

6.2.2 Institute implements e-governance in its operations

1. Administration

2. Finance and Accounts

3. Student Admission and support

4. Examination

Sr.No.	Parameter
1.	screen shots of user interfaces of each module reflecting the name of the HEI
2.	e-Governance report approved by governing council
3.	Policy document on e -governance

Screenshots of user interfaces of each module reflecting the name of the HEI

1. Administration module reflecting institutes name



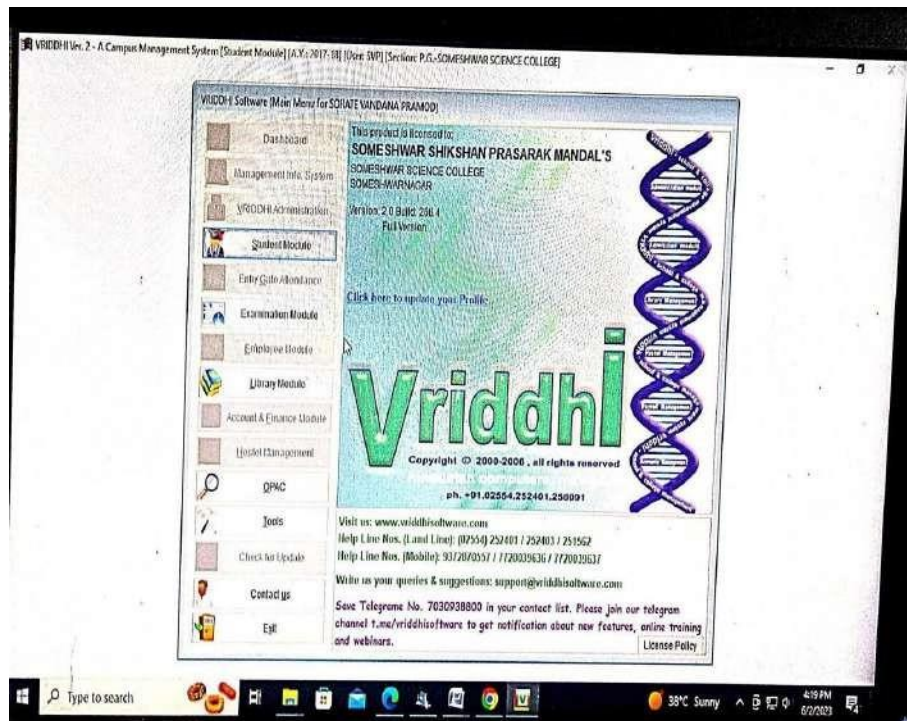
Staff doing incoming entry using biometric attendance system

2. Finance and Accounts module reflecting institutes name

The screenshot displays the Tally.ERP 9 software interface. The main window is titled "Gateway of Tally" and is divided into several sections:

- Current Period:** 1-4-2023 to 31-3-2024
- Current Date:** Monday, 10 Jul, 2023
- List of Selected Companies:** A table with two columns: "Name of Company" and "Date of Last Entry". One entry is visible: "SOMESHWAR VIDNYAN MAHANDYALAY - (from 1-Apr-2019)" with a date of "10-Jul-2023".
- Gateway of Tally Menu:** A central menu listing various modules:
 - Masters:** Accounts info., College Info, Payroll Info., Inventory Info.
 - Transactions:** Accounting Vouchers, College Vouchers, Inventory Vouchers, Payroll Vouchers.
 - Utilities:** Import Data, Banking.
 - Audit:** Audit & Compliance.
 - Reports:** Balance Sheet, Profit & Loss A/c, Stock Summary.
 - Display:** College Reports, Multi Account Printing.
 - Quit**
- Right-hand Panel:** A vertical list of function key shortcuts: F1: Select Cmp, F1: Shut Cmp, F2: Date, F2: Period, F3: Company, F3: Cmp Info, F4: Connect, F4: Disconnect, Q: Synchronise, Y: Sync Selected, F11: Features, F12: Configure.
- Bottom Panel:** Contains product information (Tally.ERP 9, Series A Release 6.6.3), license details (Serial Number, TSS expiry, Account Id), configuration (Gateway TALLY-SERVER:9999, DDBC Server 0000), and system status (Tally MAIN --> Gateway of Tally, © Tally Solutions Pvt Ltd., 1988-21, Tue, 11 Jul, 2023 09:08:01).

