

# Dr. Madhukarrao Wasnik PWS Arts & Commerce College Kamptee Road, Nagpur-26

### 6.2.2: Institution implements e-governance in its operations

- 1. Administration
- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examination

Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance

## **Planning and Development**

Though college does not have MIS, but every section are completely computerized and works online. Entire admin department is using "Mastersoft Cloud" software for admission and examination data procession. Account, scholarship and Library have its own software to execute its works. Scholarship sections works on the online portal of the Social Welfare Department (Government of Maharashtra). Therefore, transparency is maintained in every works in the public domain.

#### **❖** Administration

- Online culture is being adopted in all admin functioning of the college.
  College has official website to display its information and to notify its stakeholders for the oncoming events. The official website is updated as per the requirements of UGC and NAAC.
- Principal uses email to communicate the employees regarding notices, memos and for exchanging different information.
- Teachers are encouraged to process the information related its academic and extra-curricular activities for the website.
- All reports and information generated by the individual departments are asked to communicate to the concerning departments via email.

### **❖** Finance and Accounts

- Since Admission Process is automated in the college, various receipts at the Single Window Counter is generated computerized.
- College account section is fully automated and salary of staff is directly credited to the accounts online.
- Submission of admission fees online through admission software is likely to adopt in near future.
- College accounts are updated on Mahakosh Portal of Government of Maharashtra,

# **Student Admission and Support**

- Prospectus is available on college website to save students money.
- Admission is done online through college Website based Mastersoft Software,
- Processing of students data related to admission is processed to university completely online.
- Examination and scholarship forms also processed online to university and Social Welfare Department respectively.
- Students are given information via email or mobile text messaging round the year.

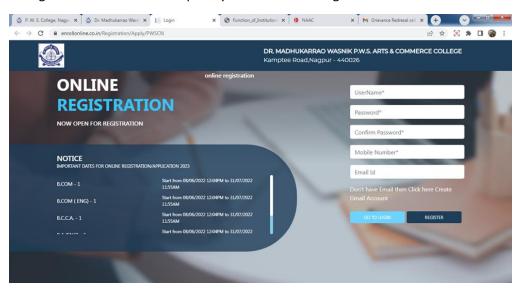
### **\*** Examination

- College website has available links of university and other important institutions related students for direct access from college website.
- Examination forms are processed online to university.
- Admission cards are generated online; therefore, students get instant printout
- Students downloads their examination time tables and results from the university website. It reduces the work pressure of college employee.
- Internal examination schedule, dates of assignments and Viva voce dates are given on college websites for the students use.

### **Screen Shots of User:**

1. Administration Mastersoft 2019-20

College Administration is completely automated through Mastersoft cloud based software.



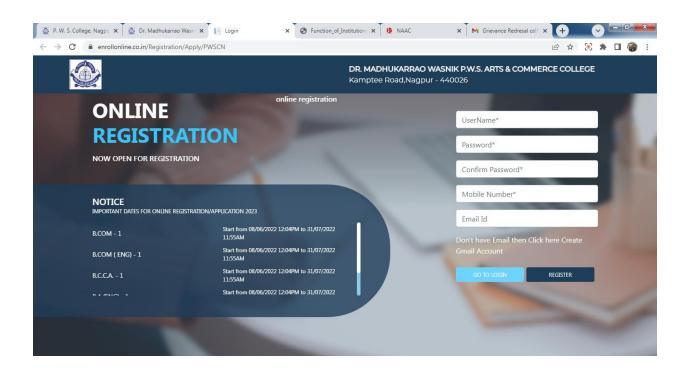
2. Finance and Accounts

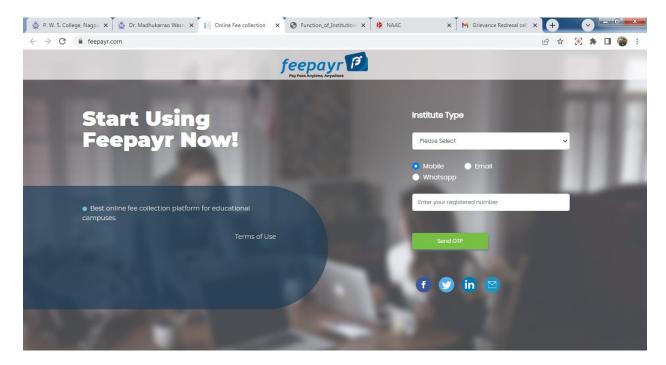
Mahakosh, Finance Deopartment, Government of Maharashtra

