa22
The Pri	incipal, S Arts, Science & Commerce	Date		31/03	3/2022
College	, Chikhaldara, mravati.	Order	Code	REG	William and the second of the
GST. N	o.: 27AABCD8776G1ZB		-	Subject to An	nravati Jurisdictio
Sr. No	Item Description		Qty	Amount.	Total Amount
01		osite 2022) SGST@9% CGST@9%	01	Rs. 5,000/-	Rs. 5,000/- Rs. 450/- Rs. 450/-
Amour	nt in Words (Rupees Five Thousand	Nine Hundr	ed Only)	Total -	Rs. 5,900/-
P.ltd. B. All ti dotco C. By si terms D. Dispu	diction only. User System	ELLED	Signatu	ure & Seal	Infotech Pvt.ltd.
F. Exclu	sive of all Taxes.	mile mile			, , , , , , , , , , , , , , , , , , ,
F. Exclu	se tear off the slip given below	and attachTear From			Demand Draft.
F. Exclu					Demand Draft.

Pagsed for Payment for uts, Sci. & Com, College Chikhaldara.

dolcom

dotCOM Infotech Pvt. 1 Think → Inovate → Succ 2nd Floor, Shetkari Bhawan

above SBI (ADB Branch), Old Cotto Amravati - (M.S.) India

Cell: 9823194885, 9823646168 email: Info@dotcominfotech.co.in visit: http://dotcominfotech.co.in

INVOICE

Custo	omer's Name & Addr	522	Invo	ice No.	0	162	
To,			Date		0	09/07/2022	
Aı	he Principal, rt, Science & Comn	nerce	Order Code GST. No		R	REG	
Co	ollege, Chikhaldara				27	AABCD8776GIZB	
	st. Amravati.		PAN	. No	Α.	ABCD8776G	
Subje	ect to Amravati Jurisdicti	ion					
Sr. No	lten	n Description	velu- ; ,	Qıy	Amount.	Total Amount	
01	Annual Main 1. Campus ERP (2 2. Payroll (2022-2 3. Scholarship (20 4. CMS Account (5 5. Stock Manager	025) 22-2023) 2022-2023) 1ent (2022-2023)	or T@9%	01	Rs. 10,000/-	Rs. 10,000/-	
		CGS	T@9%			Rs. 900/-	
Amou	nt in Words (Rupees)	Eleven Thousand Eigl	t Hund	red Only)	Total	Rs. 11,800/-	
4. 100	E Conditions: "" "" "" "" "" "" "" "" ""	Bace Andotedal Ed	Tech	Receive	ed by: Fo	r dotCOM Infotect Pvt.ltd.	
By term	com miotech P.tta., A	ent you agrees to		//s/gusture	& Seal	Heg No Col	
	usive of all Taxes.			MY			
P	lease tear off the sl	ip given below and a	attach i	t with			
	Invoice No.	темперия	From	Here	Cheque/Der	nand Draft.	
		Date		Order Co	de	Total Amount	
062 09/07/2022				REG 75379737 (Pankaj Be			
	10	The state of the s			a di	ILS. II MIM /	

Passed for Payment for 11800/

> vrts,Scl. & Com. College Chikhaldara.

Fic



dotCOM Infotech Pvt. Ltd. Think - Innovate - Succeed

2nd Floor, Shetkarl Bhavan, Above SBI-ADB Bank, Old Cotton Market, Amravati (M.S.) INDIA Ph.- 0721-2566245
Cell : 9823194885, 9823646168
email : Info@dotcominfotech.co.in
vialt us : http://dotcominfotech.co.in

Ref. No.

IN	VOICE				Date :	
To, The Arts Coil	er's Name & Addres Principal, s, Commerce & Sci ege, Chikhaldara, Amrayati,		Date	ce No.	229 01/12 REG	/2017
GST. No.	: 27AABCD8776G1Z	В			Subject to Ar	nravati Jurisdictio
Sr. No	liem Dese	cription	Qiy.	Rate	GST 18%	Total Amoun
01	Exam Manage Software For V		01	Rs. 8,000/-	Rs. 1,440/-	Rs. 9,440/-
Amo	unt in Words (Rupee Hundred & Fo		Four	Tot	al –	Rs. 9,440/-
A. Full P.ltc othe annu B. All t dotc C. By s term D. Dispu juris E. Singl	payment must be mail., Amravati on the rwise interest will imm. The Cheque/Drafts where the conditions of the conditions of the conditions of the condition only. The User System of the slipe ase tear off the slipe ase tear off the slipe are the conditions of the condition only.	e presentation of the charged @ 18 iill be made in farmavati passage in the case of the charged and the charge	of bill 3% per	160°	Info	Reg. No. 11-121945
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Student Admission • Salary Management • Scholarship • Accounts • Campus Intranet Web Solutions • Attendance • Library Automation

