6.2.3 - Implementation of e-governance in areas of operation

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

A. All the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

E. None of the above

HEI Input: All the Above

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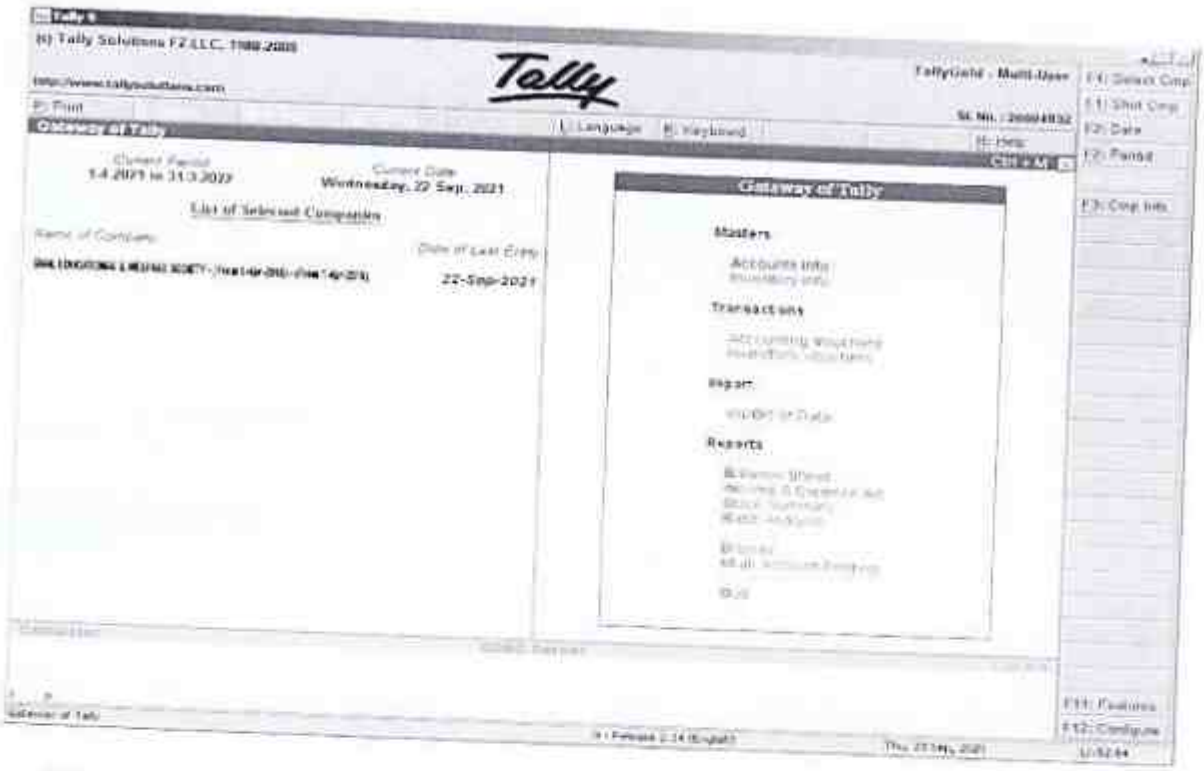
1. ADMINISTRATION

1.1. Log-in Page:

1.2. Home Page:



1.3. Purchase Window for Good:

1.4. Stock Summary:

1.5. Issue the Good:

1.6. House Keeping

1.7. Civil Maintenance

1.8. Electricals

Tally
(c) Tally Solutions FZ-LLC, 1988-2008
TallyGold - Multi User
Inventory Voucher Creation
SEWS/21-22/17
22-Sep-2021
Transfer of Materials
Source (Consumption)
Destination (Production)
Name of Item
Godown
Quantity
Rate
Amount

