



NAAC RE-ACCREDITED WITH 'A' GRADE

## **Sevalal Mahila Mahavidyalaya**

**Place for Higher Learning & Research (Research Academy)**

**Sakkardara Square, Umrer Road, Nagpur-440 024**

**E-mail: [sevamahilamv@gmail.com](mailto:sevamahilamv@gmail.com)**

**Website: [www.sevalalmahilamahavidyalaya.ac.in](http://www.sevalalmahilamahavidyalaya.ac.in)**

# **E-GOVERNANCE REPORT**

NAAC RE-ACCREDITED WITH 'A' GRADE  
**SEVADAL MAHILA MAHAVIDYALAYA**

Place for Higher learning & Research (Research Academy)

Sakkardara Chow, Umber Road, Nagpur-440024

E-mail: [smm\\_college@yahoo.co.in](mailto:smm_college@yahoo.co.in), [sevamahilamv@gmail.com](mailto:sevamahilamv@gmail.com)

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## E-GOVERNANCE POLICY

### INTRODUCTION

Electronic Governance (e-Governance) is all about using Information and Communication Technology (ICT) for daily and routine activities, planning, implementation and monitoring of government programmes, projects and other activities in the organization. E-governance, in general, helps to facilitate efficient administration and bring transparency in work. It also helps in sharing information faster and making administration more efficient and friendly. Convenience, transparency, accountability and easy access to the information are key features of the concept of e-governance.

Taking digital revolution in its stride Sevadal Mahila Mahavidyalaya adopted e-governance policies of government with foresightedness. Through the special committee 'Computer Society', college has developed ICT infrastructure for better governance. Assistance and support of hardware as well as software are given. Regular digital literacy, administration and governance programmes are conducted as a part of Faculty Development Programme. Students take advantages of e-governance in the form of admissions, scholarships, teaching and learning and examinations.

### POLICY OBJECTIVE

- To implement e-governance for better and efficient administration.
- To promote transparency.
- To communicate effectively.
- To provide easy access to information.
- To maintain the data online.
- To provide free Wi-Fi within the campus.



**Principal**  
Sevadal Mahila Mahavidyalaya  
Umber Road, Nagpur-9.

## POLICY

Website of any institute could be regarded as the main source of online information. College has very simple but interactive website. It has been designed by Arotalk Global Private Limited, Nagpur. Time to time it is updated as per the need. In order to make it more effective, all the information concerned to the various departments and academic activities are updated on regular basis. It is also updated with the latest programmes and courses run by the college along with the information about expert faculties.

In order to make governance and administration more efficient and transparent, management information system (MIS) has been strengthened through digital technology. By and large, Sevadal Mahila Mahavidyalaya follows e-governance in the following major areas.

1. Administration
2. Admissions
3. Finance and Accounts
4. Library
5. Examination

1. **Administration:** Enterprise Resource Planning (ERP) makes data very handy when required in the proper formats that ease the work of staff and management and boost transparency and accountability in administration. College has online presence in the form of full fledge website which encompass each and every aspect of the college. It gives all the information about the vision and mission of the institute, various departmental activities, admissions, examinations and current updates.

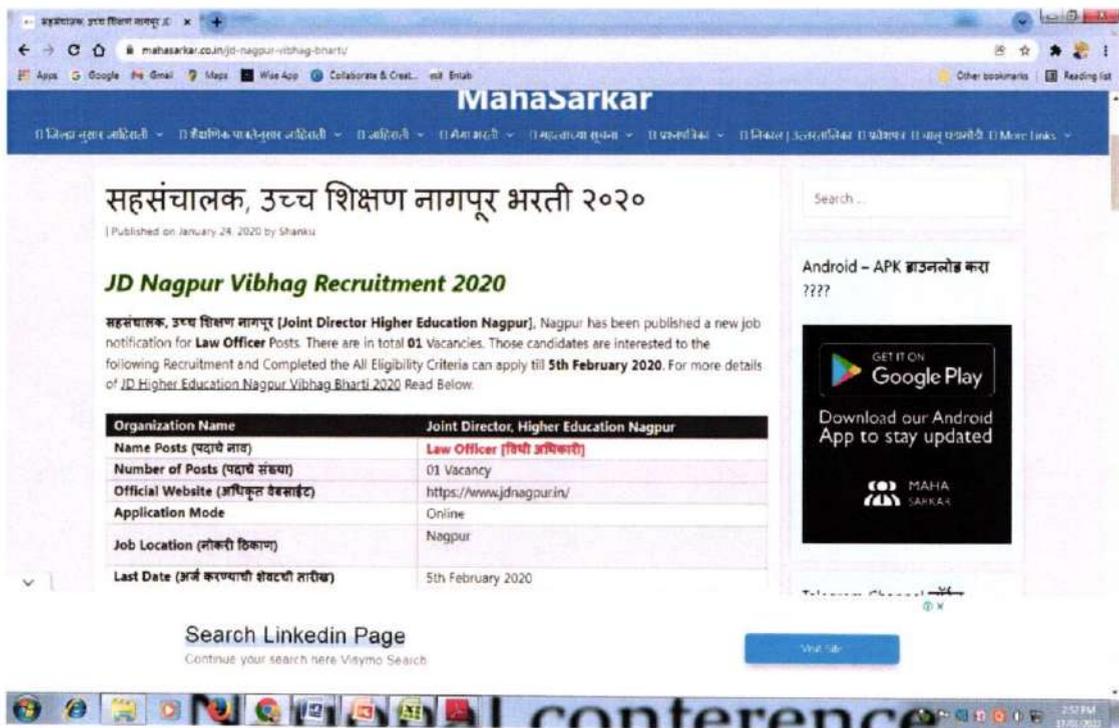
College is also linked online with the UGC, RTM Nagpur University, Nagpur, Maharashtra State Government and Central Government. Sharing of information is done at ease. Staff members are given free hand to use online mediums to communicate with the administration. Information is passed online through social media and emails which has proved efficiency in a better way. Notices and other required information is shared through social media app.



