



Shri Shivaji Education Society Amravati's  
**SHRI SHIVAJI SCIENCE AND ARTS COLLEGE**  
**Chikhli, Dist. Buldana- 443201.**  
NAAC Reaccredited with 'B++' Grade (CGPA 3.00)  
**ISO: 9001-2015**

**Dr. M. T. Nikam**  
**Principal (Officiating)**


**Hon'ble Shri Harshvardhan P. Deshmukh**  
**President**


**Metric No: 6.2.3:** *Implementation of e-governance in areas of operation*

This document Contains:


1. Policy Document for e-Governance
2. ERP Document with Bill
3. N-List Bill
4. Screenshots of user interfaces
  - a. ERP
  - b. MahaDBT
  - c. Examination System
  - d. Management Information System (MIS)

## 1. Policy Document for e-Governance





**Shri Shivaji Education Society, Amravati's**  
**SHRI SHIVAJI SCIENCE AND ARTS COLLEGE CHIKHLI**  
**DIST. BULDANA, 443201**  
**NAAC Re-accredited with 'B++' (CGPA: 3.00)**  
**ISO: 9001-2015**



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**Dr. Meena T. Nikam**  
Principal (Officiating)

**Hon'ble Shri. Harshvardhan P. Deshmukh**  
President

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**POLICY DOCUMENT**

On

**E-GOVERNANCE**

**Introduction:**

Shri Shivaji Science and Arts College, Chikhli believes in introducing technology not only in teaching-learning but effectively in administration and governance. In order to provide simpler and efficient system of governance within the institution, it is adopt and implement e-governance in maximum activities of our functioning.

**Policy Statement:**

E-governance will be used by the college in all areas of operation, including the library, accounts, admissions, administration, and teaching, among others. The framing of policy is to make every function transparent and accountable. It provides efficient system of governance within college, to embrace and execute e-governance in maximum possible activities of college functioning.

**Objectives of the policy:**

Following are the objectives of policy

1. To provide simpler and efficient system of governance in institution, e-governance is implemented in all functioning of institution.
2. To encourage transparency and accountability across the college's entire functioning.
3. To achieve and create a paperless environment in the college.
4. To establish internet connectivity and enabled Wi-Fi in college campus.
5. Provide easy access to information and make institute visible throughout the world.
6. To establish a fully automated Library, admission, account and examination.

The College decides to make the following policies.

**1. Administration:**

- Biometric is used by administrative staff and teaching faculty to record and trace attendance.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless ICT based technology.
- To maintain an efficient database, the administrative office uses advanced Excel and file management system tools.
- Additionally, students are able to access maximum services, such as transfer certificates, bonafide certificates in online mode.
- To keep them up to date with the latest technologies, administrative staffs receive proper training and development.

**2. Finance and Accounts:**

- For ease of maintaining accounts, college is using ...ERP.....software.
- Cutting-edge tools help staff to maintain financial records effectively and efficiently. Profit and loss, balance Sheet are generated through this software only.
- The confidentiality of the transactions should be maintained by taking the necessary security precautions.
- Training to the existing staff and updating of the existing software must be done on timely basis.

**3. Student Admission and Support:**

- Admission portal on website is an open and transparent strategy in process of admission which further strengthens by ethical practices and regulation as proposed by Amravati University.
- The brochure is displayed on college website, which contains guidelines for admission process.
- Students must fill out a separate online application, and they must pay their fees through the college portal as well.
- Other details, such as the schedule of admission, counseling sessions, and cancellation policies, are also displayed on the admissions portal.

**4. Examination:**

- It is required to conduct exams online in accordance with University guidelines. Everything must be done online, including filling up exam forms, revaluation forms, hall tickets, receiving exam papers, uploading of marks, etc.
- Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution.
- College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

**Benefits:**

- E-governance increases transparency in administration.
- Reduces paperwork in administrative process which results in better planning.
- Anyone can access the information they want, whenever they want it, at a single click.