1.9. Canteen

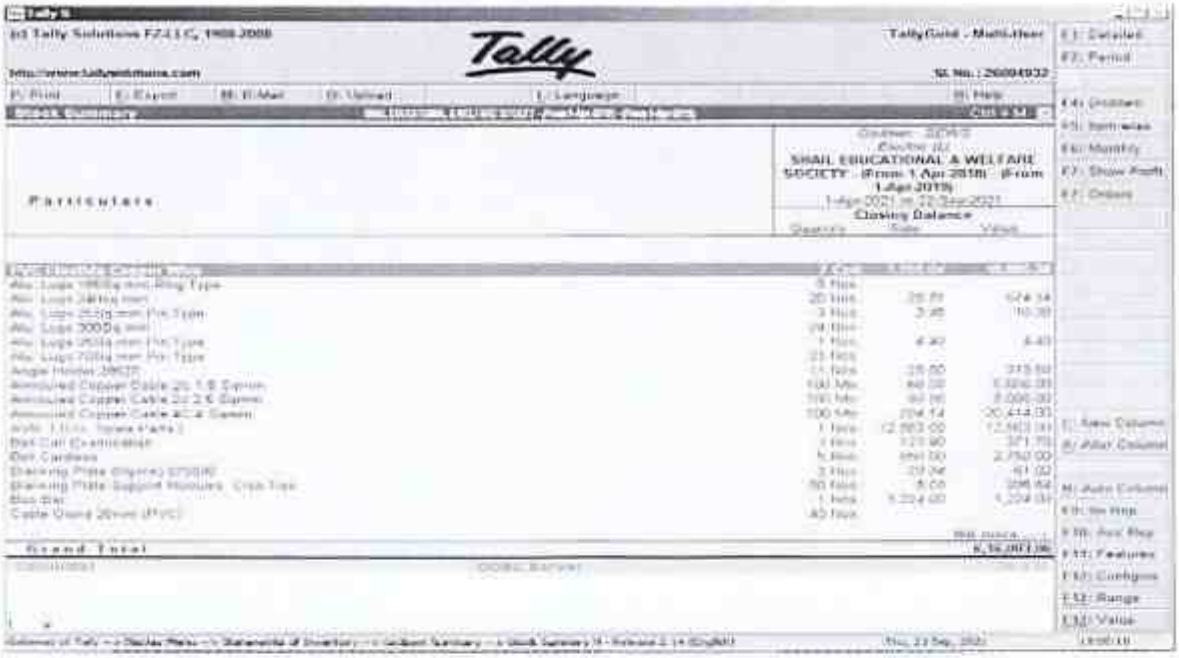
Tally
(c) Tally Solutions FZ-LLC, 1988-2008
TallyGold - Multi User
Inventory Voucher Creation
SEWS-20-21/1
22-Sep-2021
Transfer of Materials
Source (Consumption)
Destination (Production)
Name of Item
Godown
Quantity
Rate
Amount