  
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College Website - Home page. Main Source of online information.

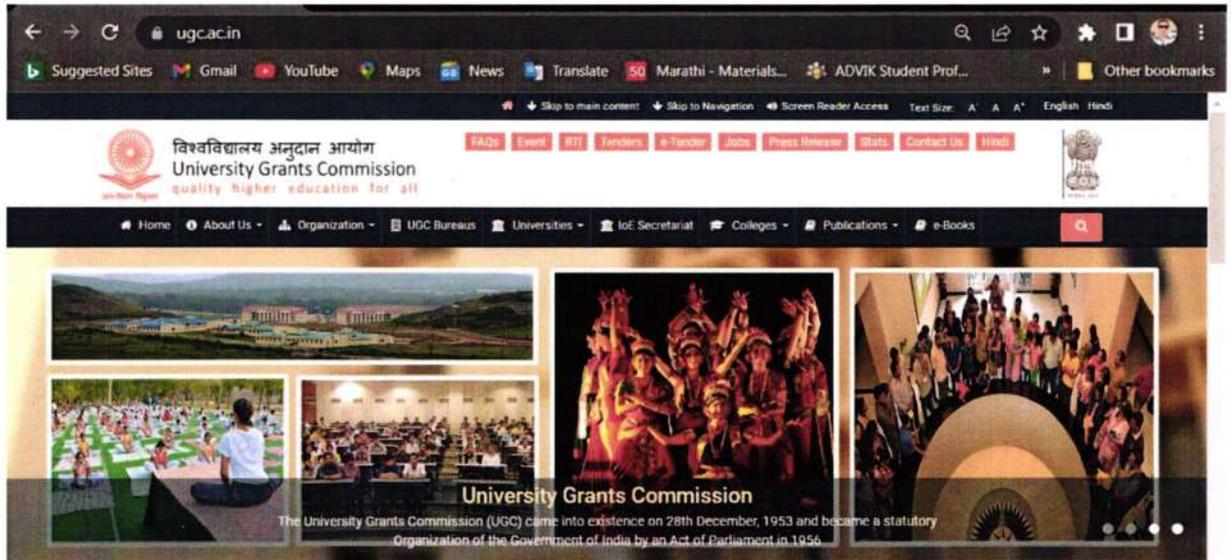


Mahasarkar Web page –Portal is used for online communication.



*[Handwritten Signature]*

**Principal**  
 Sevalal Mahila Mahavidyalaya  
 Umrer Road, Nagpur-9.



University Grants Commission Web portal – Portal is used for online information.



Regional Join Director Web portal – Portal is used for online information and communication.



*(Handwritten Signature)*

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Sevalal Mahila Mahavidyalaya  
Umner Road, Nagpur-9.

2. **Finance and Accounts:** For ease of maintaining accounts and finance, the suitable software from MasterSoft, ERP Solutions Pvt. Ltd has been installed. Further it is updated from time to time. Internet connectivity has been made strong to boost speed of work. College also uses portals like mahaeschol and mahadbt for online scholarship transactions. E-governance in finance and accounts has improved financial health of the college.

The screenshot displays the MahaDBT Scrutiny Portal interface. The page title is "Pending Applications For Scrutiny" for the "First Installment And Financial Year: 2021-2022". A table lists four pending applications with columns for Scrutiny, Application No., Applicant Name, Gender, Religion, Caste, College Name, Course Name, District Name, and Application to Renewal. The table includes a "Click Here" link for each application.

Scrutiny	Application No.	Applicant Name	Gender	Religion	Caste	College Name	Course Name	District Name	Application to Renewal
<a href="#">Click Here</a>	2122VJO1000221431	Priya Vijay Khapadre	Female	Hindu	(OBC) Other Backward Class	Sevadal Mahila Mahavidyalaya, Nagpur	Bachelor of Science (Mathematics)	Nagpur	Yes
<a href="#">Click Here</a>	2122VJO1000227121	Bhumika Sanjay Dhole	Female	Hindu	(OBC) Other Backward Class	Sevadal Mahila Mahavidyalaya, Nagpur	B.Sc.	Nagpur	Yes
<a href="#">Click Here</a>	2122VJO1000231791	Sabqatunnisa Mohd.Asar Ansari	Female	Muslim	(OBC) Other Backward Class	Sevadal Mahila Mahavidyalaya, Nagpur	M.Sc (Zoology)	Nagpur	No
<a href="#">Click Here</a>	2122VJO1000233301	Pooja Kishor Kooile	Female	Hindu	(OBC) Other Backward Class	Sevadal Mahila Mahavidyalaya, Nagpur	B.Sc.	Nagpur	Yes

MahaDBT Web portal – Portal is used for online scholarship transactions.



  
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 Umrer Road, Nagpur-9.

← → ↻ cims.mastersofterp.in/Payroll/Pay\_AbstractSalaryReport/Index

SEVADAL MAHILA MAHAVIDYALAYA

Payroll>Reports>Abstract Salary Report

Note : \* Marked is Mandatory !

Employee Type / College Type: Please Select

Month/Year: Please Select

Staff: TEACHING SENIOR  
NON TEACHING SENIOR

Buttons: [Detail From] [Abstract Salary] [Abstract Salary Excel Export] [CPC Report] [Slave To Export] [Salary Summary] [Staff Wise Summary] [Supplementary Bill] [Supplementary Bill Headwise Report] [Abstract PT Statement] [Increment Report] [Increment Excel Report] [Department Wise Abstract Salary] [Cancel]

ERP (Enterprise Resource Planning) – Software is used for online information.

