



Janhit Education Society's

**Govindrao Warjekar Arts & Commerce College,
Nagbhid, Dist. Chandrapur (Maharashtra)-441205**

(Affiliated to Gondwana University Gadchiroli)

NAAC Accredited B⁺⁺ (Cycle Third)

NAAC Fourth Cycle

Self Study Report

2018 To 2023

DVV Clarification

CRITERION- VI

Governance, Leadership & Management

Metrics No : 6.2.2

Metric Name : Institution implements e-governance in its operations.



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Declaration

This is to declare that as per the findings in DVV Process and the directions in Standard Operating Procedure of NAAC, we have checked and verified the necessary supporting documents/functional links related to the metric **6.2.2** that have been uploaded here, and found them correct.

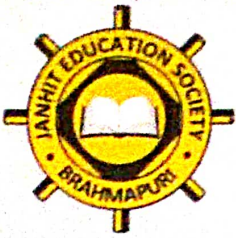

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Content

S.N.	Name of Documents	Page No.
1.	Annual e-governance Report 2022-23	1-7
2.	Policy documents on e-governance	8-9

Annual e-governance Report 2022-23



Govindrao Warjekar College, Nagbhid


Annual e-governance Report

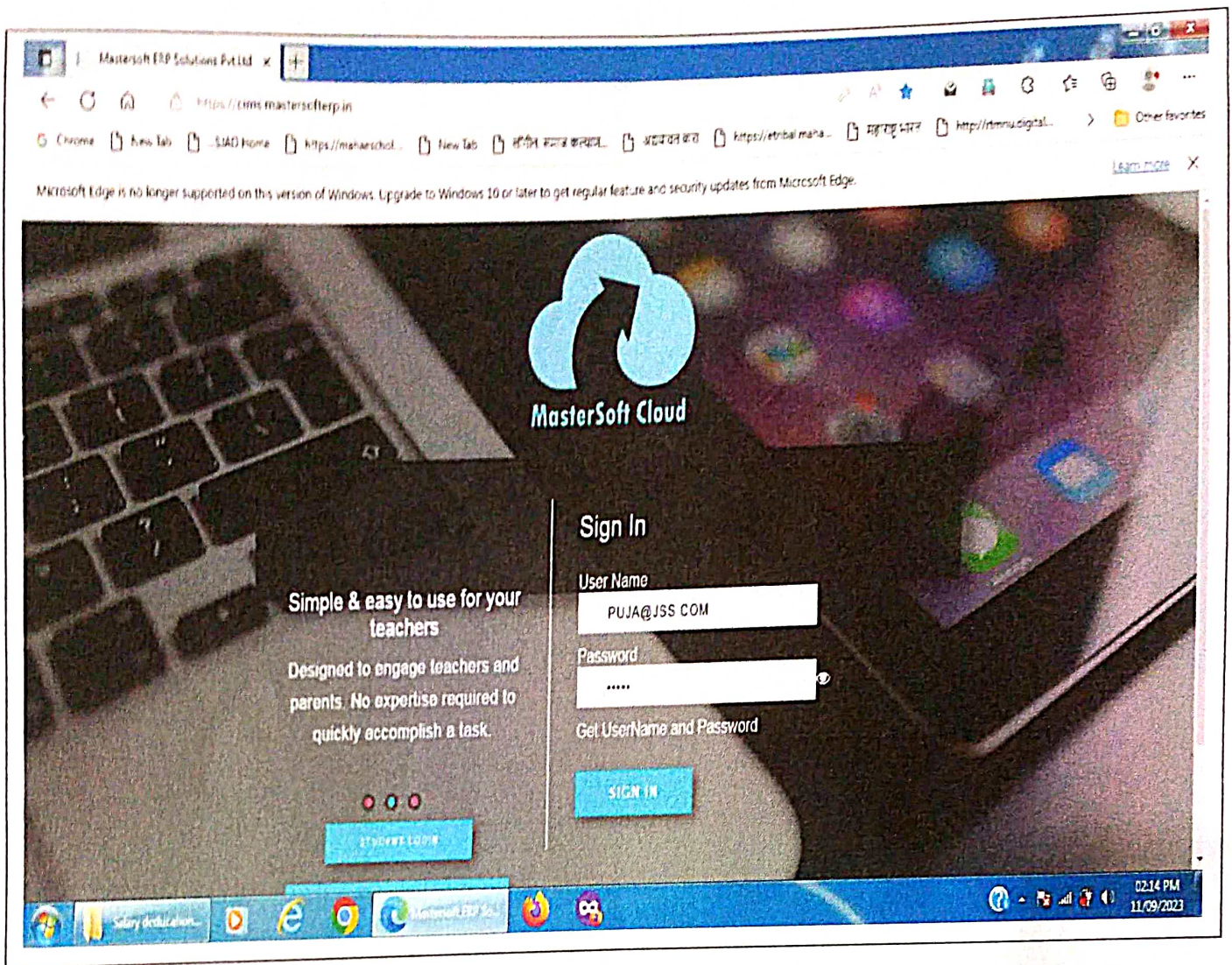
2022-23

Introduction

Govindrao Warjekar College has implemented e-governance for sharing information and to manage human resource efficiently with transparency through participation and accountability from all stakeholders. The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like e-administration and e-services. E-administration uses ICT for information process and decision making by the Governing body, head of the institution, IQAC and different committees formed to decentralize the administration. E-service provides various service facilities. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education. A company known as MasterSoft was selected through tender process for implementing e-governance in various domains of college administration. Students' attendance management, students' database, examination and continuous assessment record were made by automation process. Another vendor is selected to provide necessary support for maintaining college website (www.gwcollegenagbhid.ac.in). Teachers are able to upload lectures, assignments on college web portal online. Time to time maintenance is carried out by faculty members of Website Committee of college. A dedicated WhatsApp Group has been created at institution level and also in each Subject departments for sharing orders, information, direction and discussion on a common platform. The necessary budgetary allotments for implementation of various government schemes and digital awareness are provided by the college and proper utilization is ensured with utmost transparency within time limits.


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Some key modules of MasterSoft under various areas of operation.

Planning & Development

- Office Management System
- Actionable Points
- Daily Progress Report
- Manuals/Standard Formats
- Office Management & Record Reports
- Staff Movement Register
