



# **JEEVAN VIKAS MAHAVIDYALAYA, DEVGRAM**

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Tah. Narkhed, Dist. Nagpur-441301 (M.S.)

## **CRITERION-VI**

### **Governance, Leadership and Management**

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

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



# ANTYODAY MAHAVIDYALAYA, DEVGRAM

Tah. Narkhed, Dist. Nagpur-441301 (M.S.)

(Permanent Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

**College Code: 341**

**(NAAC Accredited in Cycle II with 'B++' Grade, CGPA 2.93)**

ISO 9001:2015 Certified, NIRF Participated

Website: [www.jvmd.co.in](http://www.jvmd.co.in)

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

JVMD/2024/14

Date: 03/07/2024

## Annual E-Governance Report Approved by the Governing Council / Board of Management / Syndicate

### 1. Introduction

This report outlines the implementation of e-governance initiatives at Jeevan Vikas Mahavidyalaya, Devgram, focusing on key operational areas including Administration, Finance and Accounts, Student Admission and Support, and Examinations. These initiatives aim to enhance efficiency, transparency, and service delivery within the institution.

### 2. Governance Framework

The Governing Council, comprising various stakeholders, has played a crucial role in approving and overseeing the e-governance initiatives. The following members contributed to the governance of these projects:

Sr. No.	Name	Position Held/Designation
1.	Dr. Devendra Bhongade	Chairperson/Head of the Institution
2.	Dr. Amishi Arora	Member/Management Representative
3.	Dr. Abhay Solunke	Member/Sr. Administrative Officer
4.	Dr. Vinita Virgandham	Member/Sr. Administrative Officer
5.	Dr. Yogesh Banginwar	Invited Member
6.	Dr. Vishal Panse	Invited Member
7.	Dr. Mangesh Acharya	Co-ordinator
8.	Dr. Raju Shrirame	Member/Teacher Representative
9.	Dr. Yogesh Sarode	Member/Teacher Representative
10.	Dr. Pravin Gharpure	Member/Teacher Representative
11.	Dr. Trupti Thakre	Member/Teacher Representative
12.	Dr. Mrunal Sharma	Nominee/Local Society Representative
13.	Mr. Babasaheb Thakre	Nominee/Stakeholder Representative

14.	Mr. Dinesh Pangul	Nominee/Alumni Representative
15.	Mr. Raiba Thote	Nominee/Students Representative

### **3. Key E-Governance Initiatives**

#### **3.1 Administration**

##### **Library Management System Software**

- Vendor: 4 I Software, Nagpur
- Contact: 8975719445, 8788617667
- Year of Implementation: 2023

##### **College Management System Software**

- Vendor: 4 I Software, Nagpur
- Contact: 8975719445, 8788617667
- Year of Implementation: 2023

##### **Website Development and Maintenance**

- Vendor: DHANUSOFT TECH, Nagpur
- Contact: 8275400428
- Year of Implementation: 2023

##### **SMS Management System**

- Vendor: DHANUSOFT TECH, Nagpur
- Contact: 8275400428
- Year of Implementation: 2023

##### **CCTV Surveillance System**

- Vendor: Adi Multi Corps, Amravati
- Contact: 7722094243
- Year of Implementation: 2019

#### **3.2 Finance and Accounts**

##### **MS Office**

- Vendor: Microsoft
- Year of Implementation: 2001

##### **College Management System Software**

- Vendor: 4 I Software, Nagpur
- Contact: 8975719445, 8788617667
- Year of Implementation: 2023

#### **3.3 Students Admission and Support**

## College Management System Software

- Vendor: 4 I Software, Nagpur
- Contact: 8975719445, 8788617667
- Year of Implementation: 2023

### 3.4 Examination

#### PG Examination Portal

- Vendor: RTMNU PEPDS
- Year of Implementation: 2023

#### UG Examination Portal

- Vendor: RTMNU
- Year of Implementation: 2023

## 4. Achievements and Impact

The implementation of these e-governance solutions has led to improved efficiency in administrative processes, enhanced student services, and streamlined examination procedures. Feedback from students and staff indicates a positive shift towards digital services.