SIPNA SHIKSHAN PRASARAK MANDAL. AMRAVATL ARTS. SCIENCE & COMMERCE COLLEGE. CHIKHALDARA DIST. AMRAVATL INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDING ON 31st MARCH.2022

N.S.S. Grant 394 To CHB Salary 32400.00 By Fees & Fines To Rent 120000.00 BY INTEREST To Audit Fees 10000.00 Bank 230 UGC A/c 7 To Educational Exps. 633748.65 Apiculture (Annexure I) MKCL 1 NSS 5 To N.S.S. Expenses 52470.00 By MISC. INCOME	00.00 20.00
Salary 670872.	00.00 20.00
To Medical Bill	20.00
N.S.S. Grant 394 To CHB Salary 32400.00 By Fees & Fines To Rent 120000.00 BY INTEREST To Audit Fees 10000.00 Bank 230 UGC A/c 7 To Educational Exps. 633748.65 Apiculture (Annexure I) MKCL 1 NSS 5 To N.S.S. Expenses 52470.00 By MISC. INCOME	
By Fees & Fines	
To Rent 120000.00	04684800
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(Annexure I) MKCL 1 NSS 5 To N.S.S. Expenses 52470.00 BY MISC. INCOME	64.00
NSS 55 To N.S.S. Expenses 52470.00 BY MISC. INCOME	58.00
To N.S.S. Expenses 52470.00 BY MISC. INCOME	01.00
BY MISC. INCOME	81.00
To P.C. Poguering Eyes 139785 00 Sale of Prospectus 126	12600.00
To F.G Returning Exps.	00.00
To Surplus - Carried over 50351.35	
to Balance - Sheet	
TOTAL:- 68042979.00 TOTAL:-	68042979.00

Date:-15/09/2022

Place:- Amravati

CHECKED & FOUND CORRECT FOR S.S.KHANDEKAR & CO.

PARTNER

cience & Commerce



SIPNA SHIKSHAN PRASARAK MANDAL, AMRAVATI. ARTS, SCIENCE & COMMERCE COLLEGE, CHIKHALDARA

Schedules Forming Part of Income & Expenditure For the year ending on 31st March. 2022

Annexure 1: EDUCATIONAL EXP.

Particular	Amount
College Extension Activities	3600.00
Library other Exp.	6690.00
Journals	30670.00
Carting & Transporting Exp	1700.00
Apicuture Recurring	30000.00
Xerox	5217.00
Daily Allowance	410.00
Travelling Allowance	1260.00
Telephone Charges	38793.00
Electricity and Gas	39070.00
Repairs to Furniture, Equip, Internal Road, Etc	55807.00
	12557.00
Water Charges	49298.00
Maintenance exp.	660.00
Postage and Telegrams	33892.00
Stationery	6150.00
Admission Counselling	3528.00
Advertisement Expenses	1952.65
Bank Commission	11980.00
Computer Peripheral	38782.00
Printing	25321.00
Other Petty Contingency	2050.00
Electricity Recurring exp	46471.00
Seminar/Workshop Exp	20680.00
Legal Expenses	65633.00
Lab Consumables	48380.0
AMC & Website renewal charges	46317.0
AMC for Generator charges	6680.00
Women Hostel	200.00
Binding Charges Art. Science & Commerce College, Chikhaldara	
Total	633748.69





The Highlited/Moted amount of Rs. 48380/- in the audited stetement includes following amount.

