

|| Bahujan Hitay || Shri Mudhaidevi Shikshan Sanstha's,

# F. SAMBHAJIRAO KADAM COLLEGE, DEUR

Address : A/p. Deur, Tal. Koregaon, Dist. Satara - 415524, Maharashtra (India) ■ Tel./Fax.: (02371) 254368, 254227 ■ Web: www.pskcollegedeur.ac.in ■ Email: principalpskcd@gmail.com

Policy Document on Processes, Procedures and Practices towards AN 2017

## Implementation of E-Governance in Administration and Academics

Vision: Institution consciously strives to evolve, adopt, deploy and implement the IT enabled processes attributed to e-Governance in both administration and academics for effective functioning and education delivery

Mission: Transforming campus into "Technology driven SMART CAMPUS" by way of promoting optimal use of Information and Communication Technology in day to day functioning, minimising tech-deficit amongst campus community; and making visible impact by leveraging smart technology Context: In order to ensure participation of the different functionaries and transparency in the institutional functioning, so as also to ensure quick instant dissemination, access, retrieval of information, documents, and providing on-line/remote access services, the institution has been adopting and implementing IT enabled processes in administration, academics and examinations by leveraging robust technology.

## E-Administration: 'Go Digital'

Administrative office, being a service provider, is saddled with variety of pressing tasks such as maintenance and upkeep of records, documents, various reports, student data, compliance and correspondence with various agencies, books of accounts, various registers, logbooks. Quality of the service depends on timely, quick response, diligence, instant access to information, timely disposal and zero pendency, functional redressal mechanism and hassle free administrative processes.

To achieve this, the institution has advocated IT-enabled processes with the specific objectives.

Objectives: The institution shall endeavour to attain:

- Total automation in office administration;
- Digital mode of inter/intra-institutional communication;



- · Cashless financial transactions;
- Instant access to information, instant tracking, accessing, sharing of the documents;
- Digital depositary of documents
- Providing remote/on-line services through interactive web-portal;
- Creating on-line feed-back mechanism through interactive web-portal with in-built mechanism yielding auto-generated and analysed reports.

### IT based processes:

- Student Information System with database back-up module
- On-line Admission System with payment gateways
- Instant issuance of various certificates with the facility of on-line application
- E-mail mode of communication
- File Management System with tracking, retrieving, accessing, channelizing, updating features
- Inward and outward register with the tracking of movement of documents
- Accounting System with Cashless Transactions
- Leave Accounting System with the facility of on-line application and approval
- On-line Grievance Redressal System
- On-line application for scholarships, free ships, bursaries
- Auto generated Messaging System
- Quick Response System (QR code scanning facility
- Institutional App and Blogs for accession, dissemination, sharing of information

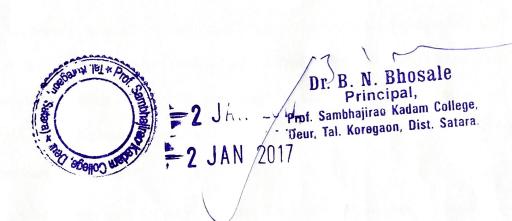
### Plan of Action:

- Orienting campus community so as to be comfortable with the technology driven processes
- Conscious investment on digital infra-structure and hardware
- Converting all classrooms into smart classrooms
- Engaging tech-professional for software development to devise IT enabled processes
- Undertaking full campus networking and creating network sharing environment
- Installing Wireless fidelity (Wi-Fi) routers to cover the entire campus
- Ensuring un-interrupted internet connectivity



- Developing interactive web portal and initiating on-line processes/IT enabled processes
- Promoting optimal use of ICT in academic delivery (Teaching-learningevaluation process)
- Encouraging faculty/students to use e-resources, developing e-contents
- Creating student utility "Common Computing Facility Centre"
- Promoting 'Cashless transactions' and 'Smart Card' UID

Attainment: On evolving, integrating and operationalizing IT based practices together shall create on-campus and off-campus visible digital impact on the organisational, administrative, academic management, hassle-free quality of service and overall functioning of the institute with enhanced 'Institution-stakeholder virtual Connect; and eventually shall emerge it as the best practice the institution has been identified with; advocating the cause of 'Digital India Mission'.



## Policy Document on Processes, Procedures and Practices towards

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Dr. B. N. Bhosale Principal, Prof. Sambhajirao Kadam College, Deur, Tal. Koregaon, Dist. Satara.