## 5. Challenges and Solutions

While several challenges were encountered, including resistance to change and technical issues, proactive training sessions and support mechanisms were established to ensure a smooth transition to e-governance.

## 6. Financial Overview

The financial commitment towards e-governance has shown significant returns in terms of operational efficiency. Details of expenditure will be made available upon request.

## 7. Future Directions

Looking forward, the institution aims to further enhance its e-governance initiatives by exploring new technologies, improving user engagement, and ensuring continuous training for staff and stakeholders.

## 8. Conclusion

The annual e-governance report reflects the commitment of Jeevan Vikas Mahavidyalaya, Devgram, to modernize its operations through effective technology adoption. The Governing Council's approval signifies a robust framework for future developments.



*B.R. V.*

President  
Antyodaya Mission Devgram  
Ta Narkhed, Dist Nagpur



Antyoday Mission's  
**JEEVAN VIKAS MAHAVIDYALAYA, DEVGRAM**  
**Tah. Narkhed, Dist. Nagpur- 441 301 (M.S.)**  
(Permanent Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

## e-Governance Policy Document

Jeevan Vikas Mahavidyalaya is committed to fostering a culture of transparency, efficiency, and accountability through the implementation of e-Governance. By adopting digital solutions, the college aims to enhance the overall educational experience for all stakeholders.

### **1. INTRODUCTION**

#### **1.1 Purpose of e-Governance**

This e-Governance policy aims to leverage Information and Communication Technology (ICT) to enhance the effectiveness, efficiency, and transparency of operations at Jeevan Vikas Mahavidyalaya. By adopting digital governance frameworks, the institution strives to provide better services to students, faculty, and administrative staff, ensuring a more responsive educational environment.

#### **1.2 Scope**

The scope of this policy encompasses:

- Administrative functions
- Financial management
- Student admission and support systems
- Examination processes

This document outlines the strategies, tools, and methodologies to be employed in each of these areas, ensuring alignment with institutional goals.

## 2. ADMINISTRATION

### 2.1 Objective

The primary objective is to automate and digitize administrative functions to improve operational efficiency, reduce paperwork, and enhance communication within the institution.

### 2.2 Digital Infrastructure

The college will invest in a comprehensive digital infrastructure that includes:

- **Campus Management System (CMS):** A unified platform to manage academic records, faculty data, and administrative functions.
- **Document Management System (DMS):** A cloud-based solution for secure document storage, retrieval, and sharing among departments.

### 2.3 Workflow Automation

The implementation of automated workflows will encompass:

- **Leave Management System:** Faculty and staff can submit and track leave requests through an online platform.
- **Human Resource Management:** A digital system for managing employee records, attendance, and payroll.
- **Performance Appraisal System:** An online tool for faculty assessments, enabling data-driven decision-making.

### 2.4 Data Management

Efficient data management practices will include:

- **Centralized Data Repository:** Secure storage of institutional data with controlled access based on roles.
- **Data Analytics:** Utilization of data analytics tools for decision-making and improving operational efficiency.

## 2.5 Stakeholder Engagement

To promote active engagement:

- **Online Feedback Mechanisms:** Regular surveys and suggestion boxes for faculty and students to provide feedback on administrative processes.
- **Virtual Meetings:** Scheduled webinars and meetings to discuss policy changes and gather input.

## 3. FINANCE AND ACCOUNTS

### 3.1 Objective

The goal is to establish a transparent and accountable financial management system that maximizes resource utilization and minimizes risks.

### 3.2 Digital Financial Management

The institution will implement:

- **Financial Management Software:** For budgeting, accounting, and financial reporting.
- **Expense Tracking System:** To monitor departmental expenditures and ensure compliance with budgetary allocations.