O Rs. 11,800/-

@ RS. 59001-

@ es. 11,8001-

SPINA SHIKSHAN PRASARAK MANDAL, AMRAVATI. ARTS, SCIENCE & COMMERCE COLLEGE, CHIKHALDARA DIST, AMRAVATI. INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDING ON 31st MARCH.2018

EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT	AMOUNT
•					10505771 01
To Salary		40036036.00	BY GRANT-IN-AID		40595771.00
		1 7 7 2 2 5 5 5	Salary Grant	1000/041/00	
To CHB Salary		121320.00	Salary	40036041.00	
<u>.</u> _			CHB (Reimburse 2016-17)	249360.00	
To Rent		110000.00	* = *	40285401.00	
To Audit Fee		10000.00	Other Grants		
To Addit Fee		10000.00	UGC Recurring Grant	250000.00	
To Educational Exps.		1484943.12	N.S.S. Grant	56430.00	
(Annexure I)		1404743.12	N.S.S. Grant National Harmony Fund	3940.00	
(Alliexure I)	•		National Harmony Fund	310370.00	
To N.C.C. Evmanos	1945.	76682.19	•	310370.00	
To N.S.S. Expenses		70082.19	By Fees & Fines		875(.00
Fo National Harmony I	Cund	3940.00	by rees & rines		8/3(
io National Harmony	runa	3940.00	BY INTEREST		101413.00
TO UGC EXP.		180399.17	Bank	40897.00	101115.00
Ethnobotany	127430.00	100577.17	SGBAU Fund	9257.00	
QAC	52848.00		UGC A/c	37878.00	
Bank Commission	121.17	Fu *	Apiculture	10773.00	
, commission			MKCL	112.00	
• An ex 61-			Consultancy & serices	1885.00	
		• • •	NSS	611.00	- 1
	•		-	012.00	
	T		BY MISC. INCOME		189694.00
	The state of the s	in the growth of	Prospectus	13740.00	
	7		Other Receipts	40648.00	
			National Conference receipts	50000.00	
			Industrial Consultancy	55306.00	
			Lib. Database Consultancy	30000.00	
	7 7 1		4, 7, 6		
•			By Deficit carried to B/S		261373.48
momen	· 	4000000000	momen		40000000 10
TOTAL:-		42023320.48	TOTAL:-		42023320.48

DATE:- 18/07/2018 PLACE:- AMRAVATI CHECKED & FOUND CORRECT FOR S.S.KHANDEKAR & CO. CHARTERED ACCOUNTANTS



ARTS, SCIENCE & COMMERCE COLLEGE, CHIKHALDARA

Annexure Forming Part of Income & Expenditure For the year ending on 31st March, 2018 Annexure I: EDUCATIONAL EXP.

4	Total COMCIPAL	1404743.12
	MC	1484943.12
	Consultancy & Services Exp.	59.51
	MKCL Exp.	33352.00
	Bank Commission (Apl.)	90.93
	Sports Recurring Exp.	31670.00
	Uniform & Washing Allowance	4400.00
	Research Activities (In house projects)	9890.00
	AMC for Generator charges	14160.00
•	AMC & Website renewal charges	34040.00
	Gymkhana & Sports	46941.00
	Lab Consumables	94169.00
	Laboratory Gas (LPG)	3635.00
	Legal Expenses	16000.00
	Seminar/Workshop Exp	13010.00
	Electricity Recurring exp	9023.00
	Other Petty Contingency	35610.00
	Printing	157995.00
	Computer Peripheral	47077.00
	Bank Commission	5236.78
	College Internal Exam Exp	41000.00
	Affiliation Fees (Regular)	30000.00
	Advertisement Expenses	7283.00
	Admission Counselling	19510.00
	Binding charges	450.00
	Stationery	41376.00
	Postage and Telegrams	1683.00
	Maintenance exp.	58418.00
	Water Charges	26200.00
	Repairs to Furniture, Equip, Internal Road, Etc	49738.00
	Electricity and Gas	72350.00
	Telephone Charges	20138.00
	National Conference Exp.	133000.00
	Travelling Allowance	22868.00
	Daily Allowance	7780.00
	Remuneration (Petro)	45360.00
	NAAC Exp.	138803.90
	Xerox	5459.00
	EVS Study Remuneration	10000.00
	Uni. Gazzete fee	2000.00
	Apicuture Recurring	12655.00
	Fine & Penalty	. 5458.00
	Carting & Transporting Exp	14160.00
	Reading Room Exp.	19446.00
	Journals	13900,00
	Library other Exp.	559.00
	Cultural Activities	47678.00
	Students Career Promotion Activities	36100.00
	College Extension Activities	45211.00