For Support: asquare.help4u@gmail.com

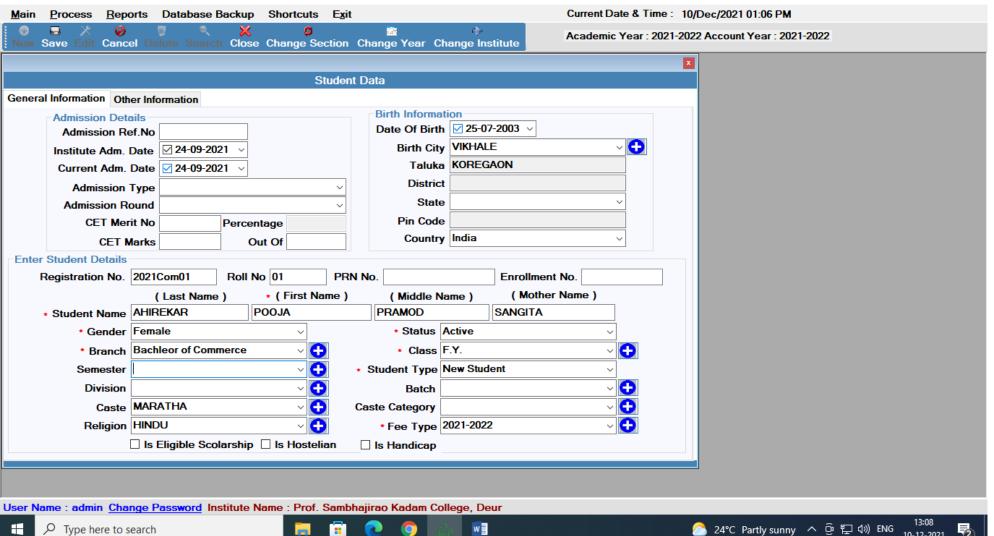
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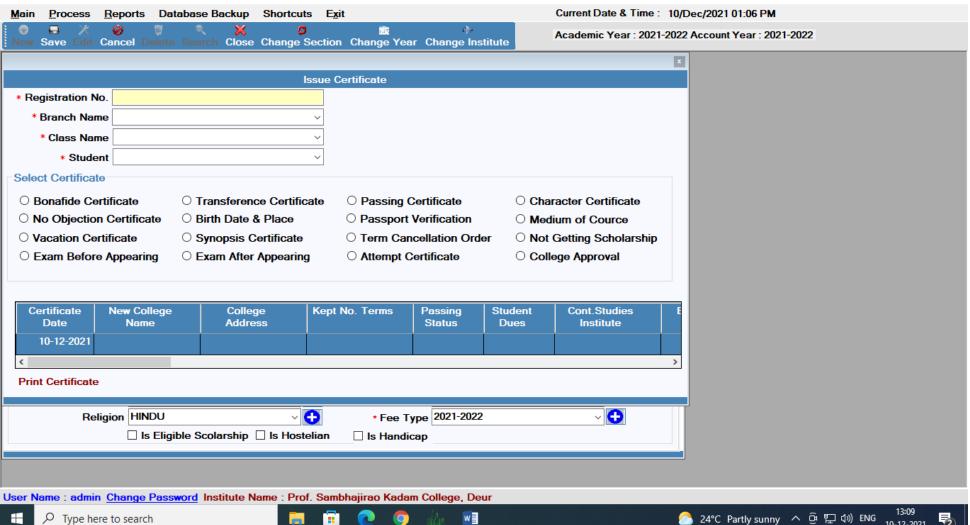


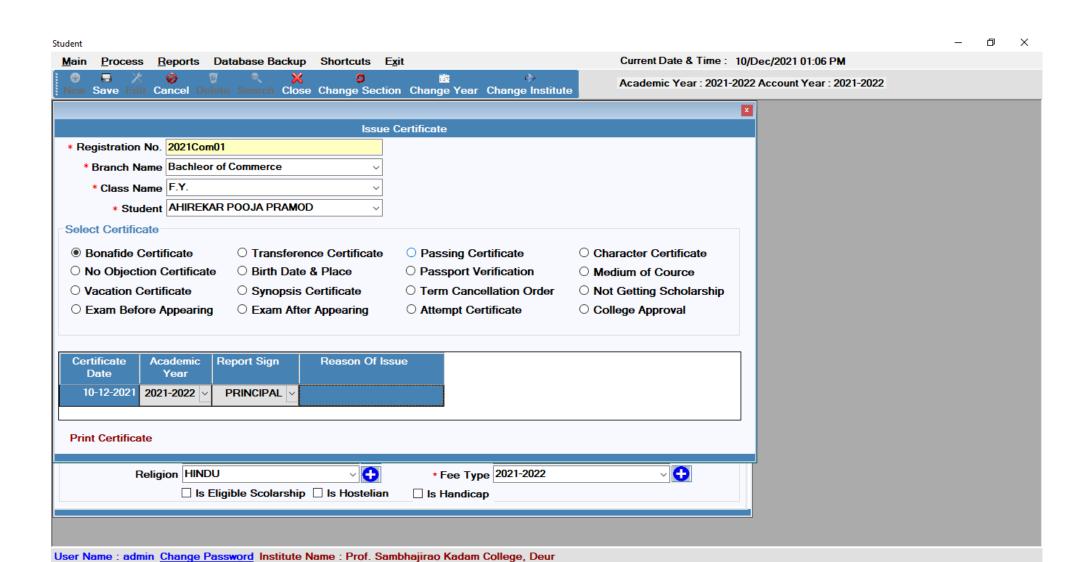


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#### SHRI MUDHAIDEVI SHIK SHAN SANSTHA'S

#### PROF. SAMBHAJIRAO KADAM COLLEGE, DEUR

Tal - Koregaon, Dist- Satara Pin- 415 524 Maharashtra(India) Tele Fax- (02371) 254368 E-Mail : principalpskcd@gmail.com

Affiliated to Shivaji University, Kolhapur (NAAC REACCREDITED 'B' GRADE) CGPA2.52 (2015)

#### BONAFIDE CERTIFICATE

No:11 Gen. Reg.No:2021Com01

This is to certify that, <u>AHIREKAR POOJA PRAMOD</u> is bonafide student of this college, She is studying in the <u>Bachleor of Commerce - F.Y.</u> during the year 2021-2022.

