

**ANNUAL E GOVERNANCE REPORT A.Y. 2022-2023**

The Policy of E Governance has been drafted by the IQAC for the effective functioning and development of administrative and academic activities of the college.

Implementation of e-governance in areas of operation:

E-governance is being implemented at Pillai HOC College of Arts, Science, and Commerce in Rasayani with the aim of streamlining processes and making the best use of the available resources. E-governance is anticipated to improve the workflow in the college through computerized operations and make correct data and information accessible to users. As a result, there will be less paperwork, less time spent moving documents and files during official business, and more effective use of human resources. In the 2021-22 financial year, E Governance was implemented in our college in the areas of Finance and Accounts, Student Portal & Administration, Library, and Examination Management.

1. Planning and Development

- Website: The website acts as an information center which reflects about the college, all its activities, important notices, programmes offered, etc.
- Separate team appointed for the administration of the college website.
- The team will look after the process of updating, maintaining and working of the website on a regular basis.
- The committee will also look for other changes that are required on the website.
- The college strives to showcase its vibrant self and activeness through its website.
- All the important information go on the website as and when they are released.
- The vision and mission statement is uploaded on the institutional website.
- Further development strategies, too are uploaded on the website.



Principals
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 Mahatma Education Society's
 Pillai HOC College of
 Arts, Science & Commerce
 Pillai HOC Educational Campus
 Rasayani, Taluka - Khalapur
 Dist. Raigad, Pin- 410 207

2. Administration

- The Principal liaises with Governing Body members as well as the teaching and non-teaching staff through email.
- All important administrative information including notices is regularly published on the website.
- The college is connected through high-speed internet of bandwidth 500 MBPS.
- Fully automated, wireless office with 24x7 internet facility.
- The salary of the staff members is done through the software.
- Biometric attendance for all staff members based on which monthly reports are generated.
- Administrative Office uses Advanced Excel and File Management System Tools to maintain effective database and also to provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students are able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.

3. Finance and Accounts

- The office continues to maintain its account on Tally.
- Latest versions of the software are purchased and used by the college.
- Advanced features help the staff to maintain financial records effectively and efficiently.
- Profit and loss, balance sheets are generated through this software only. All the analysis reports are also generated through Tally.
- The College also uses 'Sensys' to manage Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system.
- Reports can be generated for all staff members.
- Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.
- The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques.
- The payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system.
- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes

- The specific advantage that we may gain from the automation process is that we could keep track of the fees that we collect from students on a daily and monthly basis for reconciliation and accounting.
- This has aided us in developing more precise cash flow management and forecasting systems for the college's financial management

4. Student Admission and Support

Student Admission:

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University of Mumbai.
- The college brings out its brochure which is displayed on the website that has guidelines for the admission process.
- An Admission Portal to be used to manage the admissions in the college.
- Number of students applying to each course, withdrawals, fee submission, all is managed through this portal.
- Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose online software EDURIGHT to be used by the Administrative Department.
- On the college website, the institute has an Online Admission Enquiry Form, wherein students can register their enquiries for admission.
- The admissions tab on the website also has admissions eligibility, procedure, rules and brochure of the institution.

Students' Portal

- The college has a Students' Portal which can only be accessed by students' MES ID.
- In this portal, students can pay fees, check results, apply for ATKT examination etc.
- Online admission includes the followings as such disclosure of admission rules/schedule on the portal.
- Payment of fees & other admission formalities.
- Management of different scholarship schemes for students.
- Disclosure of students-centric information/data/materials on web-site.
- Above digital functions are realised online through the internet with support of ICT based infrastructure available in the college.

Alumni:

- The college has registered Alumni Association to maintain constant interaction with alumni.
- In order to strengthen our alumni relationships, a separate alumni page is created on the website providing facilities like details of Alumni Meet, Alumni Report and Alumni Events.
- Alumni association is consulted for regular updates and database management.

4. ICT TOOLS

- Hardware Infrastructure.
- The college ensures that it has adequate number of desktops and laptops for students and staff.
- Computers and printers are made available in the administrative block.
- Projectors and other multimedia devices are provided in the auditorium.
- The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.
- Software Infrastructure.
- The college maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus are purchased and updated regularly.
- ICT enabled classrooms

5. Examination

- The college uploads semester and examination timetables and internals and practical examination timetables in the website.
- The college has adopted an online system where students access their results, can view their marks at the end of each semester and can report discrepancies, if any.
- Examination Cell uses in house developed 'exam marks entry software' and 'Form Presenter' for proctoring the exam.

6. Library:

- The college has a well-stocked well equipped library.
- College adds more and more e-learning resources for the benefit of the teachers and the students.
- The college has Digital foot fall record maintain system introduced in the library.

- The Library has KOHA- ILMS, LibrarySpace-Institutional Repository, Nlist-National Library & Information Services Infrastructure for Scholarly Content database -which provides access to e-resources to students, researchers & faculty of college.
- To encourage original writing among students and teachers, the library has TURNITIN software for plagiarism check.

ERP system used in institutes at various levels is as follows,

1. Administration: Eduright software: Software used for record of student information, attendance, billing and fees update.
<http://192.168.20.4:82/Eduright/Login.aspx>
2. Finance and accounts: Tally ERP 9 and 'Sensys' Easy pay enterprise.
Tally ERP 9 is accounting software that has been used to record several financial transactions and events. **Sensys EasyPAY** a complete Payroll Management Software for employee Management, salary Management, leave Management, loan & advance management, PF etc.
3. Students' admission and support: Student portal: Student portal is a portal for student where they can access their Results, Exam Forms and also they can pay their fees online.
<https://phcascstudentportal.mes.ac.in/>
4. Examination: Software used to done mark entry and result preparation.
<http://203.115.126.42/phcascexam/MarkEntry.aspx>

WEBSITE LINK

<https://phcasc.ac.in/>



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