- Activity Approval

Administration

- Appraisals
- Initial Performance Review
- Leave Details

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- Manpower Control
- No Dues
- Policies, Formats & Code of Conduct
- Service-Related Certificates
- Staff Attendance Rectification
- Transport Management System
- Software Requirement
- Academic Administration

Finance and Accounts

- Budget and Expenditure System
- Finance Management System
- Payment Tracking System
- Staff Bank Loan
- Tele Device Management System

Student Admission and Support

- Admission and Registration
- Fee Payment
- Document Submission
- Manpower Access Facilitation
- Student Counselling

Examination

All semester term examination registration and all process made online via affiliating Gondwana University portal.

- Academic Operations
- Examination Tasks
- Examination Policies and Guidelines
- Question Bank
- Result Analysis
- Seating Plan
- Student Academic Detail
- Registration and admit card issuing are fully automated
- Internal assessments are made automated.

The report is divided in two broad sections:

Part A: Enabling E-Governance via IT Support Up-gradation

Part B: Implementation of E-Governance and its evolution via College ERP

PART A

Enabling E-Governance via IT Support Up-gradation


The college IT infrastructure is upgraded as per requirements. The college has a smart classroom equipped with interactive board, 6 classrooms with LCD projectors, Auditorium having Digital Podium with inbuilt audio system, microphone system and speakers. The whole college has been made Wi-Fi enabled after JIO telecommunication installed Wi-Fi


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facility in the college in 2017. The College has also subscribed for optical fiber internet facility from BSNL. The college network resource centre has 10 computers that provide free internet access to students as well as staff. The college library has subscription to INFLIBNET that provide access to a wide range of e-books and e-journals. Some of the latest updates include:

1. CCTV Cameras - 17
1. Projectors - 07
2. Biometric machines-02
3. Computers - 20

Some noteworthy technology support up gradation over the years:

The whole college has been made Wi-Fi enabled after JIO telecommunication installed Wi-Fi facility in the college in 2017. The College has also subscribed for optical fiber internet facility from BSNL.

- *Enabled Wi-Fi Services in College Camps and Academic Blocks*
- *Enabled teachers to use laptops for teaching & learning purpose*

Enhancement of Security from OPEN to secure wireless Network

- *Updated the Wireless Security Encryption to Protect User's Data*
- *Eliminated the risk of wireless attacking & spoofing*

Increased Coverage of Wi-Fi by installing extra Wi-Fi devices in Academic Buildings.

- *Increase the WI-FI coverage for the users*
- *Users can seamlessly roam from one location to another*

Implementation of ICT Tools in the teaching learning process.