  
Dr. V. U. Pochhi  
Coordinator  
IQAC, Shri Shivaji Sci. & Arts  
College, Chikhli Dist. Buldana



  
PRINCIPAL  
Shri Shivaji Science & Arts  
College, Chikhli, Dist Buldana



## ERP Bill:

**dotCOM**

**dotCOM Infotech Pvt. Ltd.**  
Think - Innovate - Succeed  
2nd Floor, Shetkari Bhavan,  
Above SBI-ADB Bank, Old Cotton Market,  
Amravati (M.S.) INDIA Ph. - 0721-2566245  
Cell : 9823194885, 9823646168  
email : info@dotcominfotech.co.in  
visit us : http://dotcominfotech.co.in

Ref. No.  
Date :

**INVOICE**

Customer's Name & Address  
To,  
The Principal,  
Shri Shivaji Art, Commerce & Science  
College, Chikhali,  
Dist. Buldhana.

Invoice No. 117  
Date 27/07/2023  
Order Code SSES,AM/4202/13  
DotCOM GST NO. 27AABCD8776G1ZB

Customer GST. No. : 27AAETS1500P2ZA Subject to Amravati Jurisdiction

Sr. No	Item Description	Qty.	Rate	Total Amount
01	Annual Maintenance Charges For E-Governance, MIS, ERP, EMS System Software 2023-2024	01	Rs. 12,000/-	Rs. 12,000/-
	SGST@9%			Rs. 1,080/-
	CGST@9%			Rs. 1,080/-
Amount in Words (Rupees Fourteen Thousand One Hundred & Sixty Only)			Total -	Rs. 14,160/-

Terms & Conditions :

- A. 100% payment must be made to dotcom InfoTech P.ltd., Amravati on the presentation of bill.
- B. All the Cheque/Drafts will be made in favor of dotcom Infotech P.ltd., Amravati
- C. By signing this document you agrees to the terms & conditions
- D. Disputes if any are subject to Amravati Jurisdiction only.
- E. Multi User System
- F. Exclusive of all Taxes.

Received by: For dotCOM Infotech Pvt. Ltd.

Signature & Seal

Please tear off the slip given below and attach it with your Cheque/Demand Draft.

-----Tear From Here-----

Invoice No.	Date	Order Code	Total Amount
117	27/07/2023	SSES,AM/4202/13	Rs. 14,160/-

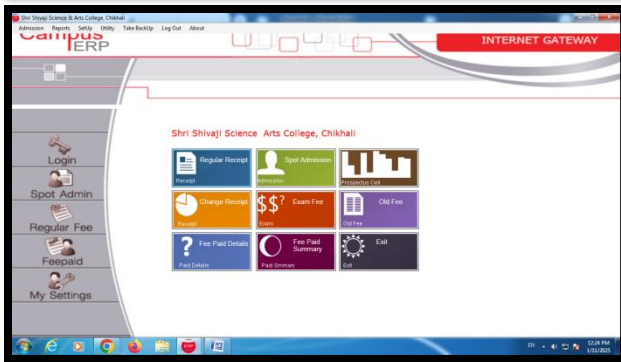
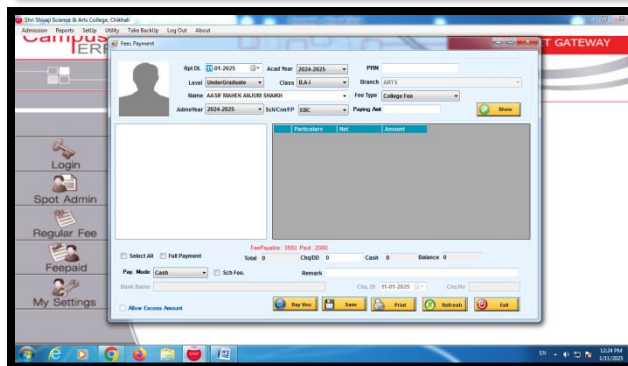
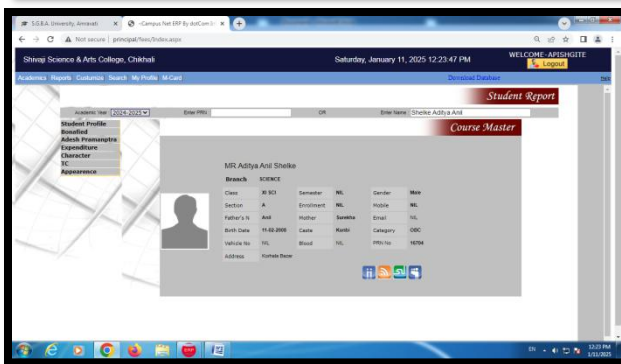
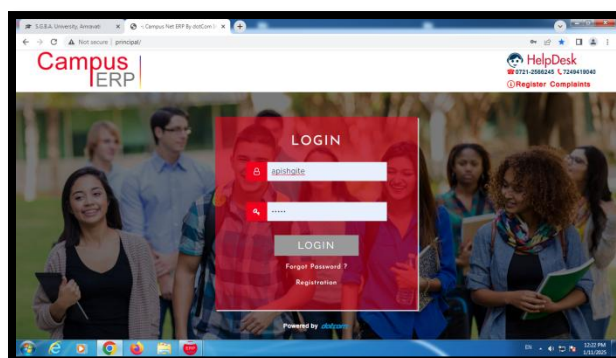
**PASSED FOR PAYMENT**