Sevadal Shikshan Sanstha, Nagpur  
**SEWDAL MAHILA MAHAVIDYALAYA NON SALARY A/C 2021 - 2022**  
 SAKKARDARA SQUARE, UMRER ROAD, NAGPUR 440024

**CASH IN HAND**  
1/04/2021 to 31/03/2022

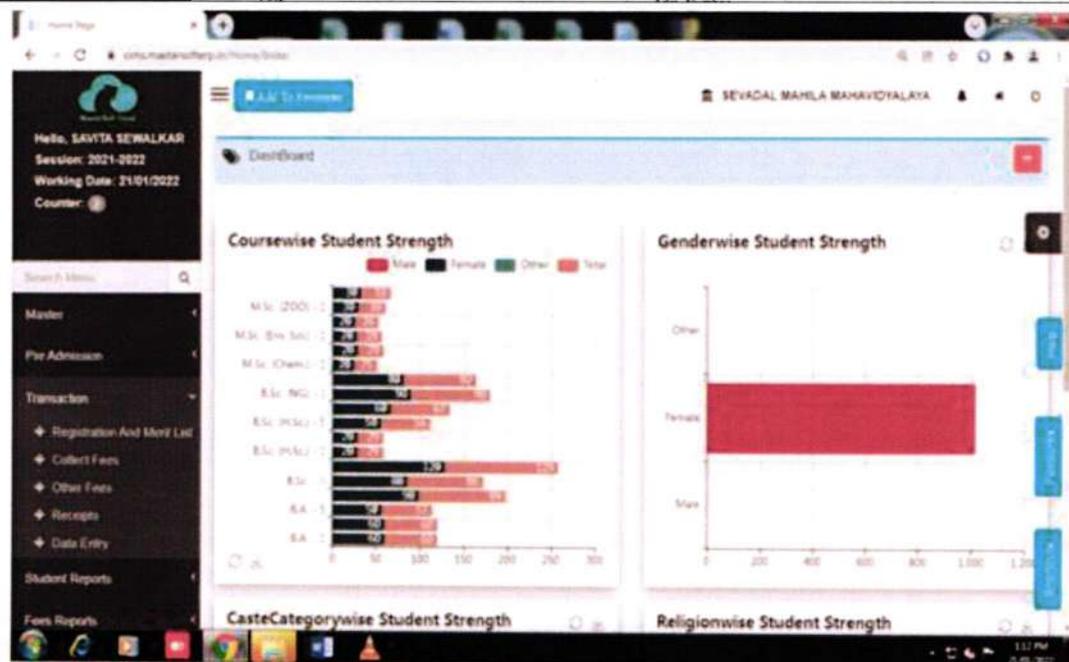
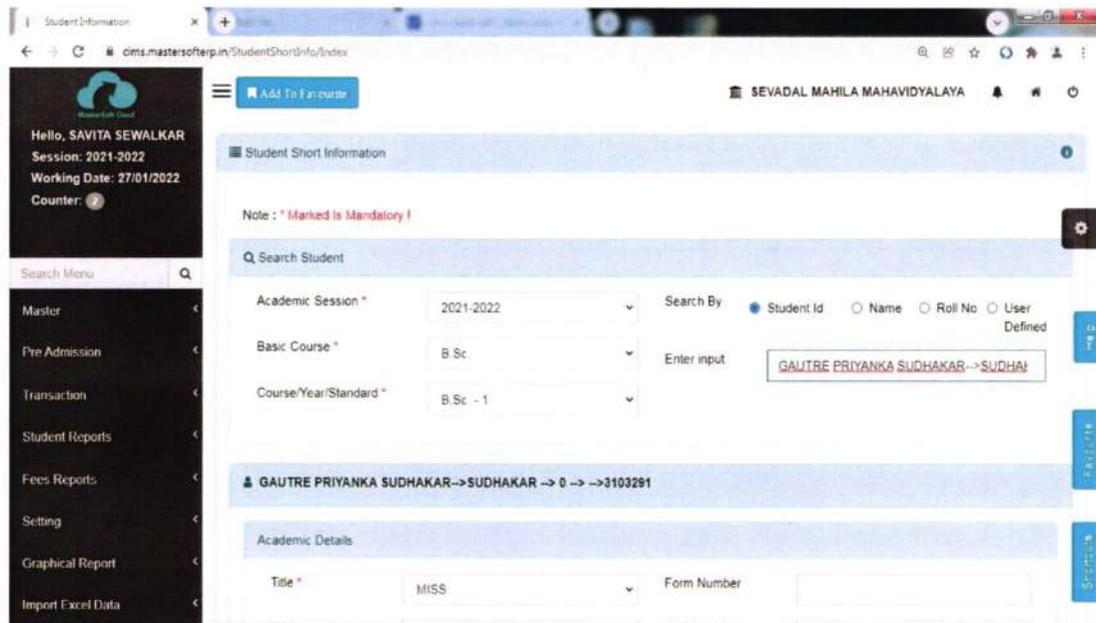
Date	Particulars	Voucher Type	Voucher No	Debit	Credit
	<b>Opening Balance</b>			<b>59.53</b>	
01 Apr 2021	(As per Details) UNI.EXAM FEE <i>fee coll.from stud.</i>	RECEIPT	1	15,246.00	15,305.53 Dr
				<b>15,246.00 Cr</b>	
01 Apr 2021	(As per Details) UNI.EXAM FEE <i>practical fee coll.from stud.</i>	RECEIPT	2	10,726.00	26,031.53 Dr
				<b>10,726.00 Cr</b>	
01 Apr 2021	(As per Details) UNI.EXAM FEE <i>Degree fee coll.from stud.</i>	RECEIPT	3	12,600.00	38,631.53 Dr
				<b>12,600.00 Cr</b>	
05 Apr 2021	(As per Details) BANK OF BARODA A/C <i>Electric bill paid , ChQ. No :- 1416 AND ChQ. DATE :- 05/04/2021</i>	CONTRA	1	3,510.00	42,141.53 Dr
				<b>3,510.00 Cr</b>	
05 Apr 2021	(As per Details) ELECTRICITY EXP.A/C <i>Paid to MSEB for the month of March-2021</i>	PAYMENT	1		3,510.00
				<b>3,510.00 Dr</b>	
05 Apr 2021	(As per Details) TUITION FEE <i>fee coll.from stud.</i>	RECEIPT	4	2,400.00	41,031.53 Dr
				<b>2,400.00 Cr</b>	
05 Apr 2021	(As per Details) LABORATORY FEE <i>fee coll.from stud.</i>	RECEIPT	5	1,800.00	42,831.53 Dr
				<b>1,800.00 Cr</b>	
05 Apr 2021	(As per Details) UNI.EXAM FEE <i>exam fee coll.from stud.</i>	RECEIPT	6	25,273.00	68,104.53 Dr
				<b>25,273.00 Cr</b>	
05 Apr 2021	(As per Details) UNI.EXAM FEE <i>pract. fee coll.from stud.</i>	RECEIPT	7	18,476.00	86,580.53 Dr
				<b>18,476.00 Cr</b>	
05 Apr 2021	(As per Details) UNI.EXAM FEE <i>Degree fee coll.from stud.</i>	RECEIPT	8	18,200.00	1,04,780.53 Dr
				<b>18,200.00 Cr</b>	
06 Apr 2021	(As per Details) TUITION FEE	RECEIPT	9	1,600.00	1,06,380.53 Dr
				<b>1,600.00 Cr</b>	