1.10. Uniform:

1.11. Temporary Gate pass:

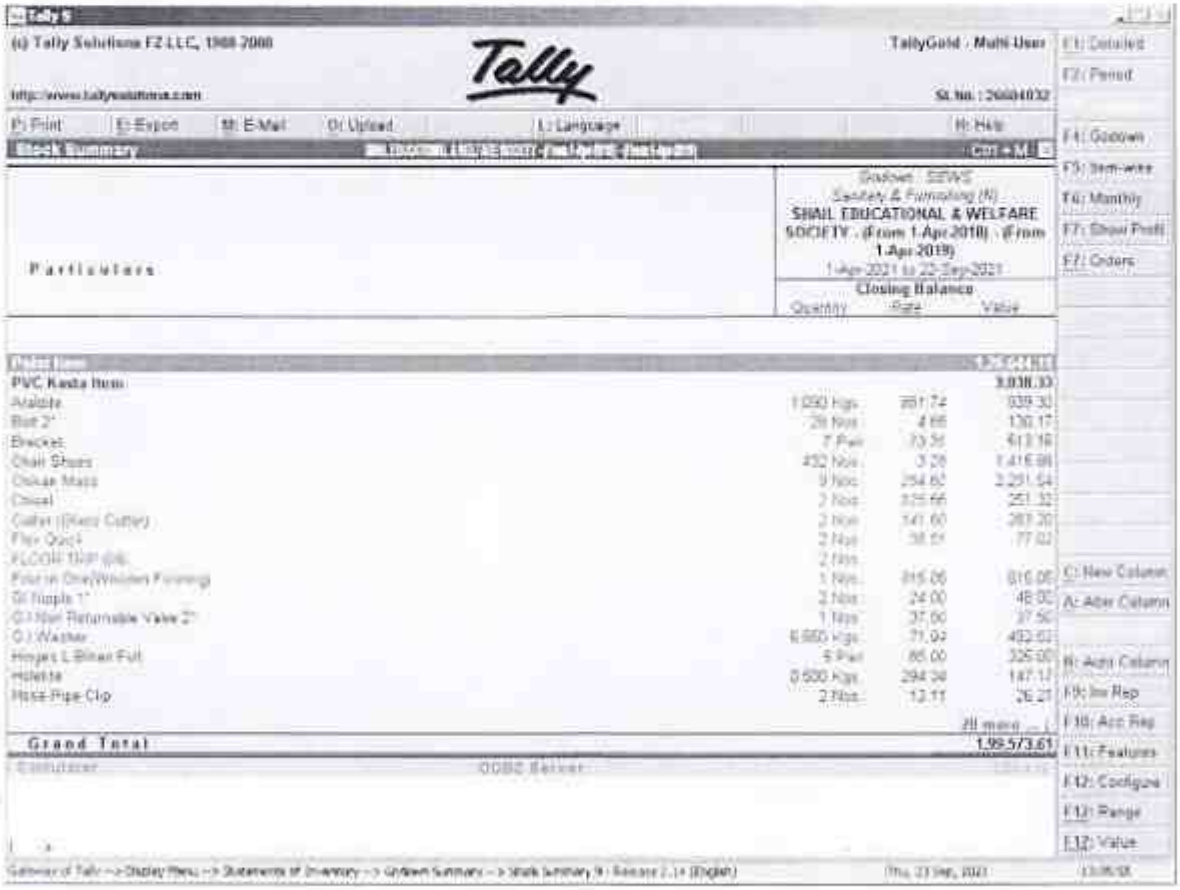
1.12. Stock Maintenance:

1.13. Construction

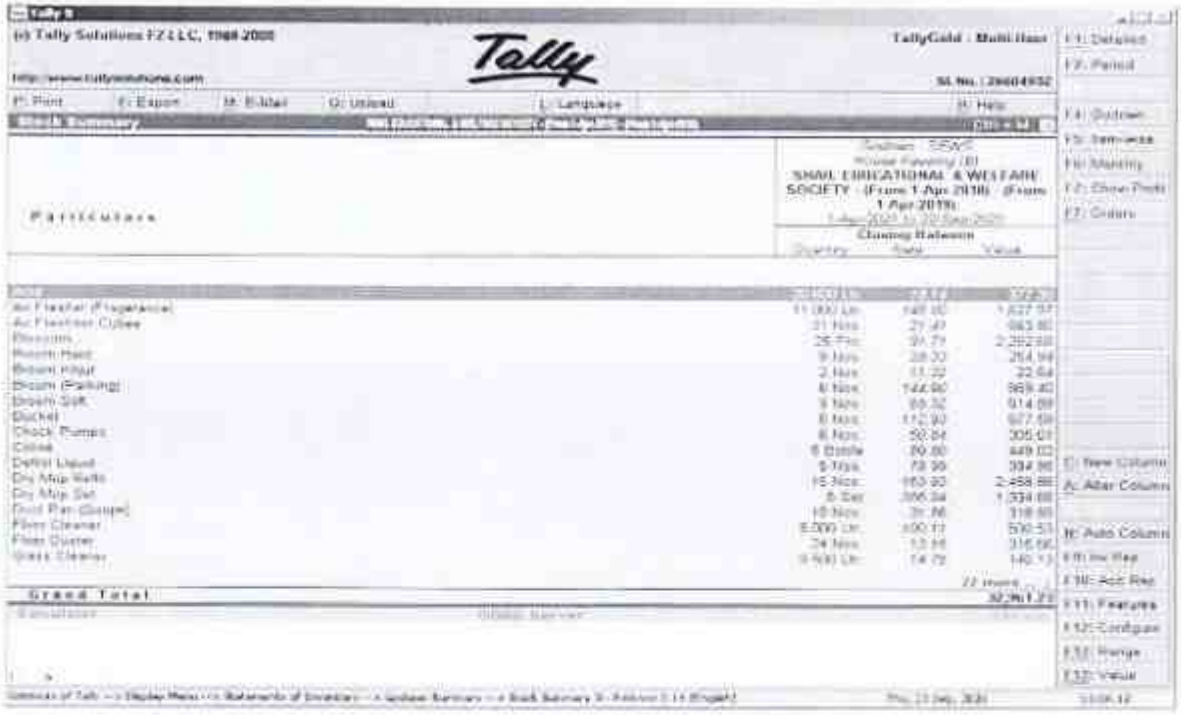

(c) Tally Solutions FZ LLC, 1988-2008
Tally
TallyGold - Multi-User
http://www.tallysolutions.com
Sl No. : 26084932
F: Print
E: Export
M: E-Mail
O: Upload
L: Language
H: Help
Stock Summary
Particulars
SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2018) - (From 1-Apr-2019)
Closing Balance
Quantity
Rate
Value
Grand Total
F1: Detailed
F2: Period
F4: Godown
F5: Item-wise
F6: Monthly
F7: Show Profit
F8: Orders
C: New Column
A: Alter Column
N: Auto Column
F9: Inv Rep
F10: Acc Rep
F11: Features
F12: Configure
F3: Range
F12: Value

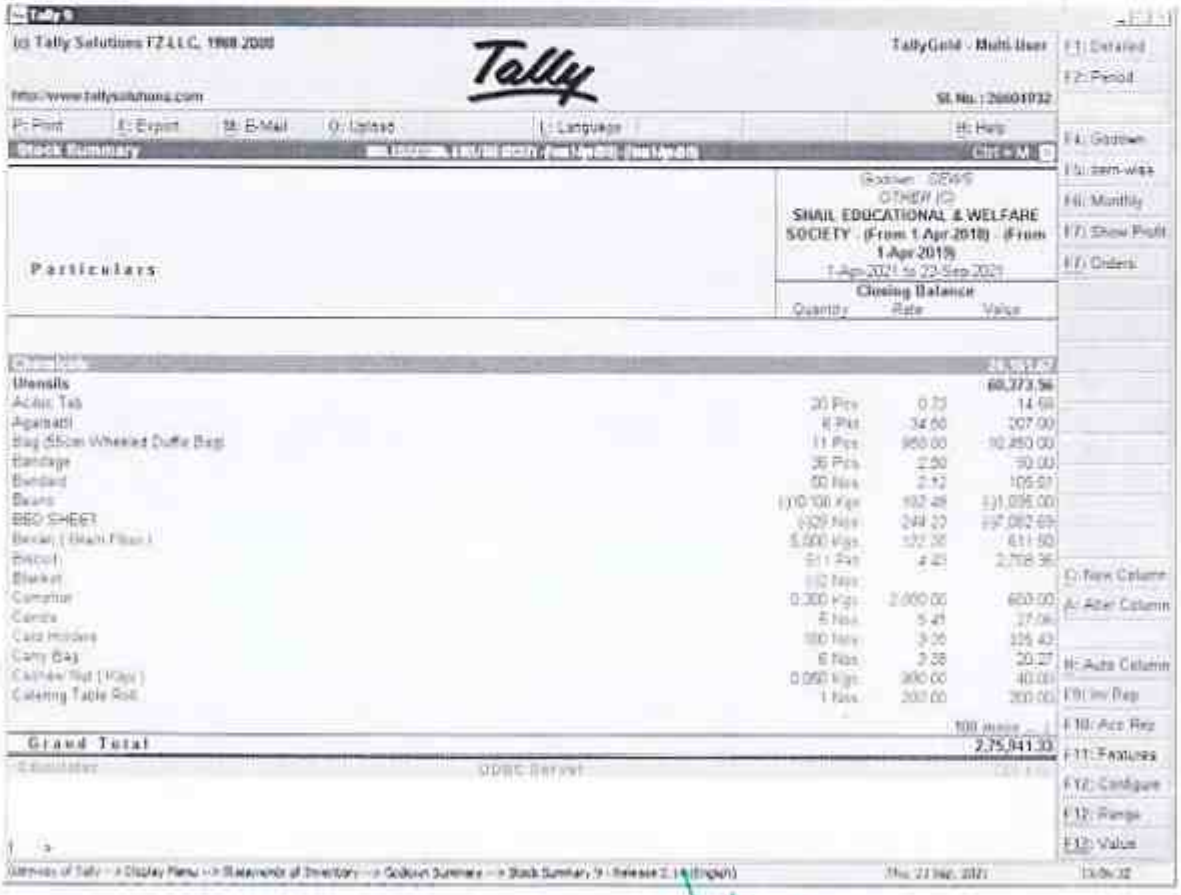
(c) Tally Solutions FZ LLC, 1988-2008
Tally
TallyGold - Multi-User
http://www.tallysolutions.com
Sl No. : 26084932
P: Print
E: Export
M: E-Mail
O: Upload
L: Language
H: Help
Stock Summary
Particulars
SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2018) - (From 1-Apr-2019)
Closing Balance
Quantity
Rate
Value
Green Grass Mat
300 Nos
3.42
1,026.00
Linseed Oil(Alsi Ka Tel)
10.000 Kgs
280.00
2,800.00
Mara 71
2,000 Kgs
750.00
1,500.00
Plant
50 Nos
55.68
2,784.00
Grand Total
9,710.15
F1: Detailed
F2: Period
F4: Godown
F5: Item-wise
F6: Monthly
F7: Show Profit
F8: Orders
C: New Column
A: Alter Column
N: Auto Column
F9: Inv Rep
F10: Acc Rep
F11: Features
F12: Configure
F3: Range
F12: Value