Her Birth date is 25/07/2003 according to the college register.

Her Religion - HINDU & Caste - MARATHA.

Her Place of Birth- VIKHALE

This certficate is issued for the purpose of

Place: Satara

Date: 10/12/2021

Principal Prof. Sambhajirao Kadam College, Deur Tal - Koregaon, Dist - Satara

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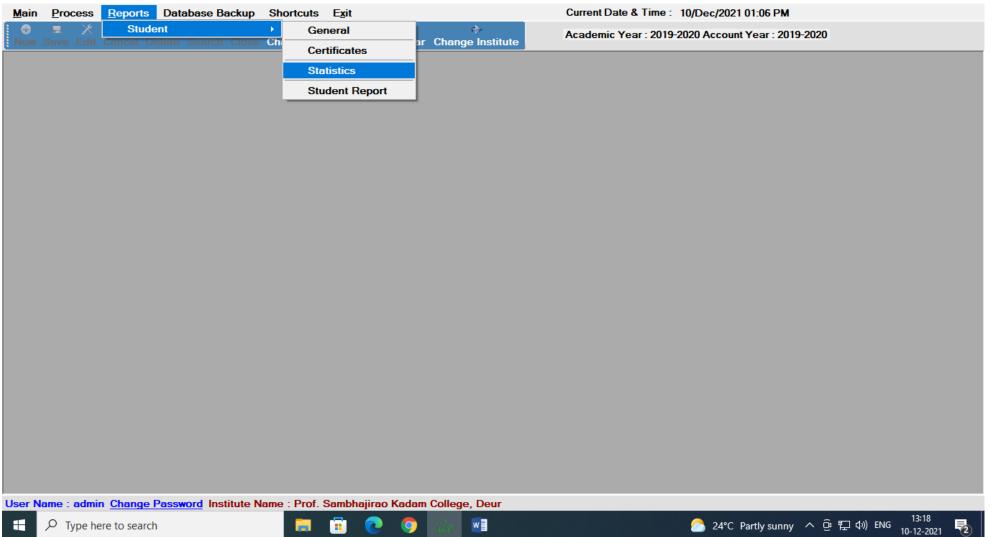
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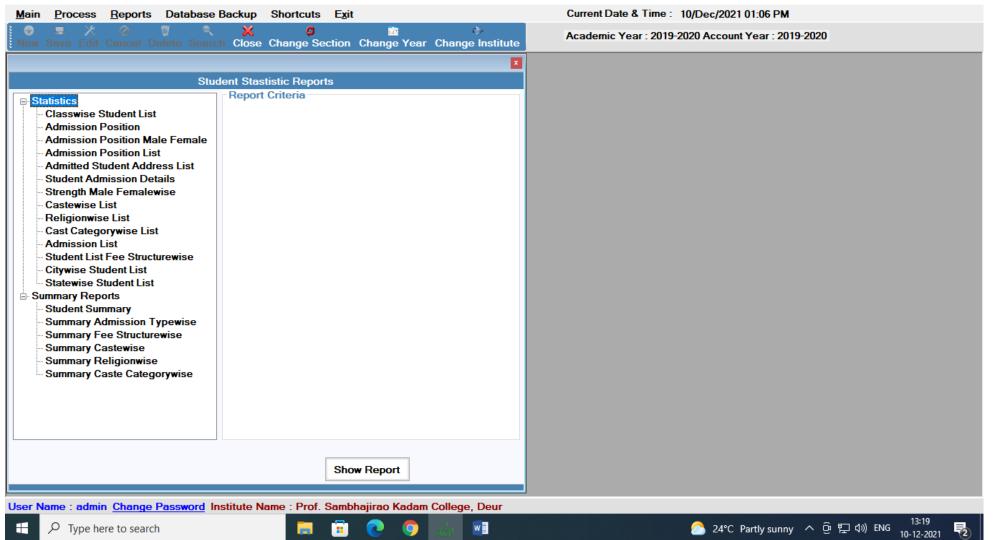
Date:10/12/2021

Principal

Prof. Sambhajirao Kadam College, Deur Tal-Koregaon, Dist-Satara

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User Name: admin Change Password Institute Name: Prof. Sambhajirao Kadam College, Deur













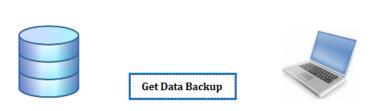






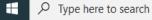






Click Database Back Up Button to Get Database BackUp

User Name: admin Change Password Institute Name: Prof. Sambhajirao Kadam College, Deur