For ease of maintaining accounts and finance, the suitable software from MasterSoft, ERP Solutions Pvt. Ltd.



*[Signature]*  
 Principal  
 Sevdal Mahila Mahavidyalaya  
 Umrer Road, Nagpur-3.

3. **Admissions:** The admission process is conducted in an open and transparent manner, which is guided by the affiliating University i.e. RTM Nagpur University Nagpur. College publishes its admissions, guidelines and intake capacity on the college website. Admissions are done through the link provide in the college website. 'Arotalk Global Pvt. Ltd Nagpur provides service for online admissions. Every year students take advantage of the online process where the transparency is strictly maintained.



Admissions in the college are done online and the reports are generated accordingly.



*Principal*  
**Principal**  
 Sevalal Mahila Mahavidyalaya  
 Umrer Road, Nagpur-9.

4. **Examinations:** Examination department uses various online mediums to make examination process simple as well as easy. Google Classroom is one of the best app through which online examinations are conducted on college level. Addition to it, many other medium's help is also used.

The screenshot shows the Examination Section Portal of Rashtrasant Tukadoji Maharaj Nagpur University. The page includes a navigation menu on the left with options like 'Home', 'Update Student Mobile No.', 'Download Mobile Details Pdf', 'College Data Winter-2020', and 'Centre Data Winter-2020'. The main content area contains several service buttons such as 'Enrollment 2021-22', 'Enrollment Register', 'Exam Form Summer-2021 Winter-2021', 'Exam Data', 'Enrollment 2019-20', 'Payment Gateway', 'Student Grievance (Winter-2021)', 'Online Exam Absentee List (Winter-2021)', 'College Data Winter-2020', 'Centre Data Winter-2020', 'Infernal Marks Winter-2019', and 'Medical Exam Form'. Below these buttons is an 'Exam Status' table.

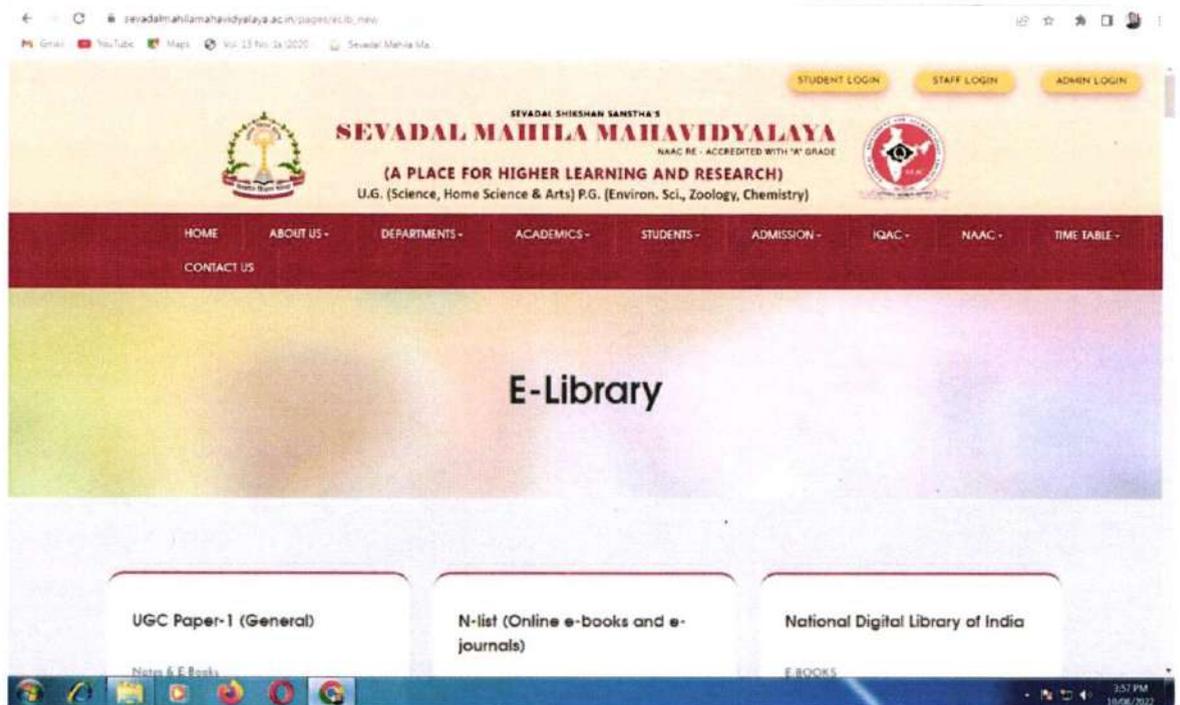
ExamNo	Exam	Total
37026	SECOND YEAR BACHELOR OF ART (YEAR)	6
34526	SIXTH SEMESTER – BACHELOR OF SCIENCE (B.Sc.)	234
37026	SIXTH SEMESTER BACHELOR OF ART	40
14118	THIRD SEMESTER B.Sc. (HOME SCIENCE)	22
34522	SECOND SEMESTER – BACHELOR OF SCIENCE (B.Sc.)	406
14114	FIRST SEMESTER B.Sc. (HOME SCIENCE)	62