- *To make teaching learning process effective.*
- *To help students concentration in the class.*
- *To help teacher for explain various concepts.*
- *Helped the students for encouraging students to stay on task, and engage in classroom activities and discussion.*
- *Students and teachers were able to share notes and assignments easily using free live tools like googledoc, one note, email etc.*

Technology advancement by introducing Wireless Virtual Controller

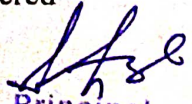
- *Flexible wireless environment allowed large number of devices to connect*
- *Removed dependency on special hardwares*
- *Ability to handle 10,000 active users at a time.*

CURRENT FACILITY

- **Upto 100 Mbps internet bandwidth connectivity** for the students and staff with efficient surfing speeds and seamless connectivity.
- **24X7 Bandwidth Management** via on premises solution (24online) for effective surfing / download & upload with consistent speeds.
- **All Students** having access to the internet in College Camps via latest wi-fi devices deployed at Camps.
- **Holistic Campus Coverage** of all the academic buildings are fully covered with high speed wi-fi which


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- Includes indoor and outdoor access points.

PART B

Implementation of E-Governance and its evolution via ERP - MasterSoft

E Governance and its evolution via College ERP-MasterSoft is discussed in two sub parts namely:

B.1 - E Governance milestones achieved in the form of addition of new modules to existing MasterSoft modules.

B.2 - Usage of some of the modules by the faculty, staff and students. The implementation of E-Governance via Mastersoft, OPAC, N-List & LIBMAN have been progressive and steady over the years with newer modules and portal being added up along with diverse report generations and platforms, thereby easing the day-day working of the college.

B.1 E-Governance Milestones-List of new modules added in Year 2022-23

1. Planning and Development

- Guest Interaction - Internal and External Appointment on Office Management System

2. Administration

- Online Document Verification Portal
- Surplus Stock Declaration System
- Implementation Management System
- Expansion in the record portal of various Certificate of international students
- Implementation of Auto Reminders/Alerts about movement of items.

3. Finance and Accounts

- Expansion of Budget & Expenditure System

4. Student Admission and Support

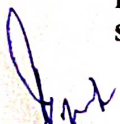
- Introduced the Student Counselling System.
- Expansion of Admission System by adding Online Self Declaration Documents.
- Academic Discussion Forum

5. Examination:

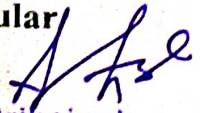
- Minor improvements have been done in the existing examination modules to make them user savvy.

B.2 - Usage of some of the modules by the faculty, staff and students.

- ICT tools used by the faculty in teaching learning process to make it more easy and interesting.
- Computers in NRC are used by students for their study and assessment purpose.
- Open Wi-Fi is used by the faculty, staff and students for different purpose. Teaching faculty use it for using e-content creating, to show teaching material online in the class, to do several curricular



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work online. Non teaching staff uses it for the work of administration, while students use it for the study purpose.

- N-Lib, N-Lib and OPAC are used by the faculty and students to get access of different books, journals etc., which is not available in library.
- LIBMIS is used by the students to get access of books which are available in library.
- Management software is used by the administration department for the official use. The admission process, examination form filling process. It is also used by the students to get daily update regarding important information of academic activities.


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**Policy documents on
e-governance**

E-governance Policy Details

Brief Description

The policy is a blueprint of implementation of e-governance in areas of operation

Scope for Implementation

Planning and Development

Administration

Finance and Accounts

Student Admission and Support

Examination

Approved by

Head of the Institution/IQAC

Objective

To strategize the smooth functioning of the Institution by using ICT.

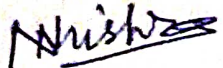
To provide and facilitate the exchange of information through stand alone systems and services.

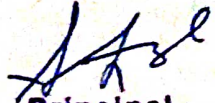
Policy Statement

Implementation of e-governance is an effort to ensure transparency and accountability in the day-to-day functioning of the institution and enhance administrative efficiency by way of speedy access to information.

Procedure, Practice & Principle

Government of India has summoned all the higher institutions to adopt "E-governance" in its defining characteristic. Borrowing therefrom & in continuation of this policy the College seeks to instil it, in conduct of its routine activities, to reap its advantages increasingly. Hence, automation and digitization, is introduced to the extent permissible in several aspects of College functioning, so that human intervention and also errors, are kept to the minimum, if not eliminated completely.


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