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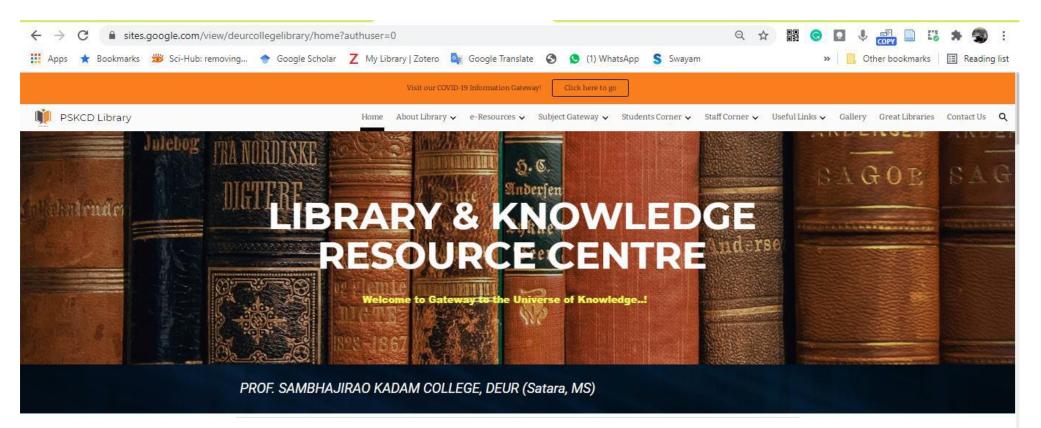










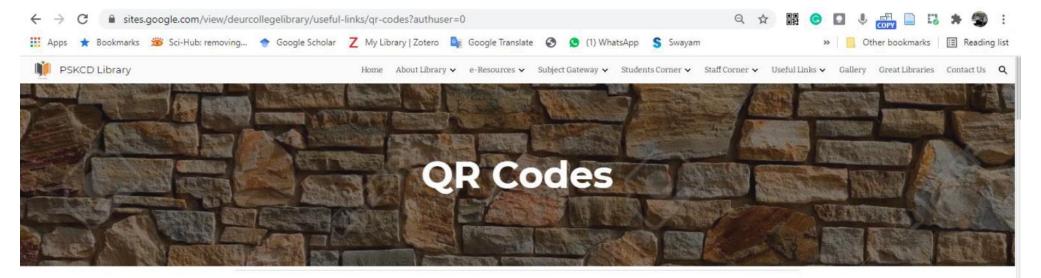




We aim to be a well-equipped facilitation centre that provides outstanding knowledge and information services to our user community through advanced ICT tools and techniques and supports them to become knowledgeable and skilled citizens of India.

We are working with our motto "Quality Information to all in minimum time through ICT". It is well said that "Innovation is a different way of looking at problems and solving them." Yes, We always try to innovate, implement new ideas, things in the library that leads us towards success and for outstanding











