



Annual e-Governance Report 2022-23: JSPM's Jayawantrao Sawant Commerce and Science College, Hadapsar, Pune

The Internal Quality Assurance Cell (IQAC) at Jayawantrao Sawant College of Commerce and Science, Hadapsar, initiated an e-governance mechanism to enhance efficiency in day-to-day operations. This initiative aims to streamline resources, optimize manpower utilization, computerize data collection, provide easy access to information, minimize paper usage, and significantly reduce the time required for administrative tasks.

E-Governance in Institutional Operations

The institution implements e-governance across various areas of operation as detailed below:

1. Administration

The introduction of an automated workspace has reduced paper usage, increased transparency, made official records and data digitally available, and enhanced workflow efficiency. The parent institute uses ERP software for maintaining online human resource data.

- **Online Portals:** Government websites and portals provide a centralized platform for students to access information, submit forms, and avail services such as exam form filling, applications for mark sheets, degree certificates, and access to the NSS Portal.
- **Mobile Apps:** The institute uses WhatsApp as an administrative tool to provide academic and administrative information to students and faculty on their smartphones.
- **MOODLE:** Used for the teaching-learning process, which includes uploading study materials and conducting academic assessments.
- **Online Payment Systems:** Students can make payments online.
- **Social Media Platforms:** Facebook is used to disseminate information, gather feedback, and address public concerns.



JAYAWANT SHIKSHAN PRASARAK MANDAL'S

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College Code: PU/PN/CS/485/2018

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2. Finance & Accounts

The computerization of financial procedures is beneficial for tracking fee collections from students and maintaining proper accounts. Tally ERP9 is used for maintaining financial and accounting details.

3. Student Admission & Support

The online admission procedure benefits students seeking admission to various academic programs offered by the college. The institute provides online facilities for filling out admission forms, submitting applications with prescribed documents and fees remotely, which helps avoid travel during pandemics. Communication with students on academic and official matters is carried out easily through Google Apps, WhatsApp groups, emails, and other social media platforms. The fully functional institute website serves as a single point of contact for all academic matters. The Admission Regulating Authority web portal and the affiliating university web portal are used for student admission and academic support.

4. Examination

The institution conducts online assessments for students using MOODLE. Study materials are provided to students through this platform. Assignments are given to students, and they submit photocopies of their completed assignments on MOODLE.



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E-governance Policy

E-governance integrates Information and Communication Technology (ICT) into all operational processes to enhance communication and create a transparent system. To support this, the college utilizes ERP, Vriddhi, and Tally software. E-governance is implemented in the areas of administration, finance and accounts, admissions, and examinations. The scope of this policy extends to the following areas:

- Institute Administration
- Accounts & Finance Section
- Student Admission
- Examination & Evaluation

Objectives of E-Governance

- Create a paperless environment on campus.
- Promote transparency and accountability.
- Provide quick access to information.
- Ensure efficient functioning.
- Improve organizational efficiencies within the Higher Education Institution (HEI).
- Fully automate the library.
- Encourage clarity and accountability.
- Make information readily available to stakeholders.

Scope of Policy

1. Implement e-governance in as many activities as possible to provide an efficient governance system within the institution.
2. Adopt e-governance for seamless data access to enhance decision-making at different organizational levels.

Areas of Implementation

- Website & Social Media
- Student Admission
- Academics & Office
- Finance & Accounts
- Library



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- 1. Website and Social Media:** The institute's website will be continuously updated to remain attractive and user-friendly. Management may collaborate with different service providers or web designers to achieve this. The website committee is responsible for website administration and updates.
- 2. Student Admission:** The institute uses an ERP system for the online admissions of all programs. The Admission Committee will make necessary decisions and appoint individuals responsible for implementing the policy.
- 3. Academics and Office:** ERP software facilitates flexible administrative procedures for smooth, convenient, and cost-effective operations. The administration aims to expand the institution's vision and mission, comply with applicable laws and regulations, strengthen internal controls, and promote operational efficiency. The focus is on enhancing functional competencies, best practices, effective decision-making, and compliance.
- 4. Finance and Accounts:** The institute is committed to providing essential resources to all stakeholders. Financial management and mobilization systems are periodically audited and transparent. The parent institute uses Tally accounting software to track finances, adopting appropriate security measures to ensure confidentiality. Office staff must undergo regular training, and software should be consistently updated.
- 5. Library:** The institutional library serves as a knowledge center for learning resources and publications. To meet stakeholder demands, the library is periodically updated. The OPAC system will transition to a more advanced version to promote remote access and effective resource exchange. Based on Library Committee recommendations, e-learning resources such as online/digital research journals and other publications will be subscribed to. Staff and students will receive extensive training on using e-learning materials. Access to e-journals will be provided both on and off campus.



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