### 3.3 Fee Payment Systems

To facilitate ease of transactions, the following systems will be established:

- **Online Payment Portal:** Students can pay fees through a secure online gateway, with multiple payment options available.
- **Automated Receipt Generation:** Instant digital receipts for all transactions to ensure transparency.

### 3.4 Auditing and Compliance

The college will ensure compliance through:

- **Digital Audit Trails:** Maintaining comprehensive logs of all financial transactions for auditing purposes.

- **Compliance Management System:** Automated tracking of compliance with financial regulations and standards.

### 3.5 Financial Literacy Programs

Workshops will be conducted for faculty and administrative staff on:

- **Using Financial Management Tools:** Training on software for budgeting and financial reporting.
- **Understanding Financial Policies:** Guidance on compliance and regulatory requirements.

## 4. STUDENT ADMISSION AND SUPPORT

### 4.1 Objective

To create a seamless admission process and provide continuous support to enhance student experience and engagement.

### 4.2 Online Admission Portal

The college will establish a user-friendly online admission portal that includes:

- **Application Submission:** A streamlined process for students to submit applications and track their status.
- **Merit List and Allotment:** Real-time updates on merit lists and seat allotments.
- **Document Verification:** Online submission and verification of required documents.

### 4.3 Student Support Services

Comprehensive support services will be offered:

- **Academic Counseling:** Virtual counseling for course selection and academic guidance.
- **Career Guidance:** Access to online resources for career planning and placement opportunities.

### 4.4 Feedback Mechanisms

The institution will implement:



- **Satisfaction Surveys:** Regular online surveys to assess student satisfaction with various services.
- **Course Feedback Forms:** Anonymous online feedback to evaluate course effectiveness and faculty performance.

## 4.5 Career Services

The career services portal will provide:

- **Job and Internship Listings:** Regular updates on job opportunities and internships.
- **Virtual Placement Drives:** Conducting online recruitment events to connect students with potential employers.

# 5. EXAMINATION

## 5.1 Objective

To ensure a fair, secure, and efficient examination process that maintains the integrity of assessments.

## 5.2 Online Examination System

The college will adopt a comprehensive online examination system that includes:

- **Question Paper Management:** Secure generation and distribution of question papers.
- **Digital Answer Submission:** Students can submit answers online, with secure backup options.

## 5.3 Results Processing

To facilitate timely results:

- **Automated Result Declaration:** Results will be published online with immediate notifications sent to students.
- **Transcript Generation:** Automated systems for generating and issuing academic transcripts.

## 5.4 Feedback and Grievance Redressal

The college will provide:

- **Revaluation Requests:** An online system for students to apply for paper revaluation.
- **Grievance Tracking:** Mechanisms to track the status of complaints and feedback regarding examinations.

## 5.5 Faculty Training

Workshops will be conducted for faculty on:

- **Managing Online Examinations:** Training on using examination software and tools for effective assessment.
- **Understanding Assessment Criteria:** Clear communication of assessment standards and practices.

# 6. IMPLEMENTATION STRATEGY

## 6.1 Roadmap

The e-Governance initiative will be implemented in phases:

- **Phase 1:** Develop and launch the online admission portal and examination system.
- **Phase 2:** Implement financial management and administrative systems.
- **Phase 3:** Integrate all digital platforms into a unified system for seamless operation.

## 6.2 Roles and Responsibilities

- **E-Governance Committee:** Oversee the implementation and ensure adherence to the policy.
- **IT Department:** Manage the technical aspects, including software and infrastructure support.
- **Administrative Staff:** Provide feedback on systems and assist in training users.

# 7. MONITORING AND EVALUATION

## 7.1 Performance Indicators

The effectiveness of the e-Governance initiatives will be measured through:

- **Stakeholder Satisfaction Surveys:** Regular assessments of user satisfaction with e-Governance services.
- **System Utilization Metrics:** Tracking the usage rates of various digital platforms and services.

## 7.2 Feedback Loops

Continuous improvement mechanisms will include:

- **Regular Feedback Collection:** Engaging students and staff in discussions to refine processes.
- **Periodic Review Meetings:** Evaluating the progress of e-Governance implementation and making necessary adjustments.