3. Students admission and support module reflecting institutes name



Online portal for admission and payment gateway

4. Examination module reflecting institutes name

QPD Online : College Login

Strong Room Contact No.(Help Line)

020-25621453

Sign In

PUN:CODE/QPD user name e.g CEGP910001

Password

Login

SAVITRIBAI PHULE PUNE UNIVERSITY

Web Code : CAMP12851

QPD Profile

PUNCODE	CAAP12851
College Name	Someshwar Shiksha Prasarak Mandal Someshwar Science College, Someshwarwarga A/Sr Someshwarwarga Tal. Barasat Dist. Pune, Pincode 412306
Principal Name	Santoshia Balkrishna Suryaneshi
Principal Mobile No.	989203317
CEO Name	Adish Ashok Yadav
CEO Mobile	922961006

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You are logged in with IP Address: 103.169.236.250

SAVITRIBAI PHULE PUNE UNIVERSITY

Web Code : CAMP12851

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- If you are unable to view papers for download after entering OTP, then please add paper requests from Additional Papers.
- You can download Question paper only once.**

सहायकी सूचना : प्रत्येक पेपरसाठी एकदाच फक्त पेपर डाउनलोड करायला वेळीस तरच Report वा बनवता येईल. दुसरे कोणत्याही कारणासाठी याचा उपयोग करू नये. (पेपर डाउनलोड करूनही रिपोर्ट बनवता येऊ शकत नाही.)

Name of Faculty:

Paper Set:

Enter OTP:

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SAVITRIBAI PHULE PUNE UNIVERSITY

Web Code : CAAP192891

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3. You can download Question paper only once.

सहाय्यी सूचना : कृपया पेपर मध्ये चुकी जादरेच्य़ा किय़ा पेपर चुक़ा डाऊनलोड करतया अनोल तरच Report या बदलया वांगर कराक इतर कोणत्याही कारणासाठी याचा उपयो़ग करू नया. पेपर डाऊनलोड करतया रिपोर्ट कोणत्याही अडथळा नाही.

Name of Faculty:

Paper Slot:

Enter OTP:

Exam Name	Subject Code	Paper Name	Download File	Password	Clerification	Paper Issue	Download Attempt pending
B.Sc (REGULAR)(2019)(Credit System)	23141	BO-251 TAXONOMY OF ANGIOSPERMS & PLANT ECOLOGY	6054-108	UB0WVC8E	@	Report	0

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Annual e –Governance Report

2023-2024

Someshwar Vidnyan
Mahavidyalaya, Someshwarnagar

The primary goal of introducing e-governance at Someshwar Vidnyan Mahavidyalaya is to enhance operational efficiency and optimize resource utilization.

By implementing computerized operations, the institute aims to streamline workflows and provide users with accurate data and information.

This transition is expected to reduce paperwork, minimize the time required for document movement, and maximize the effectiveness of human resources.

To achieve these objectives, Someshwar Vidnyan Mahavidyalaya has begun implementing e-governance in a phased manner since the financial year 2017-18. This implementation currently focuses on key areas such as Finance and Accounts, Student Admission and Support, Administration, and Examination Management.

In simpler terms, the university is introducing digital systems and processes to make its operations more efficient and ensure that accurate information is readily available to everyone. The goal is to reduce the need for physical paperwork, minimize the time spent on administrative tasks, and make better use of the university's human resources. The implementation is being carried out in stages, starting with important areas such as finance, student management, HR, and examinations.

1. Administration:

An Attendance using Biometric machine will be implemented for the administrative staff and teaching faculty to record and monitor attendance.