2012-13

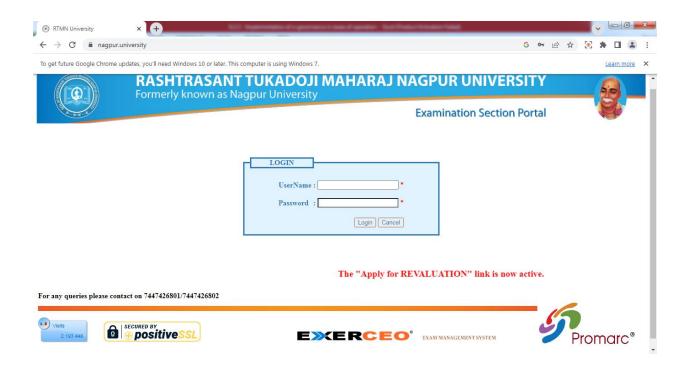


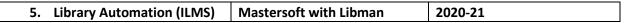
3.	Student Admission and	<b>Mastersoft Cloud based</b>	
	Support	software	2019-20

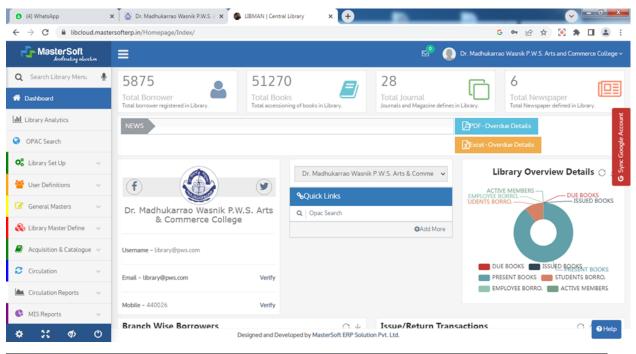




	Online by RTM Nagpur University	
4. Examination	(MKCL & PROMARC)	2019-20
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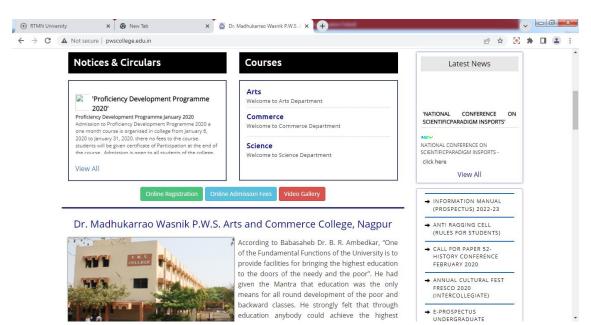


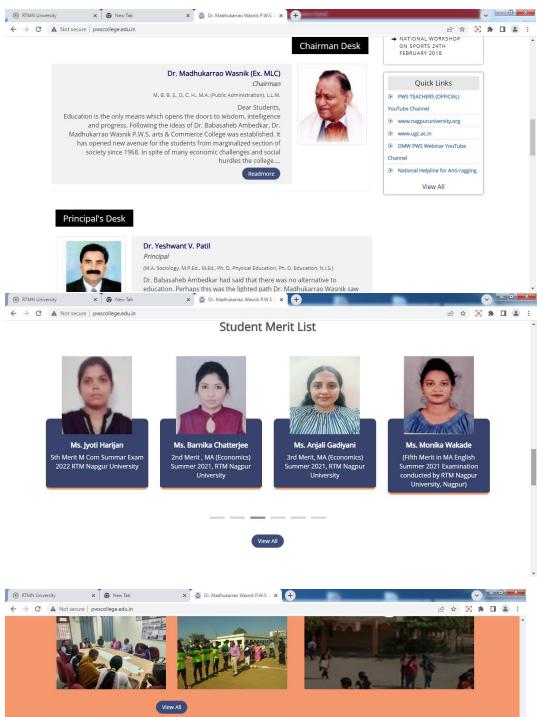




6. College Official Mastersoft Cloud based Website & Email 2009-2010









**Principal** 

Dr. Yeshwant Patil