Library App



Library Users Online Feedback

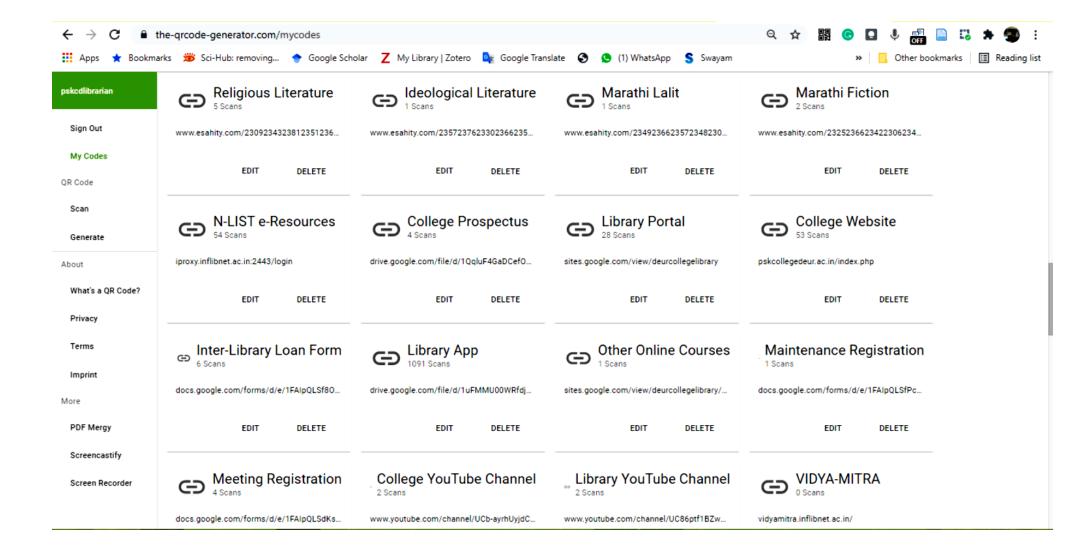










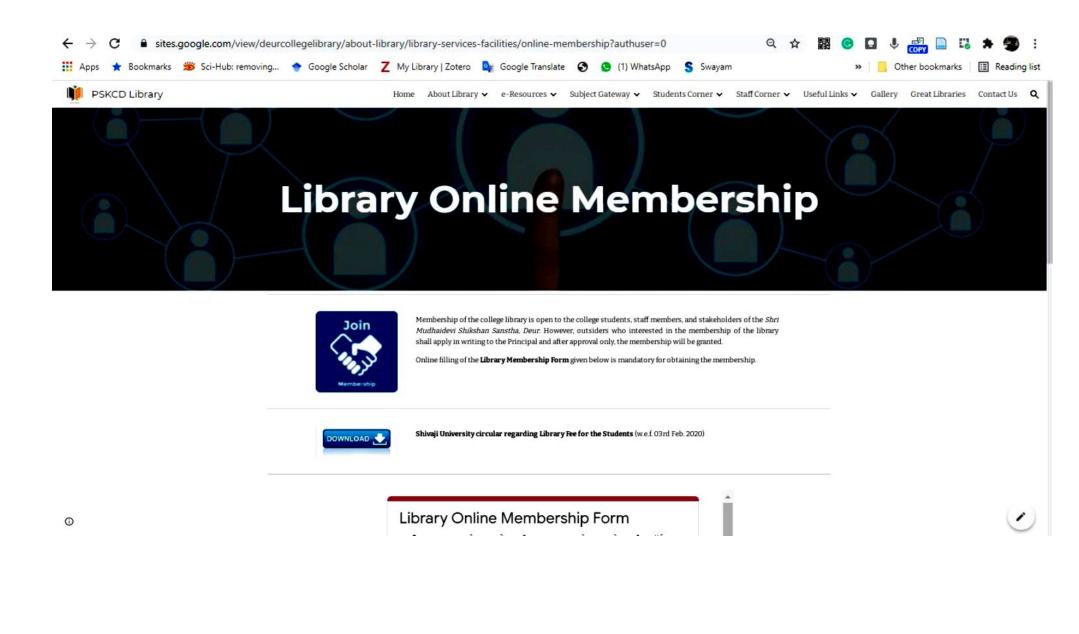


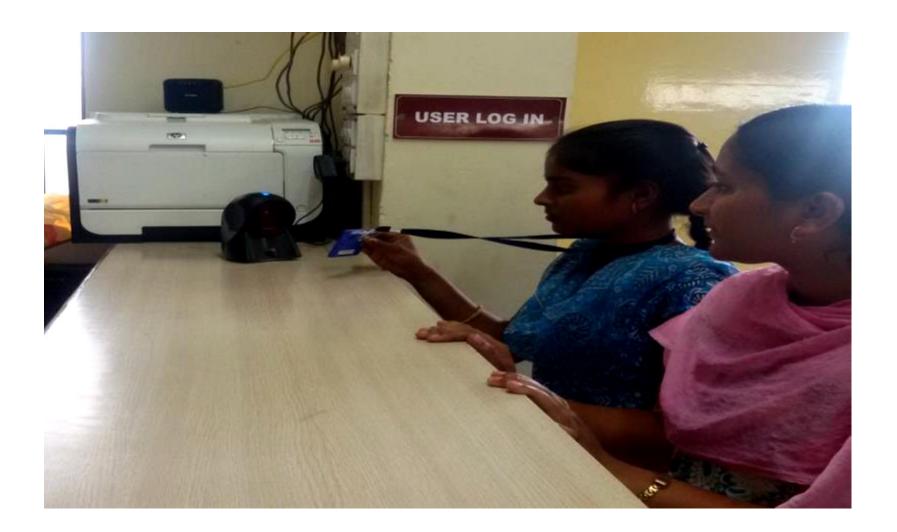
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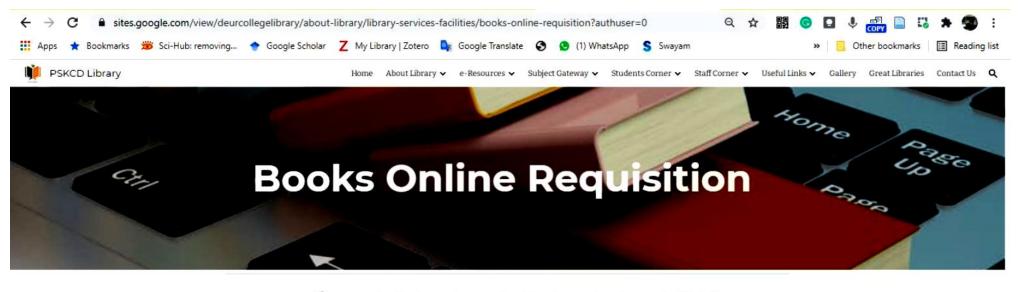
Logout

Contact: Akash InfoTech, Pune - info@akashinfosoft.com | 9422304442 | 9822835777











The staff members  $\theta$  students can put forward their online request for purchasing a new book/s in the library through this page.

Before requesting the purchase of a book, browse our library's <u>Online Public Access Catalogue</u> and make sure it is available in the library, and if not, then forward your request.