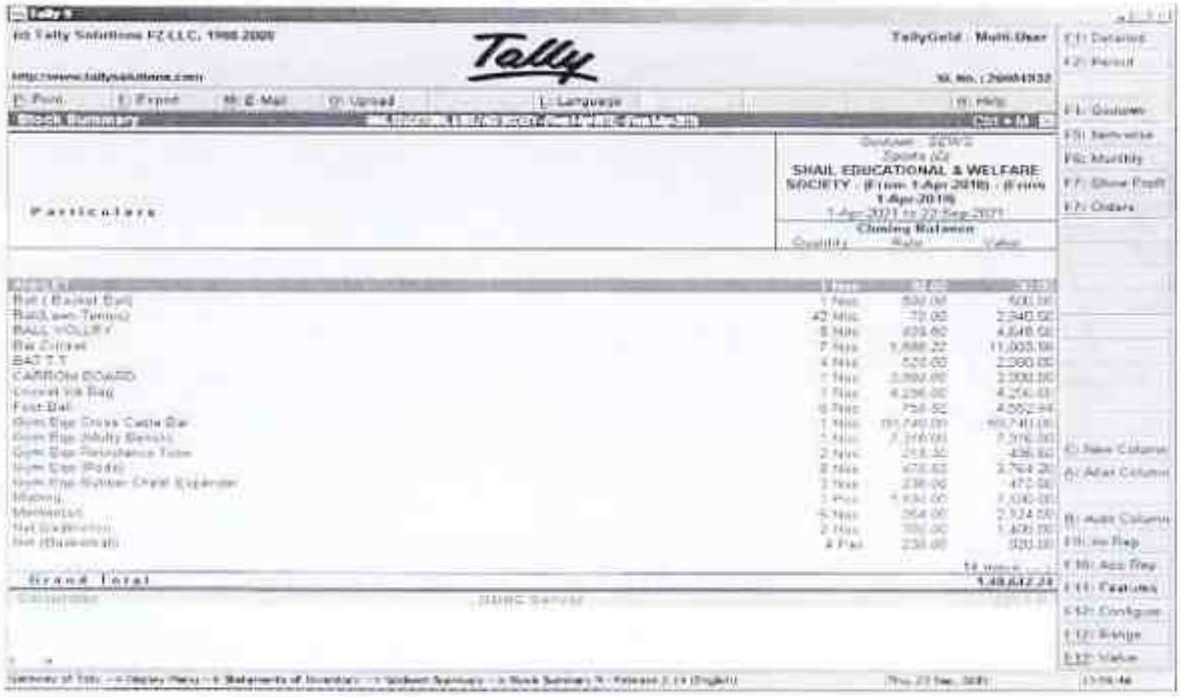
Tally
TallyGold : Multi User
SHAIL EDUCATIONAL & WELFARE SOCIETY , (From 1-Apr-2018) , (From 1-Apr-2019)
1-Apr-2021 to 22-Sep-2021
Closing Balance
Particulars
Grand Total