Web Portal of RTM Nagpur University for online information regarding the examinations

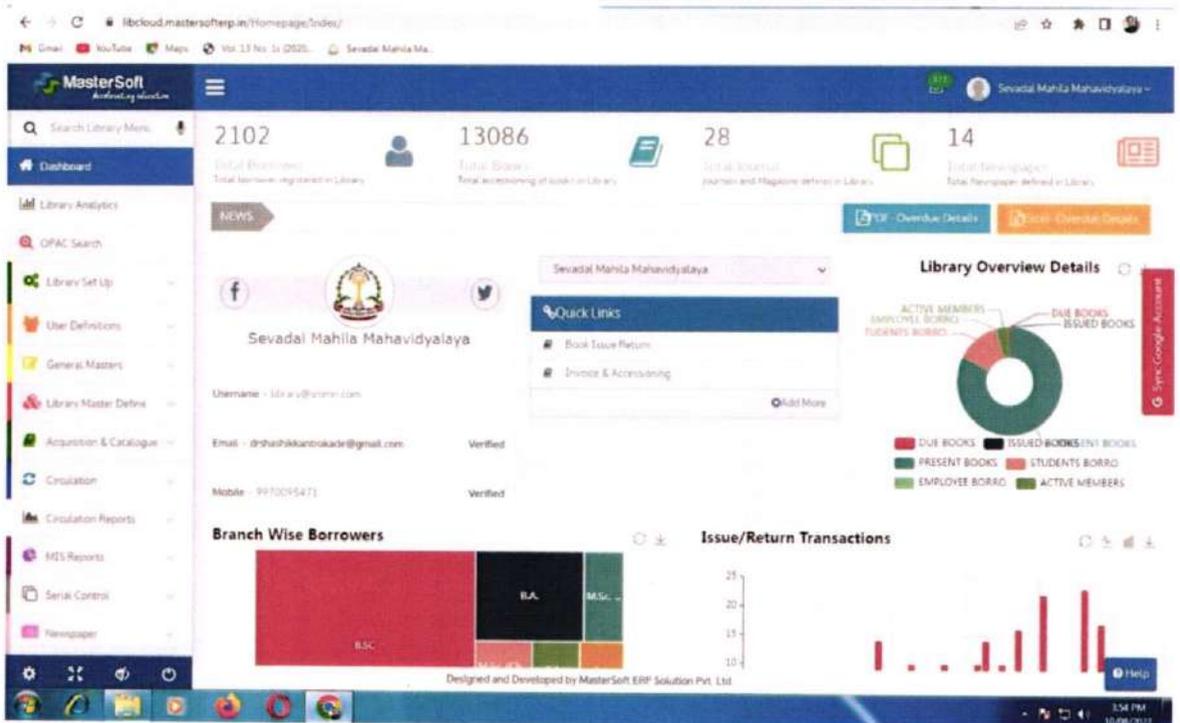
5. **Library:** Library is the backbone of any institute. College library is automated and all the books and referential materials could be accessed online. Online Public Access Catalogue is an important tool to search the title/author from the data of the library. Web-based OPAC facility through Android App is given not only to students but also the staff members of the college. Every single book, journal of the library can be searched online by the users. The Library Department has made a provision of using online Sugamya Pustakalya portal for the visually impaired students to make their learning easy. Even if the student is in remote area with the vision disability, it would be very helpful and would not hamper her ardent desire to excel in studies.



  
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College Website for access to e-library for the students