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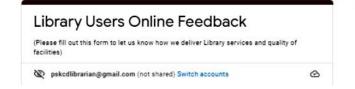
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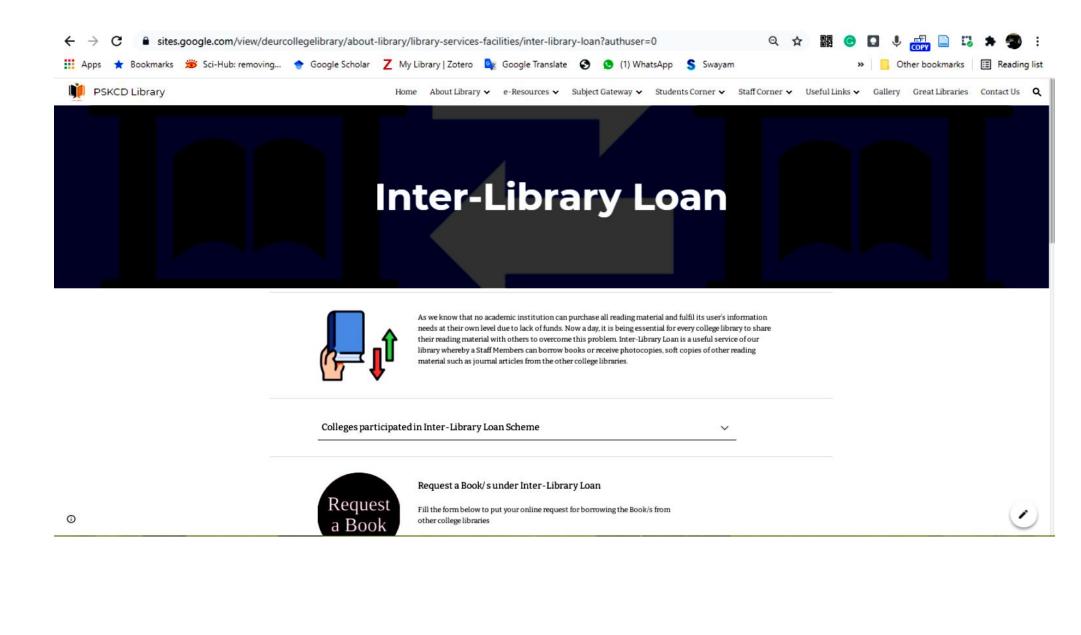


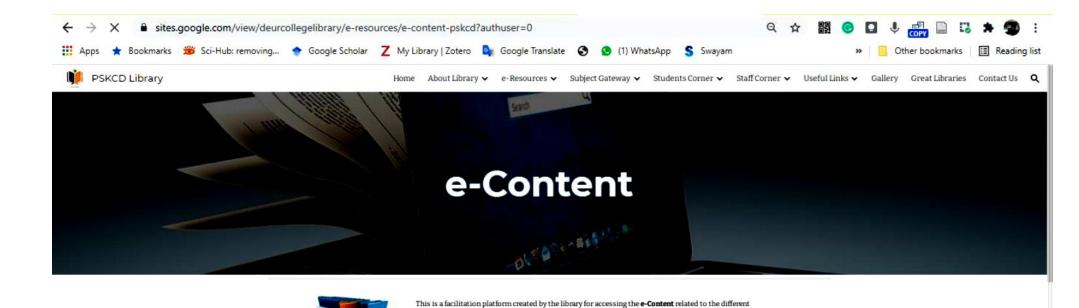


We always trying to improve our library services to satisfy the Patrons. Library frequently gets positive feedback from the users. It builds staff morale and gives them a sense of pride. Patrons suggest improvements and additional services through their feedbacks. The feedback is analyzed and discussed in the Library Advisory Committee for further decision. The Committee is always in favour to implement the suggestions given by the Patrons to serve them more efficiently.

As technology advanced, the Library added new Library Online Feedback Form for the survey as given below. Library users may submit their suggestions/comments regarding Library services and support facilities by filling this <u>Library Feedback Form</u> in online mode.





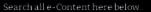




and download the desired e-Content through the interface given below.

subjects. These e-Contents are developed by our faculty members for college students. Students can search

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The Staff Members of the Prof. Sambhajimo Kadam College, Deur may record their personal information related to Research activities such as Seminars/Workshops/Conferences attended, Research Papers published/presented, Books published, Research Projects, Orientation/Refresher/FDP courses, etc. by filling the online form: PSKCD Research Record.

In the same way, they can search about their own research work in multiple ways through the 'Search' boxes given below.

Note: It is mandatory to upload **only Image or PDF file** of the following documents as applicable while filling the related information in the form:

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- Cover page, Content page & Article pages of Research Paper/ Article published in the Journal/ Magazine/ Newspaper/ Conference Proceeding or Book as applicable
- Programme Brochure in the case of Organized Seminar/ Workshop/ Conference/ FDP etc.
- · Certificate of Ph.D./ M.Phil. etc.
- · PDF file of Thesis/ Dissertation

This is necessary as valid evidence of these activities..

Record your Research Work..







'Digital Books Fair' is an online showcase created by the library on different occasions to present readable, popular as well as unknown books published in different subject and languages where our readers can browse, download or get brief information about the books easily.

The main purpose of 'Digital Books Fair' is to encourage the readers for reading new books from anywhere and anytime and help to create a reading culture in our society.