## 7.3 Reporting

Reports on the progress and effectiveness of e-Governance initiatives will be submitted to the governing body:


- **Quarterly Reports:** Updates on implementation status and stakeholder feedback.
- **Annual Review:** A comprehensive evaluation of the e-Governance strategy and recommendations for future improvements.

**Place:** Devgram

**Date:** 01/07/2019

  
**Convener**  
Internal Quality Assurance  
Cell (IQAC), JVM Thugaondeo  
Dist. Nagpur (M.S.)



  
**Principal**  
Jeevan Vikas Mahavidyalaya  
Devgram (Thugaondeo)  
Tah. Narkhed, Dist. Nagpur



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**Tah. Narkhed, Dist. Nagpur-441301 (M.S.)**

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Website: [www.jvmd.co.in](http://www.jvmd.co.in)

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

JVMD/2022/14

Date: 01/01/2022

## **Declaration**

This is to declare that the information, reports, true copies and numerical data etc. furnished in this file as supporting documents is verified by IQAC and found correct.

Hence this certificate.

**Convener**  
Internal Quality Assurance  
Cell (IQAC), JVM Thugaondeo  
Dist. Nagpur (M.S.)



**Principal**  
Jeevan Vikas Mahavidyalaya  
Devgram (Thugaondeo)  
Tah. Narkhed, Dist. Nagpur

## 6.2.3 Implementation of e- governance in areas of operation

### 1. Administration

### 2. Finance and Account

### 3. Students admission and Support

### 4. Examination

Areas of e-governance	Name of Facility	Name of Vendor with contact details	Year of Implementation
<b>Administration</b>	Library Management System Software	4 I Softwares, Nagpur Contact 8975719445 8788617667	2023
	College Management System Software	4 I Softwares, Nagpur Contact 8975719445 8788617667	2023
	Website development and maintenance	DHANUSOFT TECH, Nagpur Contact: 8275400428	2023
	SMS Management system	DHANUSOFT TECH, Nagpur 8275400428	2023
	CCTV Surveillance System	Adi Multi Corps, Amravati Contact 7722094243	2019
<b>Finance and Accounts</b>	MS office	Microsoft	2001
	College Management System Software	4 I Softwares, Nagpur Contact 8975719445 8788617667	2023
<b>Students Admission and support</b>	College Management System Software	4 I Softwares, Nagpur Contact 8975719445 8788617667	2023
<b>Examination</b>	PG Examination Portal RTMNU	PEPDS	2023
<b>Examination</b>	UG Examination Portal RTMNU	PEPDS	2023

Screen shots as Proofs of various e-resources used by College for Administration,  
Finance and accounts, students admission & Support and Examination

## Invoice

**4I SOFTWARES**

**Date:** 06/02/2023

**Office:** Nagpur

**Invoice No:** N3054

**Contact:** +91 8975719445, 8788617667

To,  
The Principal,  
Jeevan Vikas Mahavidyalaya,  
Devgram Tah.Narkhed,  
Dist. Nagpur

Product Description	Quantity
1) Library Management System Software	1
2) College Management System Software (Junior College)	1
3) College Management System Software (B.Ed.)	1
4) School Management System Software	1

<b>Total Amount</b>	<b>Rs.1,00,000/-</b>
<b>Total Amount Payable</b>	<b>Rs.1,00,000/-</b>
<b>Total Amount</b>	<b>One Lakh Only</b>

**Terms and Conditions :-**

1. We declare that this quotation shows the actual price of the service(s) described and all particulars are true and correct according to the company norms.
2. Interest @ 25% per month will be charged if the bill is not paid on mentioned and decided terms
3. Cheque will be made by the name of "4I Softwares"
4. Customization charges would be extra as per requirement.
5. Annual Maintenance Charges would be applicable after 1yr of installation.
6. Payment Conditions: 50% advance and 50% within one month of installation.
7. The contract period will be of 5 years in which 1 year service will be free and AMC will be applicable next year onwards.
8. Annual Maintenance Charges will be 15% of total amount which is subject to change as per market conditions.
9. Training and support will be provided through online mode.