Principal  
Shri Shivaji Science & Arts College, Chikhali, Dist. Buldhana

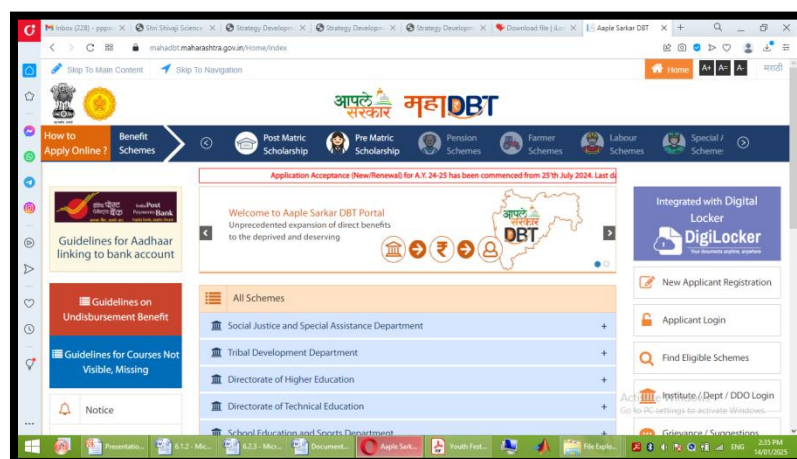
Student Admission • Salary Management • Scholarship • Accounts • Campus Intranet  
Web Solutions • Attendance • Library Automation

## Screenshots of User Interfaces (Campus ERP, MIS, Maha-DBT, Examination &amp; N-List)

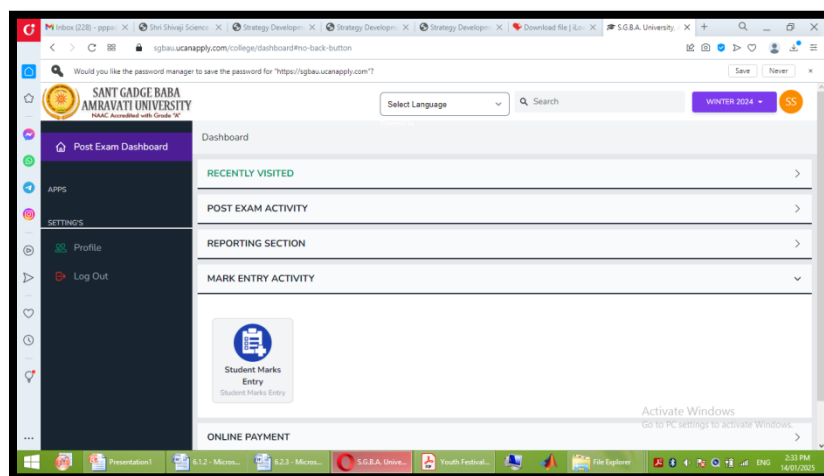
- ERP



- Maha-DBT**



- Examination**



- MIS**