



Smt. Shyampatidevi Mishra Educational Trust's

SHRI G.P.M. DEGREE COLLEGE

Affiliated to University of Mumbai

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MG Road, Vile Parle (E), Mumbai – 400057.

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Annual E – Governance Report 2022-23

The college has implemented e-governance to enhance good governance, to improve communication technologies, promote transparency, accountability and cost effectiveness. The overwhelming response of human resources to digital technology has strengthened the prospects of e-governance in different areas of Operations. Many initiatives have been taken by the college towards E-governance, to automate the functions, students support and administration.

Some of which in the area of general administration are:

1. Biometric attendance for staff.
2. WiFi facility in the campus.
3. Salaries are paid through NEFT/RTGS.
4. All Important notices to the students, Alumni's and staff on administration matters are published on college website and messaged through official WhatsApp groups.
5. University fees and charges are paid through NEFT/RTGS.

E-Governance review meeting of the college was held on 30st April 2023.

Following issues related to the implementation of e-governance system were discussed in the meeting

E – Governance Administration
E – Governance Finance and Accounts
E – Governance Student Admission and Support
E – Governance Examinations

Following are the organizational assignments absorbed through online mode.

1. Computer awareness programs are conducted regularly for teachers and students.
2. To maintain the smooth functioning of the data of the books, the college has E- Granthalay Library management software. This helps to carry out day to day activities more efficiently and saves time.
3. Dedicated WhatsApp Groups have been created in each academic department for orders, information, direction sharing and discussion on a common platform.
4. IQAC & NAAC Related e-mail id generated from IT Department of the college.
5. Minutes of Meeting of Governing council, IQAC, various committees etc. are made available on the website for the consumption of stakeholders.



Atul Godar

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Following are the operational fields of educational administration discussed in the meeting for implementing the e-governance system.

Administration: There is paperless communications in the college and online mode is adopted for the same. Staff and students communicate with each other through email and other digital platforms. A committed WhatsApp Group has been created for sharing orders information, direction, vital announcements and notices to the employees.

Following are the activities carried out using different softwares as a part of e-Governance –

1. Salary is paid to the staff through net banking and salary slip is duly issued online to all the staff members.
2. The College has a Biometric attendance system compulsory for all the staff. College will introduce attendance portal where all types of leave records are maintained. The portal is beneficial to keep the monthly record of attendance of all the staff.
3. The college uses **EDU software** for student's admission and fees collection, for day to day operation we have our own in-house ERP software. It incorporates all events conducted by all the departments; This Software is used to preserves View and obtains information about every student's activities.
4. Assessment of University papers is done through OSM. Meritrack is the vendor for the same.
5. University supports admission process through MKCL software for PRE-ENROLMENT REGISTRATION FORM and accordingly merit list is prepared.

Finance & Accounts: As a key ingredient of the e-governance concept and as per instructions of the government, all kinds of financial transactions have become cashless.

Few important activities carried out digitally are as follows:

1. **Edusoft** ERP software is used to track Fees payment of every student. Some of the functions include collection of fees, generation of receipt, generation of financial reports.
2. The salaries of employees including remunerations of examinations are paid online through NEFT/RTGS.
3. To maintain transparency and financial accountability in the system, the payment of scholarships and all purchasing transactions are executed cashless necessarily.
4. **Smart Pay** Software is also there for staff salary calculation and taxation purpose. The administrative office maintains the reports and books of accounts are generated from the software which helps in auditing procedures.



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Students Admission and Support: For smooth functioning of the admission process and tracking of the admission enquiries we have:

1. Online college **Edusoft ERP** portal and office mail ID where students' data is entered and all the student's queries are handled at one place. Thus, we get all the information of a student in one place. This software also helps to get a bonafide certificate as well as the leaving certificates to the students.
2. Online admission and support activities include Disclosure of admission rules/schedule on the college website, verification of documents, payment of fees & other admission formalities, and Counselling of the students.
3. Disclosure of students-centric information is available on website. Regular Conduction of computer awareness programs is carried out for students.
4. College App Available for Student to check Notices & Exam time Table.

Examination System: There is a fully computerized exam cell which conducts exams, maintains curriculum and publishes results online for different courses/programs. Following are the features of the digital system:

1. Result processing is managed by software provided by **SIGNUM PVT.LTD**. It is useful for generating Hall Ticket, generating consolidated marksheet and individual marksheets and storing data regarding students' examination performance.
2. Messages are sent to students regarding examination rules and regulations. Examination section has given online facility to in house students for filling up examination form via Google form and so it avoids the movement of the students and is a hassle free task.
3. Assessment of University papers is done through OSM. Meritrack is the vendor for the same.
4. Students access college website for getting the updates of the examination dates and time tables.



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