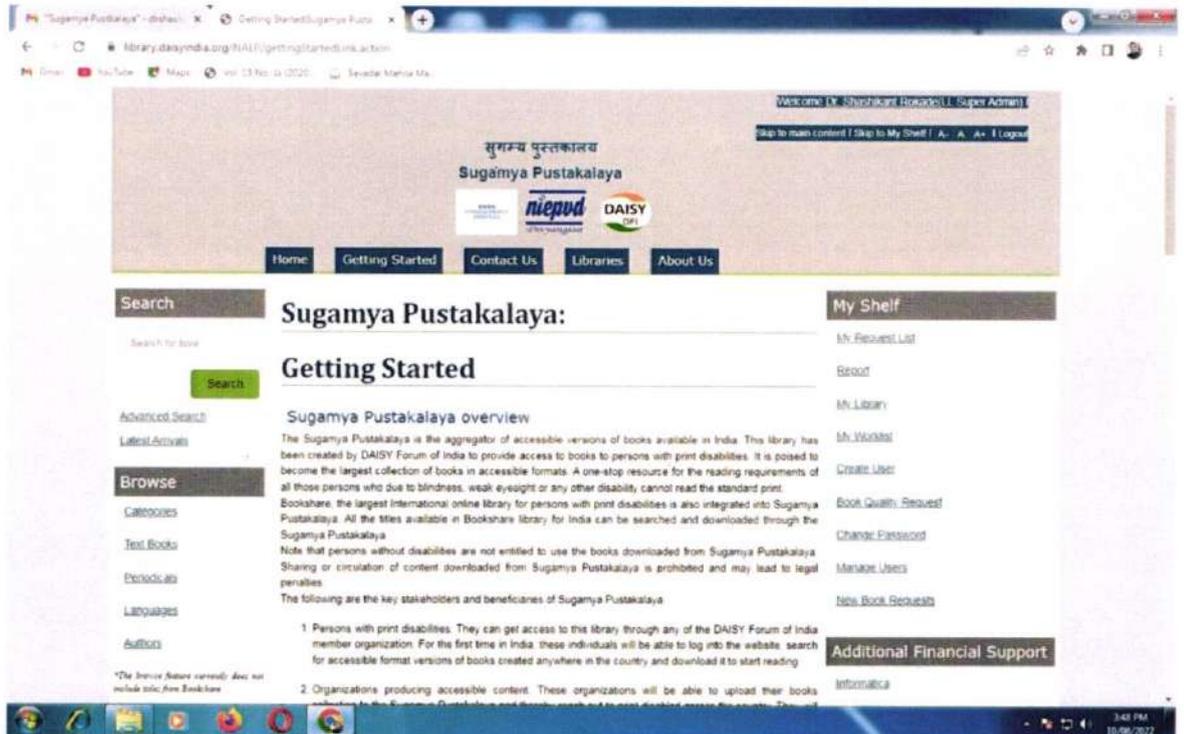


Online solution is provided by Mastersoft ERP for maintaining e-library data online

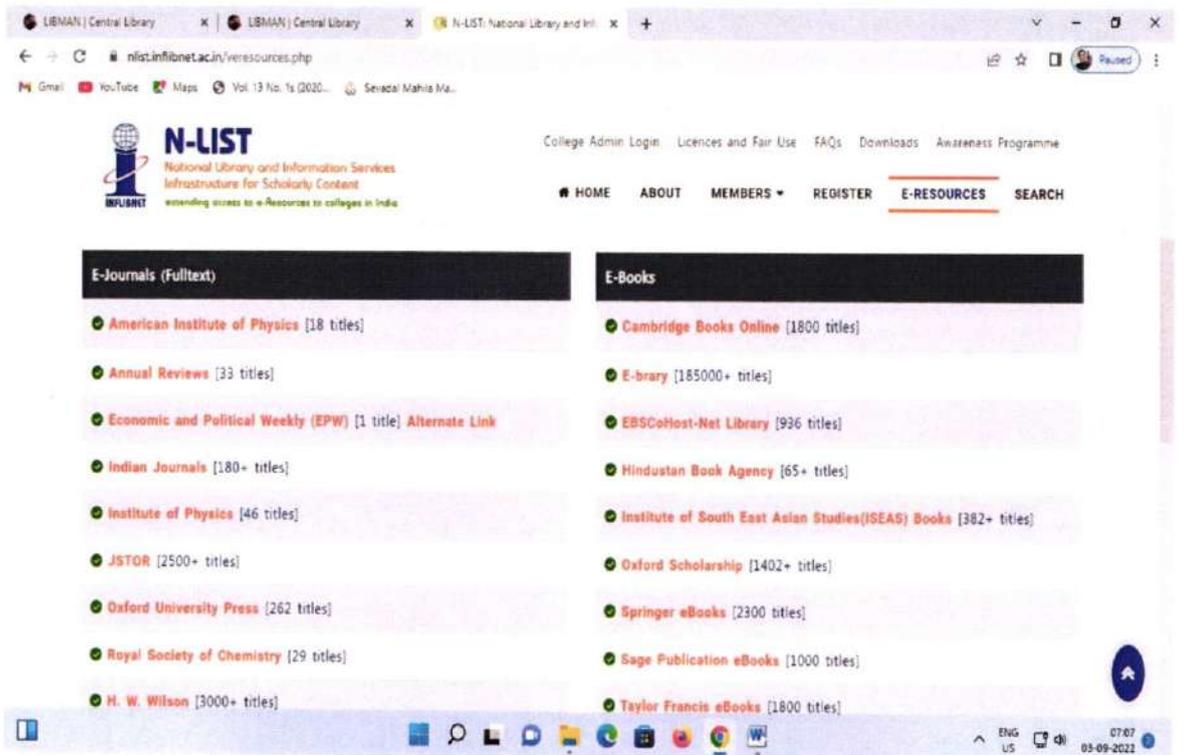


*[Handwritten Signature]*

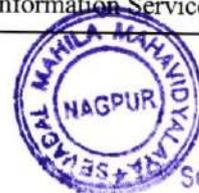
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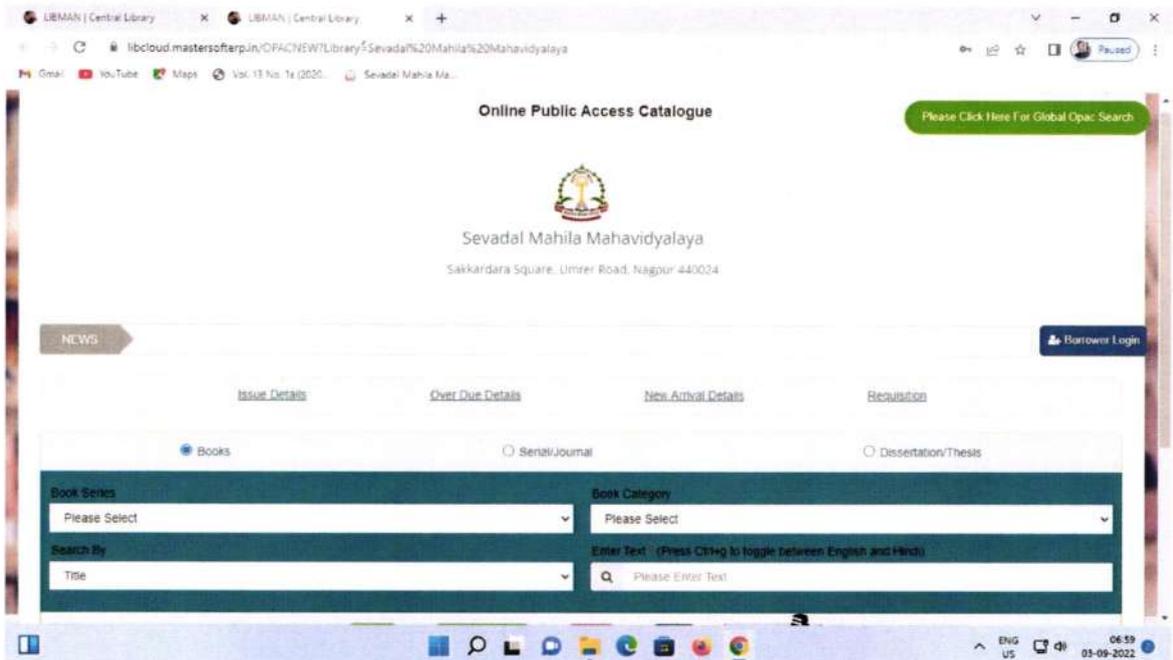
Sugamya Pustakalya portal is for visually impaired students to make their learning easy.



