



BUNTS SANGHA'S

**S.M.SHETTY COLLEGE OF SCIENCE, COMMERCE &
MANAGEMENT STUDIES**

6. ERP Documents

Dr. Sridhara Shetty
PRINCIPAL



PRINCIPAL
Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
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Email: college@smshettyinstitute.org



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6.2.2

Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

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ADMINISTRATION

Bunts Sangha's S. M. Shetty College of Science, Commerce and Management Studies was established in 2008 by Bunts Sangha, Mumbai. The college is affiliated to the University of Mumbai. Bunts Sangha, Mumbai was established in 1927 as a Charitable Trust and devoted itself to the cause of education, health care and social reforms of downtrodden and underprivileged class of people. The Sangha has been in the service of people for almost nine decades. Initially, the Sangha established two night schools mainly to cater the needs of working students during the day time.

Bunt's Sangha's S.M. Shetty College of Science, Commerce and Management Studies is committed to the promotion and propagation of quality education with excellence. The functioning of the college is as per the directives & guidelines issued by University of Mumbai. The main focus is to impart domain specific knowledge, flexible skill mix, positive attitudes, ethically sound values and continuous learning habits through reflective thinking in a student.

The college official website is <https://smshettycollege.edu.in/> which is updated from time to time. On the college website all the information is provided related to academics and administration. Students are informed about important notices such as the admission process, examination timetable, college activities, fee structure, and results through the college website.

MIS is in place. As part of green practices, most of the communication within the institution is through email and social media. The Administrative office handles the operation and communication with university and students through use of ICT. The fees of all the students are collected online.

We have Master Software, Tally ERP, Soul Web OPAC, Digital Edu, Plagiarism Checker X and Biometric System for the smooth functioning of administrative activities.

The college Principal has constituted an official WhatsApp group (consisting of all college teachers and HODs) wherein administrative and academic related information are uploaded on regular basis and acted upon.

Similarly important circulars and orders are communicated to the staff through official emails. Since the college is the lead college in the University of Mumbai, various information regarding associated colleges are received and communicated.


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FINANCE AND ACCOUNTS

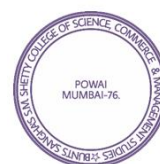
The Finance and Accounts of the college are completely maintained digitally through various software like TALLY ERP 9, Winman and MICM. Funds are transferred from provider to receiver by these softwares, RTGS, NEFT or cheques. The salary and other emolument of staff (Teaching and non-teaching both) are directly transferred to the beneficiary's account electronically.

Payment of college fees, examinations fees, some of the payments of the University are carried out through online mode.

The fees and scholarships by and to the students are also transferred, maintained and recorded electronically with the involvement of the banks. All finance and accounts activities are run, controlled and monitored by software.

There is tally integration with the admission process of the college. Winman TDS software is being used for income tax calculations.

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STUDENT ADMISSION AND SUPPORT

The entire admission process is digitalized. Right from receiving applications online to declaration of merit list, the entire process is computerized with the help of Master Software. Applicants for admission register online and all communication regarding merit list is available on the college website dashboard. Students are also enrolled online through University portal MKCL, however, their credentials are verified offline. After securing admissions the students have the facility to deposit the required fees electronically to a bank account.

Digital Edu system is being used for taking attendance of the students. By using this software the attendance of the students is passed on the parents instantly on Mobile App. We have the system wherein eligibility certificate, transference certificate and student hall tickets are available online. Students can register their complaints and grievances online. There is a plagiarism software to check the extent of plagiarism of student projects and teachers research papers to be presented or published at various conferences. Students are timely updated about all activities, events, notices, and important academic schedules through the college website.

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EXAMINATION

The examination related information and notices are uploaded at the official website of the college. The University examination timetables are also uploaded at the college website. The University of Mumbai has its centralized evaluation portal in which marks of internal examination, practical and final examination are uploaded after evaluation.

During the Corona period, the examinations were conducted online through Eklavya Software. Results are declared on the college website. Student's Attendance is posted online. Exam Fee payments are made online.

A dedicated software is purchased for the examination module. The entire examination process is computerized using Master software.

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