



Nagindas Khandwala College (Autonomous)

DISCUSSIONS ON NEED OF E-GOVERNANCE – MEETING REPORT

The meeting for e-governance was conducted on 20th May, 2019 and following points were discussed:

The following points were discussed in the meeting:

1. ERP Solutions from MasterSoft was approved for **administrative** operations of the College. The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance program can be outlined as-
 - a. Supervision of various scholarship schemes,
 - b. Maintenance & disclosure of comprehensive information on its web-page,
 - c. Development of ICT based infrastructure in the College,
 - d. Wi-Fi campus and biometric attendance system,
 - e. Salary payment to employees through net-banking,
 - f. Management of College web-site,
2. Further, it was also decided to take the ERP Solutions of MasterSoft to maintain the **financial and accounting records** of the College. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Outlined below are some of the major assignments being performed digitally at College level-
 - a. Online payment of examination and admission fees,
 - b. Pay bill preparation & management of various scholarship schemes,
 - c. All kind of payments including salaries to staff-members,
3. **Admission:** Entry level admission to under graduate programmes and post graduate programmes in Nagindas Khandwala College is managed through online process. Online admission and support activities include the followings as such-
 - a. Disclosure of admission rules/schedule on web-page,
 - b. Verification of documents, payment of fees & other admission formalities,
 - c. Preparation & publication of admission rolls and related statistics,
 - d. Admission related data management through web-based MIS & e-mails,



Nagindas Khandwala College (Autonomous)

4. **Examination:** On-Screen Marking system by EduDuniya was continued where handwritten answer booklets were scanned and uploaded on server. Faculties were required to login to system through password. To view the answer booklet, face detection technology was used. Transparency was maintained as faculties were not able to view the details of students while assessing the papers. This ensured that there was no bias amongst faculty members while assessing papers. Using same system, results were published in student account. Online registration, fee payment & issuance of admit cards on web address. As a back-up, the college decided to continue with MasterSoft Software for all the above processes.
5. To keep all the systems secured from virus attack, Quick Heal Antivirus software was continued.
6. It was also decided to sign the campus agreement for Microsoft EDU-CLOUD to use the cloud server for all processes.
7. For Library Management System, SLIM21 and Turnitin Plagiarism Software was decided to be continued.

Dr. Mona Mehta
Vice Principal

Mr. V.G. Suchak
Vice Principal

Prof. Dr. Moushumi Datta
Vice Principal

Dr. Mrs. Ancy Jose
Principal