Online access to ebooks from National Library and Information Service



*[Signature]*  
Principal  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur-9.



Online access to ebooks from Online Public Access Catalogue

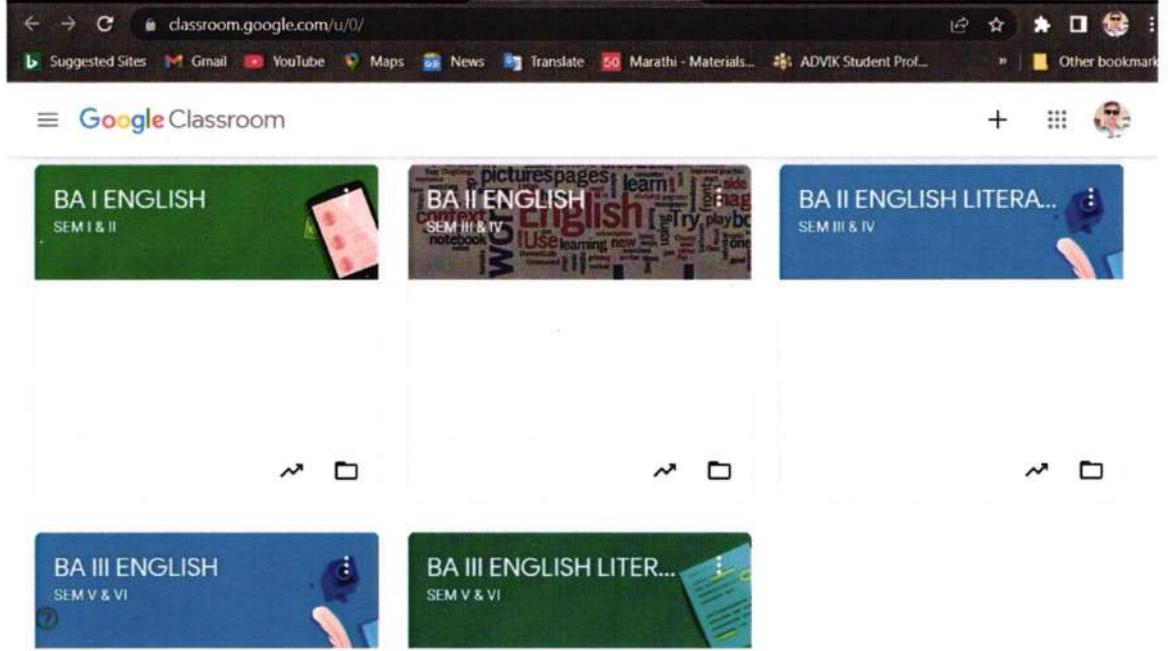


News related to various programmes and events are highlighted on the college website

  
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 Umrer Road, Nagpur-9.



6. **Academics:** Classrooms are well equipped with ICT media like projectors. The teachers teach students by adopting new age technology. Through the Google Classroom app online teaching contents are shared with the students. Internet connectivity through Wi-Fi has made possible to all the teachers and students access online study material.



Online teaching through the Google Classroom online platform.



  
Dr. Pravin Charde  
Ex-Officio Secretary  
College Development Council  
Sevalal Mahila Mahavidyalaya,  
Nagpur

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## GOVERNING COUNCIL

The Governing Council deals with all the academic, administrative, finance and infrastructure related matters. It works with the sole aim of helping the Institute deliver the quality education that meets expectations of stakeholders. The governing council regularly interacts with students, parents, alumni, as well as academic experts to understand their expectations, and suggest changes to them. These interactions help council members to advise the management on development front.

### Governing Council Body:

Sr. No.	Name of Members	Designation
1	Shri. Sanjay Kesharao Shende	Ex-Officio Chairman
2	Shri Kesharao Govindrao Shende	Representative –Society Secretary
3	Dr. Sau. Mamta Shivajirao Sonsare	Member
4	Shri Kesharao D. Padole	Member
5	Ms. Anjum Pathan	Member
6	Dr. Pravin N. Charde	Ex-Officio Secretary
7	Dr. Mrs. Anjali S. Mahakalkar	Teacher Representative
8	Dr. Pravin S. Deshpande	Teacher Representative
9	Dr. Sopandeo V. Pise	Teacher Representative
10	Shri Gangadhar K. Uikey	Non-Teaching Representative



  
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Umber Road, Nagpur-9.

## ANNUAL E-GOVERNANCE REPORT

2016-17

1. **Enterprise Resource Planning (ERP)** is the integrated management software that is used to manage day to day college administration activities. The service of ERP from Master Soft, ERP Solutions Pvt. Ltd, Nagpur is used for better efficiency. It is an end to end solution to improve operational efficiency.
2. Website from Arotalk Global Private Limited, Nagpur has been updated with the latest information and activates. All important communications/ circulars/ notices are made available on website to maintain efficiency and transparency.
3. Library e-resources like e-books and e-journals were made open on college website. Staff members and college students accessed the online study materials.
4. College uses mahaeschol.maharashtra.gov.in for online e-scholarship transactions. It helps administration work relentlessly complete scholarship work at ease.
5. SMS service feature has been launched to stay connected with the staff and students. It has helped in passing information and gets all the stake holders updated from time to time. SMS regarding Scholarship information has proved very helpful.
6. Upgraded broadband internet plan for better connectivity.