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PDF Creator



QR Code Generator



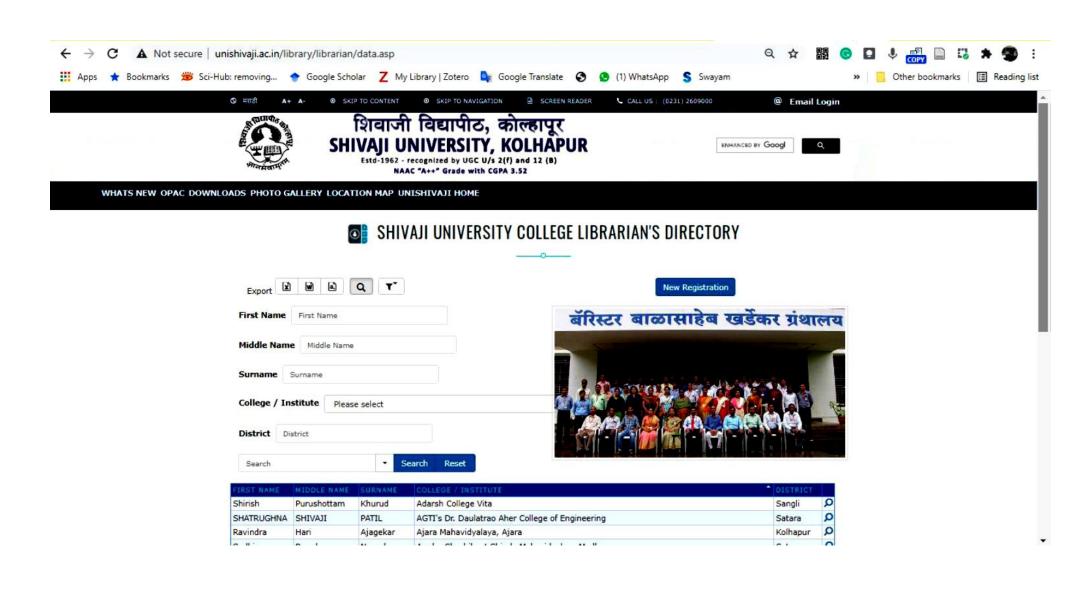
Google Translate



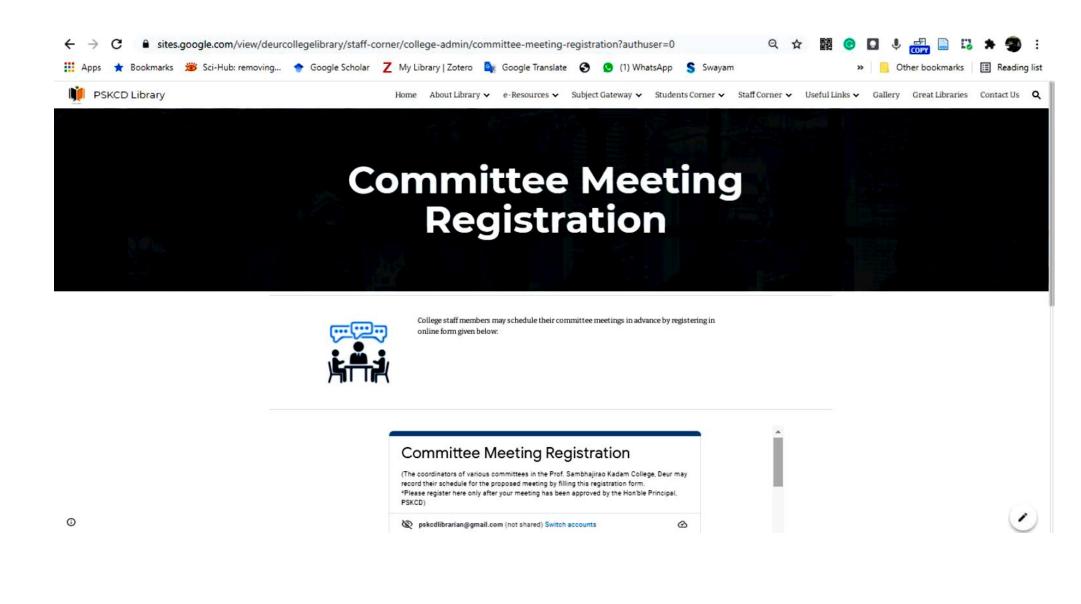
YouTube Video Downloader

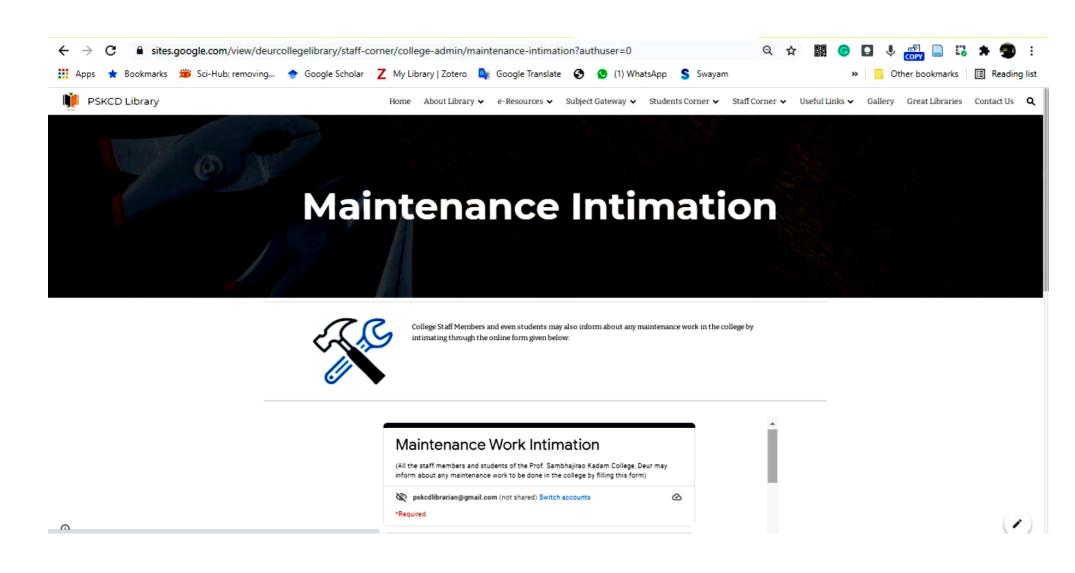


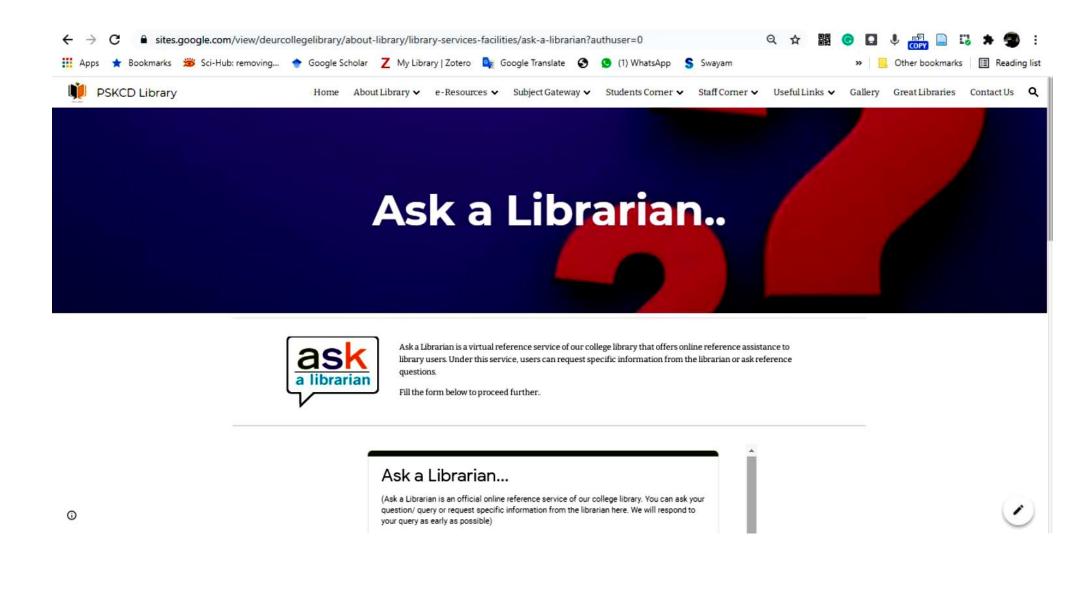
Library Android App

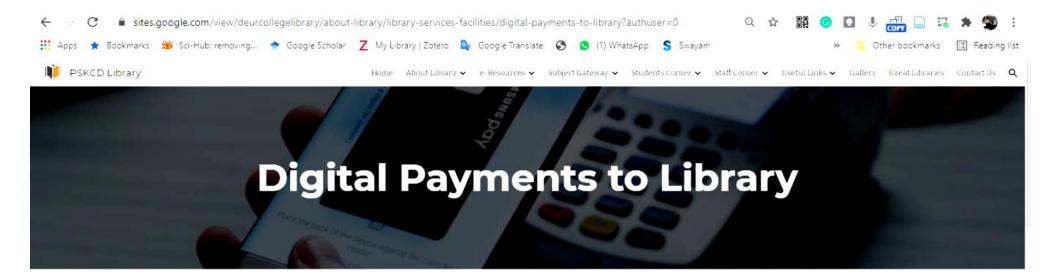














As technology advanced. We are also taking steps in that direction. The QR Code based Digital Payment interface has been created for the convenience of Library users through which they can transfer the payments to the Library easily.

Digital Payment Transfer can be used for the following purposes:

