Smt. Durgadevi Sharma Charitable Trust

CSC Chandrabhan Sharma College
Arts, Science & Commerce
(Affiliated to the University of Mumbai)
Accredited by NAAC 'B+'

ERP DOCUMENTS

IMPLEMENTATION OF E-GOVERNANCE IN THE AREA OF OPERATIONS

The college has purchased <u>MASTERSOFT ERP system (cloud based)</u> for the following modules.

1. **Academic management**
   - Student Administration
   - Time table and attendance
   - Student support certificates like TC, LC .
   - LMS
   - Mobile application

2. **Examination management**
   - Mark sheets, transcripts etc.

3. **Faculty Life cycle**
   - Employee profile
   - Payroll
   - Attendance & Leave management
   - Service book

4. **Outcome based education.**
5. **Accreditation data management system.**
6. **Library management system.**
7. **Society management and dashboard.**

The college has implemented e-governance to enhance good governance, to improve communication technologies, promote transparency, accountability and cost effectiveness.

Many initiatives have been taken by the college towards E-governance, to automate the functions , students support and administration.

E-GOVERNANCE IN ADMINISTRATION

1. **Library Management :**

   Mastersoft ERP Library Management system implemented. **N-List** has been subscribed.

2. **Staff attendance :**

   Biometric attendance reader and software is used for recording staff attendance.

3. **Internet connectivity:**

   Bandwidth Infinity Pvt. Ltd. Provides uninterrupted internet connectivity to the campus.

4. **Website Management:**

   College website storage, bandwidth and email service is managed and hosted by Mr. Tazeen Baig. **Pure way solutions handle** SSL certification work for website security and encryption. All-important notices to the students, Alumni and staff on administration matters are published on the college website.

5. **Handling college social media, digital marketing and creative making:**

   Big box success handles social media and digital marketing work for college. Any creativity required by staff are made by them.

6. **E-waste management :**

   MOU is signed with Eco friend Industries for collection and disposal of E- waste.

7. Official whatsapp groups of teaching and Non-teaching staff is created where important administrative instructions and circulars are updated and acted upon.

8. Biometric attendance for staff .

9. WiFi facility in the campus

10. Use of google form for Data collection from students and also for Feedback.

11. College has installed CCTV cameras on all strategic locations.

12. Salaries are paid through NEFT/RTGS.

13. University fees and charges are paid through NEFT/RTGS.

FINANCE AND ACCOUNTS

Finance and accounts of the college are handled digitally through various softwares like Tally ERP9 and Spectrum software for Form 16 and TDS for transparent functioning. There is Tally intergration with the admission process of the college. The administrative office maintains the reports and books of accounts generated from the software which helps in the auditing procedure. Salaries of the staff and University charges and share of examination fees are paid through NEFT/RTGS like online mode.

All fund transfers and financial transactions are carried out in online mode with the involvement of the bank.