**4I Softwares**

For 4I Softwares

*Ankit*  
(Authorized Signatory and/or Seal)

4I Softwares

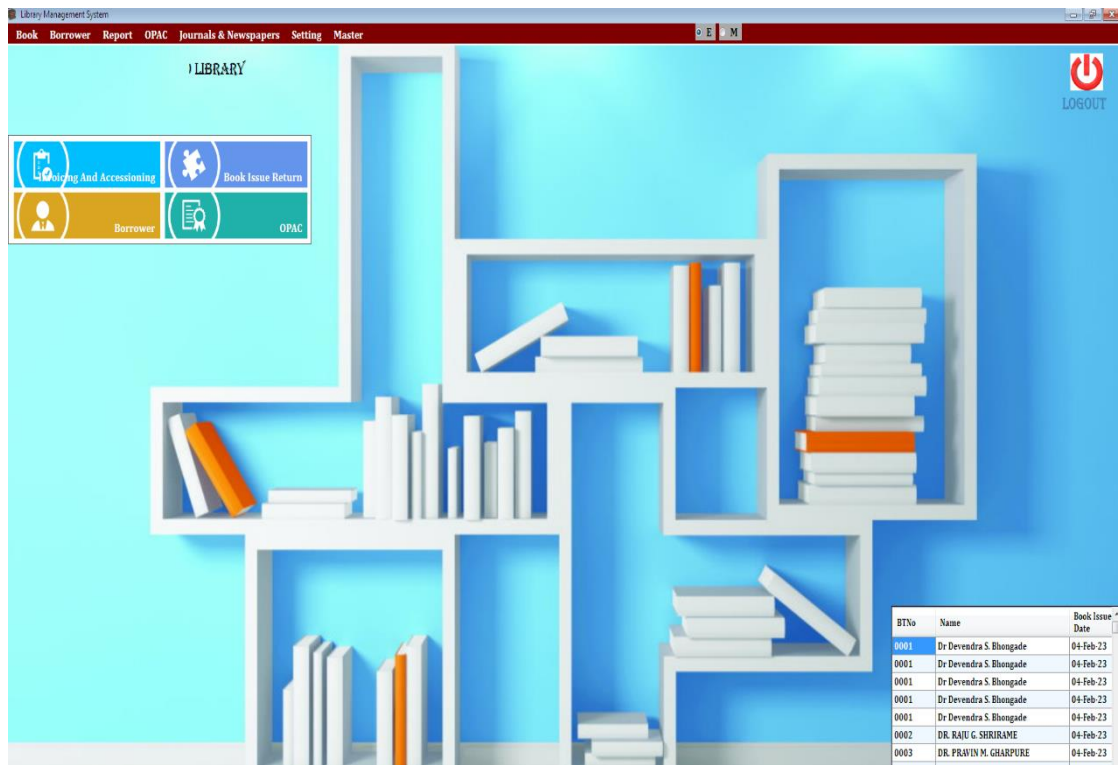
## Invoice

# DHANUSOFT TECH

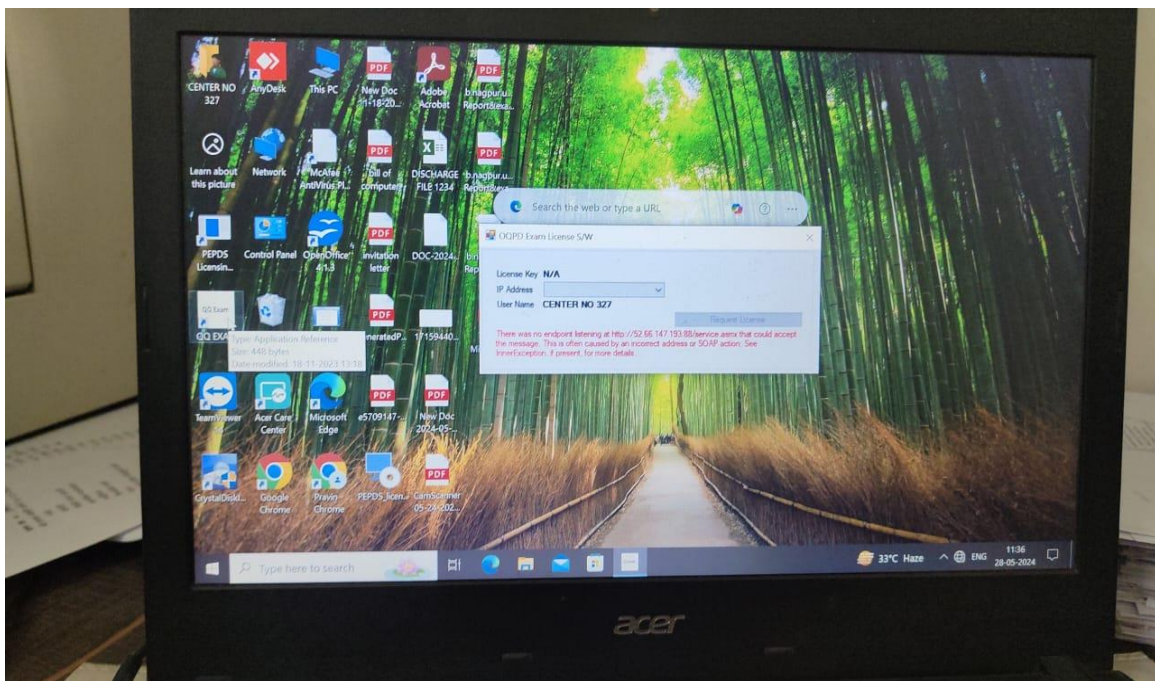
NEAR HANUMAN MANDIR, AT-SAWARGAON, TA-NAGBHID, CHANDRAPUR(MH) - 441221  
Mobile : 8275400428 Email : [dhanujay03@gmail.com](mailto:dhanujay03@gmail.com) , [dhruvsofttech0109@gmail.com](mailto:dhruvsofttech0109@gmail.com)

To, Hon. Principal Sir, Jeevan Vikas Mahavidyalaya, Devgram Ta - Narkhed , Dist – Nagpur , 441301		Ref. No.: Inv No.: DT/2270 Date: 02/07/2022
Sr. No.	Particular	Amount
1.	Website Design & Development	11,500/-
2.	Website Security (SSL)	2,500/-
3.	Plex Linux Plan 5 Webhosting , Email Bandwidth (Unlimited)	22,500/-
4.	Website Maintenance	3,000/-
	CGST: 9%	3,510/-
	SGST: 9%	3,510/-
	<a href="http://www.jvmd.co.in">URL: www.jvmd.co.in</a>	
<b>Total</b>		<b>46,020/-</b>
<b>In words: Rs. Forty Six Thousand Twenty Rupees Only.</b>		
<b>BANK DETAILS</b> Account Name: Dhananjay Borkar BANK NAME – STATE BANK OF INDIA BRANCH NAME : Nagbhid A/C NO. : 30803383500 IFSC CODE- SBIN0011424		<b>For Dhanusoft Tech</b>  <b>Authorised Signature</b>