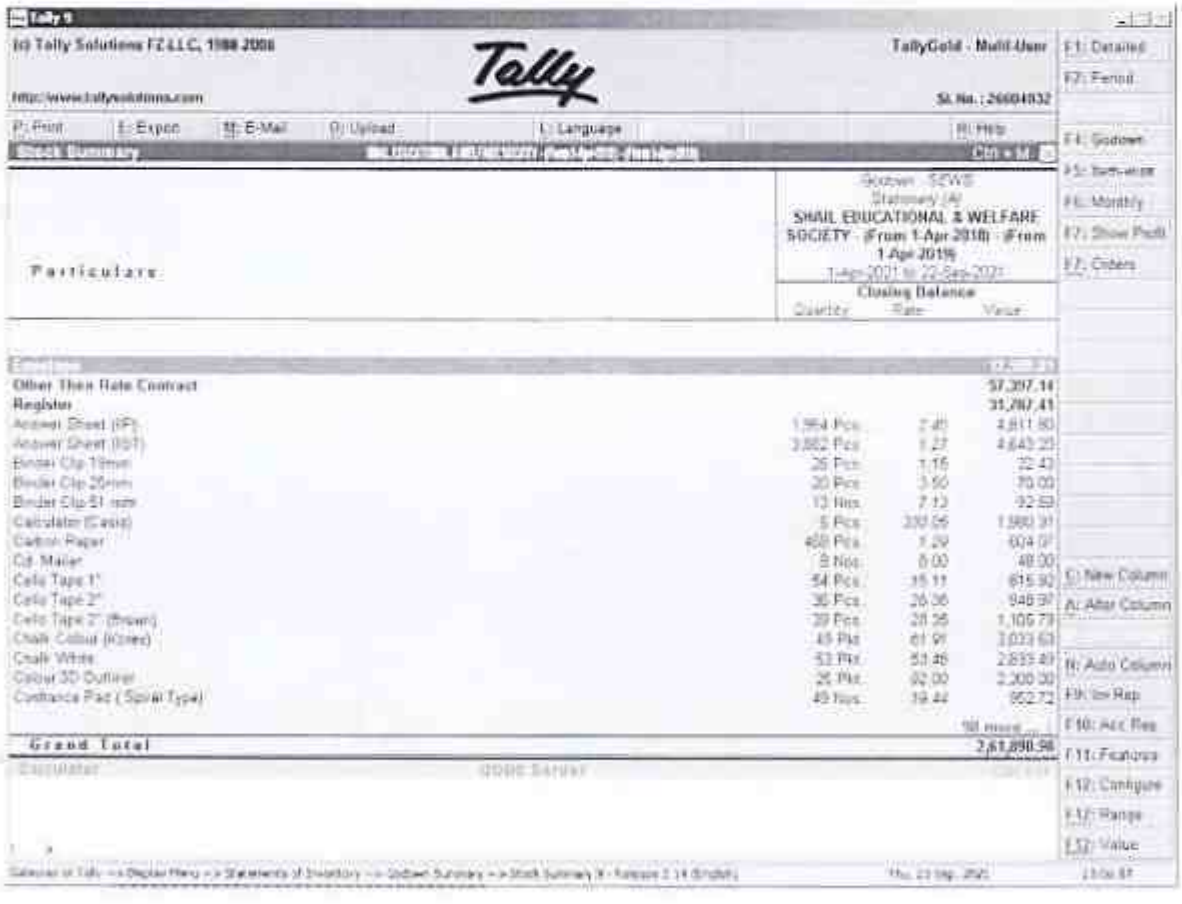

Tally
TallyGold : Multi User
SHAIL EDUCATIONAL & WELFARE SOCIETY , (From 1-Apr-2018) , (From 1-Apr-2019)
1-Apr-2021 to 22-Sep-2021
Closing Balance
Particulars
PVC Kada Item
Grand Total

