



Late Nirdhan Patil Waghaye Arts, Commerce & Science College, Lakhani

Tah.Lakhani Distt.Bhandara Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

Degree/Post Graduate

• Website: https://latenpwclakhani.com/•

 $\bullet \ \textit{E-mail ID: latenpwclakhani@gmail.com} \ \bullet \\$

Ref: NAAC 2024/ MLD/Cr-6.2.2

Date-15/04/2024

Criteria 6.2.2	Institution implements e-governance in its operations
	 Administration Finance and Accounts Student Admission and Support Examination
Findings of DVV	1. HEI has not provided any relevant data/ supporting documents for the option chosen, Thus DVV input is suggested as "None of the above". Please relook and provide correct revise data. 2. Please relook and provide any relevant data/supporting documents in this metric, according to SOP, if available.
Response/	As per clarification, screenshots of software's used for administration,
Clarification	finance, students admission and examinations are attached (Appendix I)
	E-governance policy documents. (Appendix II)
	Note: There is no institutional prescribed format of excel to upload any data template of 6.2.2 as it was an option to select on the portal.

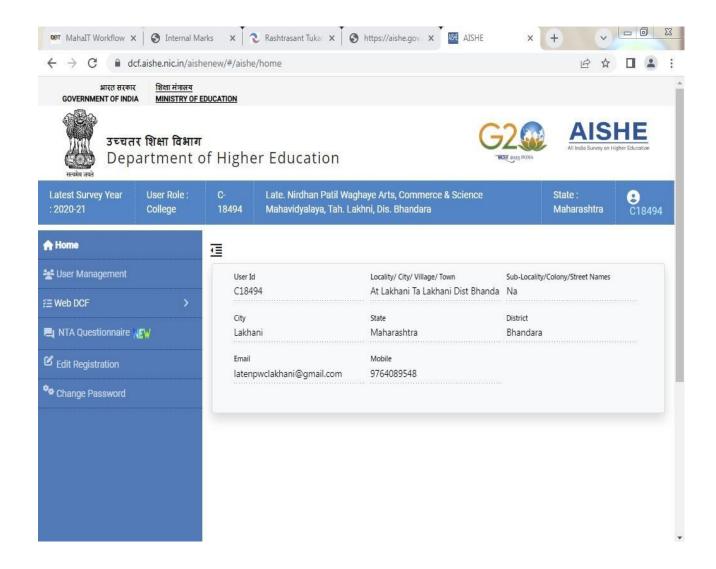




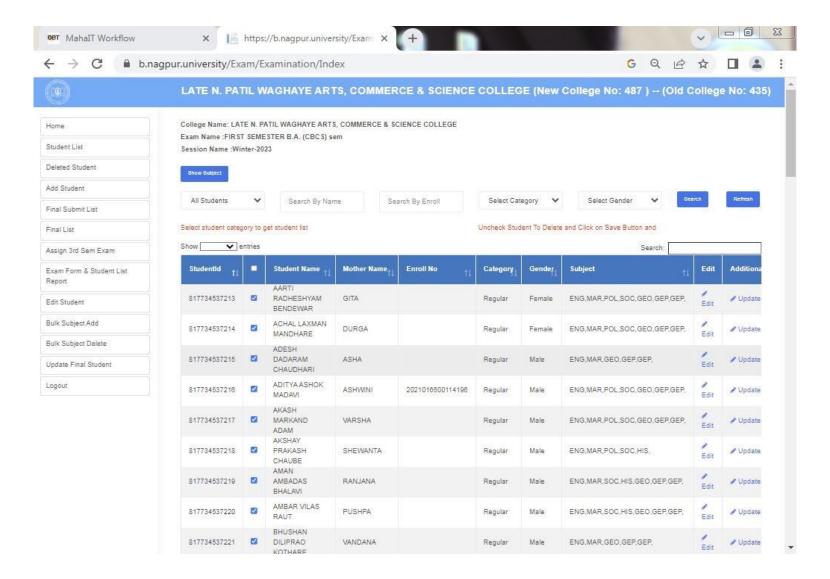
Off. Principal
Late. N.P.W. Collego
Lakhani, Distt. Bhandara