Invoice of Website development and maintenance

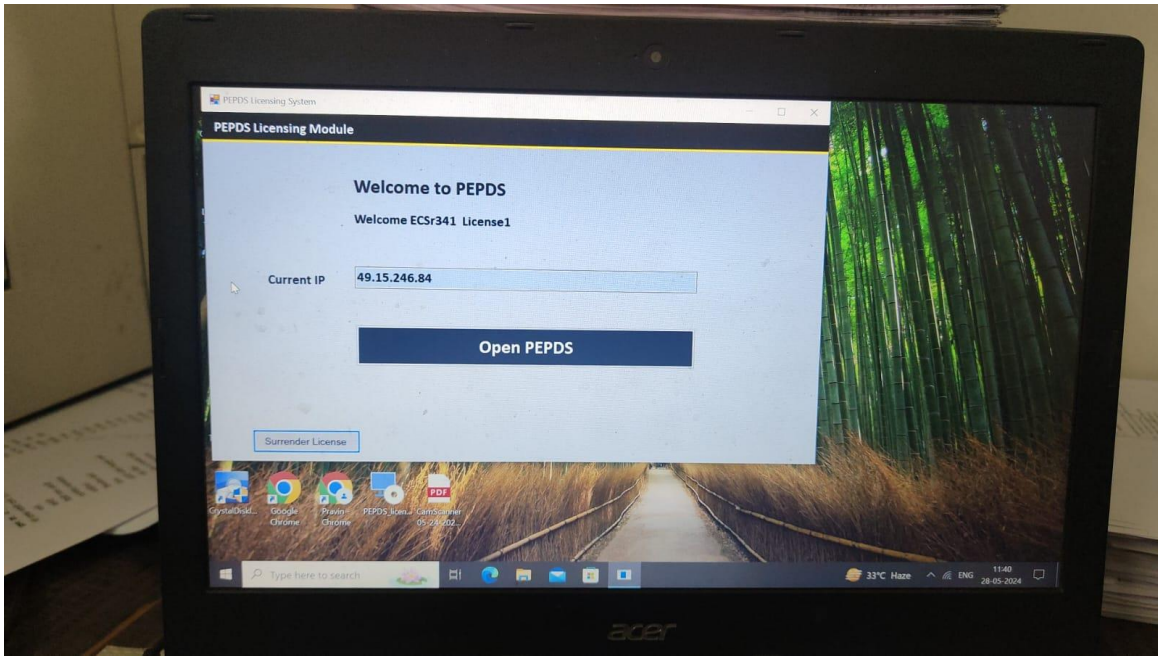


Library Management System Software



Examination Portal RTMNU (UG)





Examination Portal RTMNU (PG)



Attendance Machine

Online

Student Management System

Enquiry Admission Accounts Attendance Exam Activity Academics Reports Options Teachers Stock Logout Settings

**JEEVAN VIKAS MAHAVIDYALAYA**  
DEVGRAM

Options

Admission Dr Accounts Attendance  
Activity Academics Exam

Notifications list

Notice D.O.N  
Session : 2023-2024 05-Apr-21

Class list

Class Section And Medium	Class Teacher	Strength
M.Com-I A MARATHI	Teacher	72
M.Com-II A MARATHI	NA	0
M.Sc-I-CompScience A ENGLISH	NA	1
M.Sc-II-CompScience A ENGLISH	NA	0
11th-Science A ENGLISH	Teacher	119
12th-Science A ENGLISH	Teacher	27
B.Sc-I A ENGLISH	Teacher	125
B.Sc-II A ENGLISH	Teacher	114
B.Sc-III A ENGLISH	Teacher	94
M.A-I-English A ENGLISH	Teacher	38
M.Sc-I-Chemistry A ENGLISH	Teacher	27
M.Sc-I-Mathematics A ENGLISH	Teacher	22
M.Sc-I-Microbiology A ENGLISH	Teacher	18
M.A-II-English A ENGLISH	Teacher	37
M.Sc-II-Chemistry A ENGLISH	Teacher	27
M.Sc-II-Mathematics A ENGLISH	Teacher	14
M.Sc-II-Microbiology A ENGLISH	Teacher	18
11th-Arts A MARATHI	Teacher	88
11th-COM A MARATHI	Teacher	77
12th-Art A MARATHI	Teacher	24
12th-COM A MARATHI	Teacher	0
B.A-I A MARATHI	Teacher	109
B.A-II A MARATHI	Teacher	120

Windows taskbar: Search, 11:23 AM, 28-May-24

## College Management System Software



CCTV

## Surveillance System