■ To transfer the money as a donation to the Library









LIBRARY & KNOWLEDGE RESOURCE CENTRE

PROF. SAMBHAJIRAO KADAM COLLEGE, DEUR

A/P. Deur, Tal. Koregaon, Dist. Satara (MS)



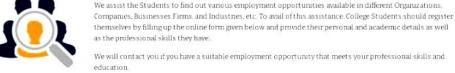
### Payment through Internet Banking (IMPS)

You also can make your Digital Payment to the Library through Internet Banking (IMPS)

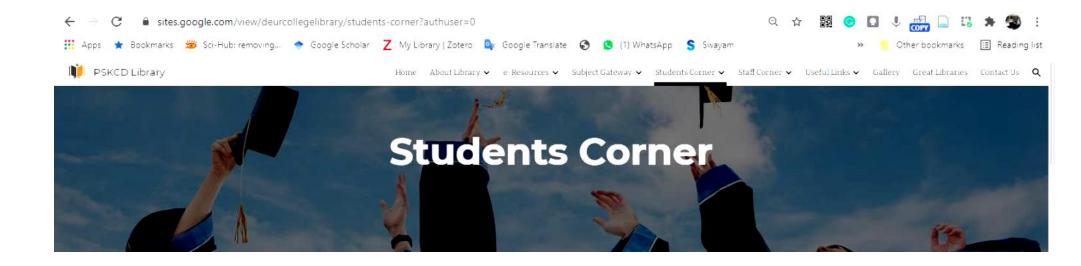
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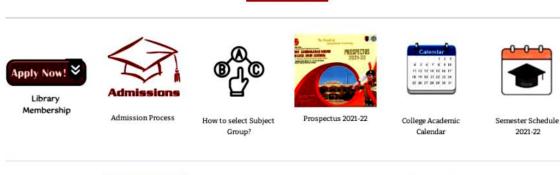


















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2021-22

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