  
IQAC - Coordinator



  
Prof. Pravin Charde  
Principal  
Sevaldal Mahila Mahavidyalaya, Nagpur

## ANNUAL E-GOVERNANCE REPORT

2017-18

1. **Agreement with the MasterSoft for Enterprise Resource Planning (ERP)** is continued for managing day to day college administration activities. Efficiency of the administration has improved since its implementation.
2. Website has been updated with the latest information and activities. All important communications/ circulars/ notices are made available on website to maintain efficiency and transparency. The service from Arotalk Global Private Limited, Nagpur to update website is continued.
3. For online e-scholarship College uses mahaeschol.maharashtra.gov.. It helps administration work relentlessly complete scholarship work at ease.
4. SMS service feature is continued. Use of bulk sms service has significantly improved the communication between the administration and the end users.
5. Library e-resources like e-books and e-journals were made open on college website. Staff members and college students accessed the online study materials.
6. Improved internet connectivity to connect all the departments and classrooms with the latest ICT media.

  
IQAC - Coordinator



  
Prof. Pravin Charde  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur

## ANNUAL E-GOVERNANCE REPORT

2018-19

1. **College Enterprise Resource Planning (ERP) software designed by MasterSoft to keep pace with the different operations of the college. It is continued for managing day to day college administration activities. It helps in automating all the administrative activities.**
2. Website has been updated from the creator Arotalk Global Private Limited, Nagpur and the latest information and activates were updated. All important communications/ circulars/ notices are made available on website to maintain efficiency and transparency.
3. Library e-resources like e-books and e-journals were made open on college website. Staff members and college students accessed the online study materials.
4. College continued with online e-scholarship using mahadbtmahait.gov.in portal with more efficiency.
5. All the assessment marks of theory as well as practical uploaded on the website of RTM Nagpur University, Nagpur successfully.
6. Improved internet connectivity to connect all the departments and classrooms with the latest ICT media.

  
IQAC - Coordinator



  
Prof. Pravin Charde  
Principal  
Sevalal Mahila Mahavidyalaya, Nagpur

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**ANNUAL E-GOVERNANCE REPORT**  
**2019-20**

1. Agreement with the MasterSoft for Enterprise Resource Planning (ERP) is continued managing day to day college administration activities. Efficiency of the administration has improved since its implementation.
2. Website has been updated from the creator Arotalk Global Private Limited, Nagpur and the latest information and activates were updated. All important communications/ circulars/ notices are made available on website to maintain efficiency and transparency.
3. Library e-resources were used to access the required e-books and e-journals through college website.
4. College continued with online e-scholarship using mahadbtmahait.gov.in portal with more efficiency.
5. Special WhatsApp group for the college staff members was created for various information, notices, circulars etc. It helps connecting instantly all the stake holder of the institute.
6. Separate WhatsApp group has been created by each faculty In-Charge for students to share online information regarding notices, teaching, examination notifications etc immediately and effectively.
7. All the internal assessment and practical marks were uploaded on the website of RTM Nagpur University, Nagpur successfully.

  
IQAC - Coordinator



  
Prof. Pravin Charde  
Principial  
Sevalal Mahila Mahavidyalaya, Nagpur

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**ANNUAL E-GOVERNANCE REPORT  
2020-21**

1. Agreement with the MasterSoft for Enterprise Resource Planning (ERP) is continued managing day to day college administration activities. Efficiency of the administration has improved since its implementation.
2. Website has been updated from the creator Arotalk Global Private Limited, Nagpur and the latest information and activates were updated. All important communications/ circulars/ notices are made available on website to maintain efficiency and transparency.
3. Library e-resources were used to access the required e-books and e-journals through college website.
4. College continued with online e-scholarship using mahadbtmahait.gov.in portal with more efficiency.
5. Special WhatsApp group for the college staff members was created for various information, notices, circulars etc.
6. Separate WhatsApp groups have been created by each faculty In-Charge for students to share online information immediately and effectively.
7. All the internal assessment and practical marks were uploaded on the website of RTM Nagpur University, Nagpur successfully.

  
IQAC - Coordinator



  
Prof. Pravin Charde  
Principal  
Sevalal Mahila Mahavidyalaya, Nagpur

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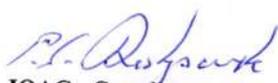
Place for Higher learning & Research (Research Academy)  
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E-mail: [smm\\_college@yahoo.co.in](mailto:smm_college@yahoo.co.in), [sevamahilamv@gmail.com](mailto:sevamahilamv@gmail.com)

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**ANNUAL E-GOVERNANCE REPORT**  
**2021-22**

1. Efficiency of the administration has improved since the inception of MasterSoft for Enterprise Resource Planning (ERP). Managing day to day college administration has become easy. **Agreement with the MasterSoft for Enterprise Resource Planning (ERP)** is continued.
2. Website has been updated from the creator Arotalk Global Private Limited, Nagpur and the latest information and activates were updated. All important communications/ circulars/ notices are made available on website to maintain efficiency and transparency.
3. Library e-resources were used to access the required e-books and e-journals through college website.
4. College continued with online e-scholarship using mahadbtmahait.gov.in portal with more efficiency.
5. Through the special WhatsApp group for the college staff members, various information, notices, circulars are shared.
6. In order to pass on the latest and important information to the students Each Faculty In-Charge uses special WhatsApp groups. It has made administration more effective.
7. All the internal assessment and practical marks were uploaded on the website of RTM Nagpur University, Nagpur successfully.

  
IQAC - Coordinator



  
Prof. Pravin Charde  
Principal  
Sevaldal Mahila Mahavidyalaya, Nagpur