



*Janvikas Shikshan Sanstha, Yeoda's*

# **ARTS COMMERCE COLLEGE, YEODA**

*Tq. Daryapur, Dist. Amravati, Maharashtra, PIN:444706*  
*Permanent Affiliated to S.G.B.Amravati University, Amravati*

**(NAAC ACCREDITED "B+" GRADE)**

**Recognised by U.G.C. u/s 2(f) & 12B**

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College Code: 155

website: [www.accy.ac.in](http://www.accy.ac.in)

## **6.2.3 – IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION**

### **A) IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATIONS:**

1. E-governance is the integration of Information and Communication Technology in all the working processes of the system.
2. It aims to minimize manual efforts and improve communication, create a transparent system, and be cost and time effective.
3. To facilitate the college is using the Campus computer system, email connectivity, social media connectivity such as Whatsapp and Telegram etc.

### **B) PLANNING AND DEVELOPMENT**

E-governance is well implemented in college through various modern software and social media networking website.

1. All Administrative offices & departments are computerized.
2. Internet and Wi-Fi connectivity is available.
3. Attendance of Staff members is governed by Biometric machines.
4. Notices are forwarded through Gmail, WhatsApp Groups and Telegram channels.

## **C) ADMINISTRATION**

The Administration of the College functions with the E-governance system at the college level. The college is having computerized Management Information System. This system is useful for

1. To achieve the target of Paperless work, Staff is started using email, WhatsApp, Telegram and Google Meet applications for the following work like
  - a) For data collection from Various Departments.
  - b) To prepare notices and activity reports.
  - c) To prepare Feedback forms and get online feedback from Students, Parents.
2. The college has Biometric attendance for teaching and non-teaching staff.
3. WhatsApp Group helps to provide brief notices of any event to happen in college.
4. WhatsApp Groups are also used for awareness and smooth functioning of the same.

## **D) FINANCE AND ACCOUNTS**

To produce immediate information on finance and accounts this section of the college is e-governed.

1. The College uses the Tally and Excel Software for E-governance for transparent functioning of the Finance and Accounts department of the college. This system helps to increase the efficiency of staff towards the accuracy of financial transactions.
2. The college conducts a regular audit of annual books of accounts. The administrative office keeps all all-financial records separately as per the events and transactions made.

3. The administrative office maintains the Books of Accounts properly which helps in the auditing procedure.
4. The College keenly monitors the effective and efficient use of financial resources through annual external and internal auditing.
5. Expert external auditors are appointed for Auditing, Scrutiny up to the finalization of work.
6. The institution has Conducted an internal audit process. The institution has also appointed a Chartered Accountant to audit its accounts. It is to provide an independent opinion about the accuracy and fairness of an institution's financial statements, processes and procedures. It confirms that records are prepared following proper accounting procedures, such as generally accepted accounting principles, and reports any exceptions.

#### **E: STUDENT ADMISSION AND SUPPORT:**

The most important key factor of the college toward the student's admission and support is that the college has a system which allows the student to take admission in the minimum amount at the initial stage of the admission process of every academic year. This is one of the important things which supports some students who are facing financial issues.

1. The College used Online University Portal for student admission. (University Portal <http://sgbau.ucanapply.com>)
2. The college has extended helping counter for the students which provides them several services as such Admission form Filling, Examination form filling as well as Scholarship Form filling in one place only.
3. This service counter protects the students from outside service centres where they need to pay fees for it. The Helping counter i.e., the service centre provided at college is free of cost. Information about the courses, admission criteria, fee structure, and extracurricular

activities offered are published on the college website and also inform through various Whatsapp and Telegram groups.

#### **F) EXAMINATION:**

1. The Institute is affiliated with S.G.B. Amravati University and follows the syllabus and academic calendar of the university.
2. Institute, as a centre, conducts university end-semester theory practical examinations as per the schedule published by the university.
3. For internal assessment, along with continuous assessment institute conducts internal sectional examinations per subject per semester as per the academic calendar prepared by the institute.
4. The College has a separate Examination department with equipped ITC tools necessary for examination purposes.
5. The college is using Rs-Exam Software for online paper downloading.
6. As per the requirement of the Examination department, all the necessary types of equipment are provided by the college such as a Separate Desktop and Internet Facility for the online procedure of Paper Downloading and further activities for exam purposes.
7. The examination department has a separate Machine for printing the question papers downloaded from the university portal.

#### **G) SCHOLARSHIP AND FREE SHIP:**

1. Arts Commerce College has been established in the villages. Most of the students admitted here belong to poor and working-class families. Scholarships play a vital role in achieving and sustaining the education of these students. Students of this college can apply for all Central and State Government Scholarships.


2. Until a few years ago, all the work related to scholarship such as collecting scholarship forms, scrutinizing, forwarding these forms, and keeping sub-records were done manually. It was an arduous task.
3. But for the last four years, the Central and Maharashtra governments have been doing all this through their website portals. Due to this, the work of scholarship has become easier and the records of all the students are also preserved. Below is a link to the Central and State Government's Scholarship websites.

Central Govt. Link: <https://scholarships.gov.in>

Maharashtra Govt. Link: <https://mahadbtmahait.gov.in>

  
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