Nabira Mahavidyalaya, Katol

6.2.3 Implementation of E-Governance in Areas of Operation:

1. Administration

2. Financial Accounts

3. Students Admission and Support

4. Examination

Most of the activities of the college are performed through e-governance such as:

1) Administration Management:

Administration department oversees all other departments of college. It looks each and every transaction or activity which takes place in college. Administration department plays a vital role for managing entire core operations of an organization like operations related to student management system, library, examination system, reports etc. through its software. *College Management System CMS Software helps in online Management*.

Functions of Administration Management:

To handle creation of fees heads of students keeping in points laid down by government and college management. Categorization of staff is done so that subjects can be assigned for setting teaching time table. Use roll management is assigned through administration management system according to department wise and user wise so staff can see and utilize only that information which is meant for them and it also helps to maintain data privacy. To look that management information system data is being inflow into integrated system so that all other department's work smoothly, and in an appropriate direction.

To present the information to the management wasting no time.

To take up backups of previous records, managing, deleting and editing of records.

i. Employee's information is filled up and updated in the Government of Maharashtra's Management Information System of Higher Educational System (DHE-MIS) (*https://dhemis.maharashtra.gov.in/*). Teachers' information is also uploaded on AISHE portal (*www. Aishe.gov.in*).

Student's Admission, Feedback, Scholarship Management:

The trends of going paperless is taking a speed into the college into almost every process and college admission system is one such a system of college, where we are going paperless. We face annoying problems in managing the college admission system every year when number

of students queue up in college to collect admission forms, then fill all the details and then again queue to submit the forms. They struggle to get the details or required information. At the same time college administration software helps to manage such big rush, prepare register or making manual excel entries. To avoid such problem, we have made online admission process which details are given on college website (www.nabiramahavidyalayakatol.com). Students can submit admission form online mode. When a new student comes for admission, staff just needs to add details of the new students into the college admission system. Then these details can be used for reference. All the essential information like photograph, parent information, permanent address, emergency contact is collected into the college office and will collect his admission receipt from college. The student who wants to pay fees online can also pay to the college account. The online admission system is really helpful for any school and college admission department.

The scholarship form and student's feedback form are also available online on college website. The scholarship is sent to the student's account online. This make's their life easy and smooth.

Library Management:

To reduce manual intervention, this Library Management is really helpful tool which can make the transaction fast and secure. Membership can be provided to every student and faculty members. Library Management software (LIBMAN Software) helps to reduce the manual work (on papers) to maintain members records. The library can keep track of all the existing books.

2) Account and Finance Management:

There is a separate account software in the college which manages all kinds of account details. The salary is distributed to the faculties online through this system. The system can handle finance for the organization. It gets data from relevant systems of college such as admission, examination, administration etc. Apart from this, college accounting software saves lots of time and makes information available to another department as well. College accounting software is well designed that entire finance department can execute their work responsibility so easily and keep up to date information. Account creation and maintenance is done through this module like income and expenditure account creation of trial balance. Balance sheet is done within seconds so concern staff can present any required financial information easily by this college accounting software. Each voucher updates ledger balance as soon as data entry is completed. Managing account and finance department with this software is made easy. Organization staff just need to enter data further updating and reports are generated by the system. *College Management System CMS Software helps in Account and Finance Management. Pay roll and financial transactions* are done through *Sevarth e-portal*. https://sevaarth.mahakosh.gov.in/login.jsp.

3) Students Admission and Support

i. The UG and PG admissions are done through online mode.

https://enrolonline.mastersofterp.in/?Collcode=NMK

ii. The data of admitted students is submitted to R.T.M. Nagpur University through online mode using college section login. (https://onlinedcudrtmnu.org/index_org.php, https: https://nagpuruniversity.ac.in/)

iii) National Scholarship Portal (https://scholarships.gov.in/)

4) Examination Management:

Examination is an essential stage in process which should be cleared to reach at the next level. This clearly means handling examinations information cautiously is important. Examination Management System (QQ Exam software) is an interactive system which is used for storing, retrieving, managing and aggregating examination data. Examination Management System is useful for both Students and faculty as well. The coordinator is provided the rights and privileges to perform different set of operations. For example, they can keep track of the students who have confirmed the admission but not submitted their examination forms. It also verifies unpaid fees so hall ticket can be hold. In order to maintain the transparency, paper comes online to the examination Centre, 30 minutes prior to the exam time and then is distributed to the students. All the data related to the examination management system helps in preparing necessary reports required for effective management of the examination department.

i. All Semesters examinations are conducted by R.T.M. Nagpur University Nagpur. The theory examination is conducted by conventional method but the question paper is provided to all the centers via university login which is downloaded at the center.

ii. The valuation are done by offline method at university center.

iii. The internal marks are submitted online to R.T.M. Nagpur University Nagpur through Examination Section Portal.

iv. Marks of UG and PG practical exams are submitted online to R.T.M. Nagpur University Nagpur through Examination Section Portal.

v. The hall ticket, mark list are provided by to R.T.M. Nagpur University Nagpur on Examination Section Portal.

https://nagpuruniversity.ac.in/, For Q-Paper Downloading Qqexam.com, For Online Marks uploading https://nagpur.university/

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