Appendix I

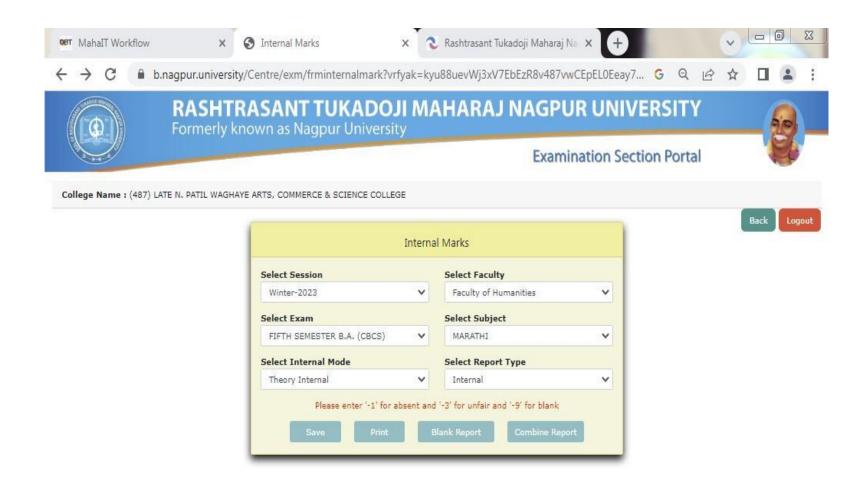
Administration



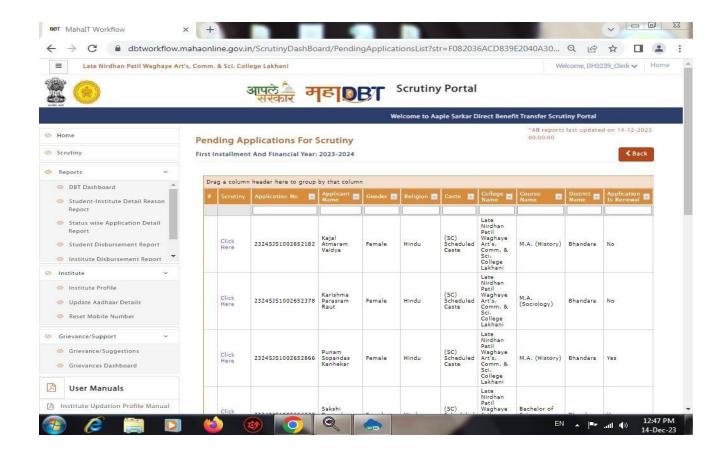
Student Admission and Support



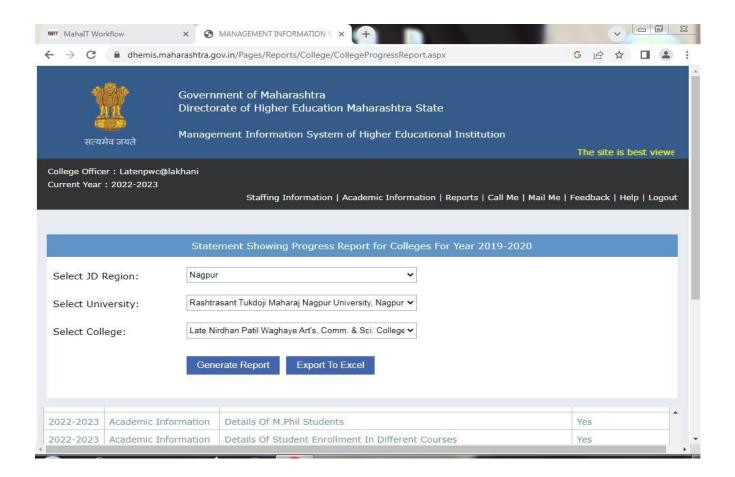
Examination Portal



Scholarship Portal



Administration



Appendix II

Run By Laxmi Shikshan Sanstha & Krida Mandal Kesalwada(Wagh)



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E-GOVERNANCE POLICY

Scope:

E -governance envisages with the sole vision of enhancing the system of governance for development of the college by leveraging new and cutting edge technologies. The broad areas of e-governance are in the area of examinations, admissions, day to day operations of departments, academics, placements management information systems and stake holder's inclusion in a staged manner. The scope of this policy broadens to the following areas:

- College Administration
- Student Admission
- Examination & Evaluation
- Library Management
- Account & Finance Section
- ICT Infrastructure
- E-waste Management

Objectives

- Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college.
- To achieve and create a paperless environment in the college.
- To making green campus.
- Providing easy access to information
- To maintain the Data on a secure environment.
- Making the institution visible globally
- To provide easy and quick access to information.
- Promoting transparency and accountability in all the functions of the college.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- Implementation of E-governance in various functioning of the institution
- Achieving efficiency in our functioning
- Facilitating online internal and external communication between various entities of the institution





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POLICY

- 1. In order to provide simpler and efficient system of governance within the college, it is decided to adopt and implement e-governance in maximum activities of our functioning.
- 2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Area of Implementation:

- 1. Website & Social Media
- 2. Academics & Office
- 3. Communication System
- 4. Finance & Accounts

E-governance in following areas:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

- 1. Website & Social Media: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media. A Website Committee to be formed for the administration of the college website. The Committee 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 notifications have to go live on the website as and when they are released. The website of the college to be continuously updated taking into account the new changes.
- **2. Academics:** Admin Staff (Teaching as well as non-teaching Staff) to be provided with adequate training and development to keep them abreast with the new technology in regular intervals.
- **3.** Communication: Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters by uploading notices on website and WhatsApp group made by Professors.
- **4. Finance & Accounts**: For ease of maintaining accounts & Finance suitable Tally ERP Software package to be implemented. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.



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