



Shri Gajajnan Shikshan Prasarak Mandai, Yefadri (Camp)

Toshniwal Arts, Commerce & Science College,

Sengaon, Dist. Hingoli -431542 (MH)

ANNUAL E-GOVERNANCE REPORT

2017-18

(Presented for Approval of Governing Council)

E-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of an organization. This urge for transparency and efficiency is derived by the demand of ever-increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

Toshniwal Arts, Commerce & Science College, Sengaon is always trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through Information and Communication Technology. As per the decision made in the annual meeting of the Governing body, they provide the necessary infrastructure to college for being upgraded and cope up with the recent technologies. The irresistible response of human resource to digital technology has supported the prospects of e-governance in different areas of operation. By and large, in Toshniwal College the following operational fields of educational administration have been identified for realising the exquisiteness of e-governance. All the teaching and non-teaching staff are friendly with these technologies like computer and smart phones. The administrative staff is using computer and CMS software developed by the MasterSoft Nagpur for Admission, Examination, Finance, Fees Collection, for issuing Transfer Certificate, Bonafied etc.

- **Administration**

Proper training for working on different user interfaces is organised by IQAC in starting of each academic year.



- A biometric attendance system is implemented in the college for the attendance record of the employees.
- Fully computerised office and academic departments are developed by the governing body for the upgradation and smooth work culture.
- College website also designed and updated for the recent work and knowledge of every stakeholder.
- A dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform.

- **Finance and Accounts**

As a basic ingredient of e-governance concept and as per instructions of the government, e-governance for salaries of employees is launched by the state government and THE-Sevarth portal is used for the same, the salaries directly deposited into their respective bank accounts. Not only is that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Outlined below are some of the major assignments being performed digitally at College level

- Receipt of examination and admission fees print through CMS software
- Pay bill preparation & management of various scholarship schemes,
- Management of College accounts and many such functions as required.

All the accounts are being maintained in nationalized banks with maintenance of proper ledger at College level.

- **Student Admission and Support**

The admission process is conducted through CMS Software by the administrative office. To maintain the transparency during the admission process and through academic progression of the student following E-governance initiative are as follows:

- Disclosure of admission rules/schedule on web-page,
- Verification of documents, payment of fees & other admission formalities,
- Preparation & publication of admission rolls and related statistics,
- Admission related data management through CMS Software,
- Management of different scholarship schemes for students through government portals,



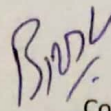
- Disclosure of students-centric information/data/materials on web-site,
- Availability of internet/e-resources in library,
- Conduction of computer awareness/digital literacy programs for students,
- ICT based teaching in smart class-rooms, and

Above digital functions are realized online through internet with support of ICT based infrastructure available in the College.

• **Examination**

Fully computerised exam cell which conducts exams in the college. The Hall tickets and results obtained by the university is also maintained by the examination cell of the college. As per university, all exam papers are delivered through E-Delivery system by the parent university. Not only this, the examination cell also handles all the internal examination conducted in the college.

16 June 2018


Coordinator
Co-Ordinator
Internal Quality Assurance Cell
Internal Quality Assurance Cell


16/06/2018
PRINCIPAL
Toshniwal Arts, Comm. & Science College,
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Approved

President

Shri Gajanan Shikshan Prasarak Mandal
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