- The administrative office will utilize Advanced Excel and File Management System Tools to ensure an efficient and organized database.
- To streamline processes and enhance convenience, the college aims to transition to a paperless administration, eliminating unnecessary paperwork.
- Online services will be maximized to provide students with a seamless and hassle-free experience.
- The college will explore opportunities to automate certain administrative functions, aiming to improve efficiency and effectiveness.
- The administrative staff will receive adequate training and development to stay updated with the latest technology advancements.

2. Finance and Accounts: The office maintains its financial records using Tally ERP 9, software that the college consistently updates to the latest versions.

The advanced features of Tally enable the staff to effectively and efficiently manage their financial accounts. It is the sole tool used to generate crucial documents like the Profit and Loss statement and the Balance Sheet. Additionally, all analysis reports are also generated through Tally. To ensure the confidentiality of transactions, appropriate security measures must be implemented. Regular training is provided to the existing staff to ensure they are proficient in using the software, and regular updates are applied to keep the software current. Payments are typically made and received through online methods such as NEFT, RTGS, and bank transfers.

3. Student Admission and Support: The College has implemented an open and transparent approach to the admission process, aligning with the ethical practices and regulations set forth by Savitribai Phule Pune University. To provide comprehensive information about admissions, the college publishes e Brochure, which includes guidelines for the admission procedure. To streamline the admissions, an Admission Portal has been developed. This portal serves as a centralized platform for managing various aspects of the admission process, such as the number of students applying for each course, withdrawals, and fee submissions. To apply for admission, students are required to complete a separate Online Application Form Vrudhhi online portal.

4. Examination: The College follows the regulations set by the governing body that Savitribai Phule Pune University for conducting examinations, and therefore, the e-governance policy of the university will be implemented for this purpose.

e -Governance Policy

e -Governance Policy

Scope:

The scope of the this policy is applicable to

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

Objectives:

The implementation of e-governance in all aspects of the institution aims to streamline and simplify the governance system within the institution.

1. To focus on promoting transparency and accountability in all function.
2. To achieve easy and quick access to information.
3. To make the campus Wi-Fi enabled.
4. To equip smart classrooms with ICT facilities.

The goal is to leverage technology to enhance the efficiency and effectiveness of governance processes, improve information dissemination, and facilitate seamless operations within the institution.

Policy:

The college has decided to implement e-governance across all areas of its operations, including the library, accounts, admissions, administration and examination. The aim of this policy is to ensure transparency and accountability in every aspect of the college's functioning. To achieve this, the college has designed and framed the following policies and procedures.

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Website: The College will create a website that serves as a central hub of information about the institution, including details about the college, its activities, courses offered, and important announcements. To ensure the smooth functioning of the website, a dedicated service provider or web designer will be hired. Training will be provided to the administrative and teaching staff so they can make necessary updates on the website.

A Website Committee will be established to oversee the maintenance, regular updates, and overall management of the website. The committee will also identify any additional changes or

improvements needed for the website. The goal of the college is to present its dynamic and active nature through the website, and all significant notifications will be promptly published on the site.

Library: The College upholds its commitment to academic excellence by maintaining a well-equipped library.

To enhance the learning experience for both teachers and students, the college aims to expand its collection of e-learning resources. Regular subscriptions to new journals and books are a priority to ensure up-to-date and diverse materials.

Input from teachers and students is sought when selecting e-resources, considering their preferences and needs.

Teachers have the opportunity to request books by different authors for the subjects they teach, thereby enriching the library's knowledge base.

ICT Tools Hardware Infrastructure:

The college will ensure that there is a sufficient number of desktops available for both students and staff members. Computers and printers will be provided in the administrative block to facilitate administrative tasks. Projectors will be installed in the smart classrooms, seminar rooms, and the hardware infrastructure will be complemented by computer networking devices with wi-fi (100 mbps) along with campus.

Software Infrastructure:

The college will maintain servers with adequate configuration to enable fast data transmission to various computers.

Office automation packages such as Open Office, MS Office, Vrudhhi, Tally and antivirus software will be purchased and regularly updated for desktops. Softwares will be updated from open source from time to time.