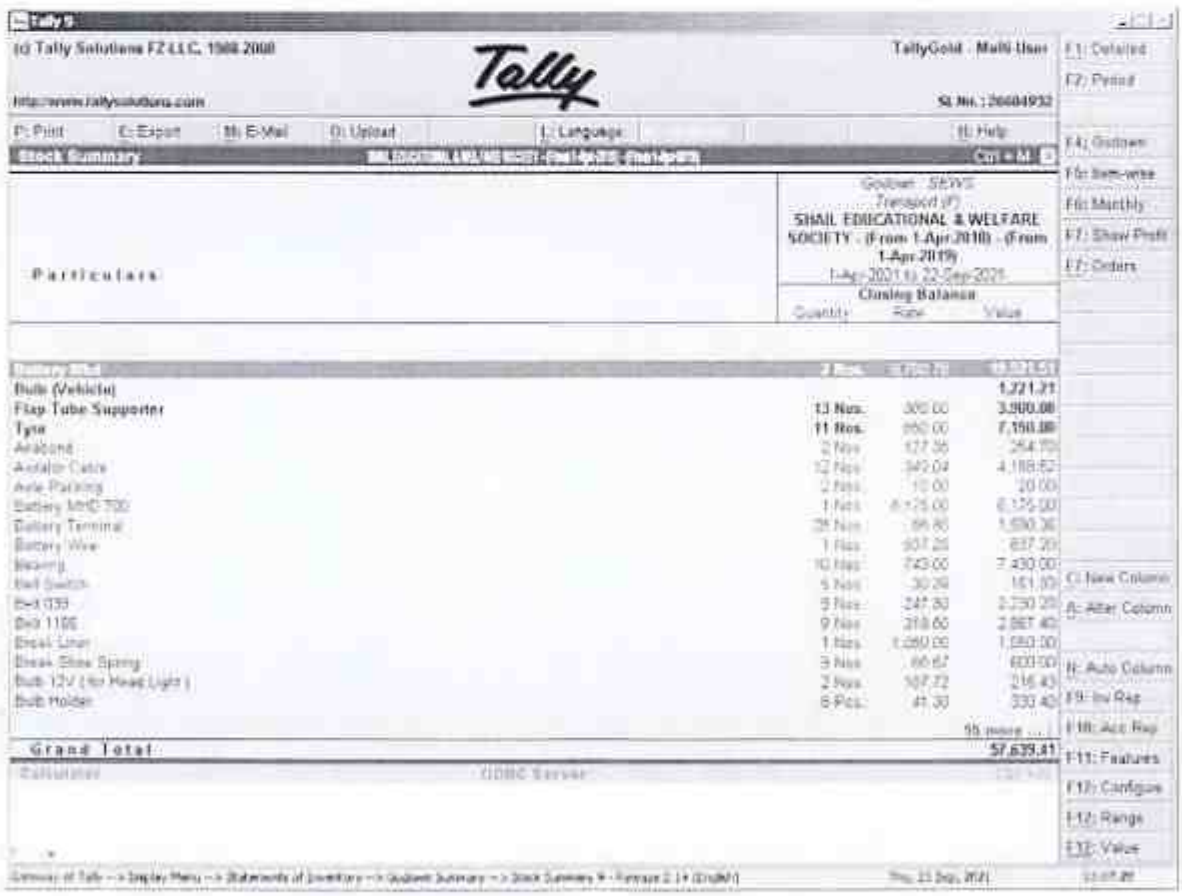
1.14. General


Tally
(c) Tally Solutions FZ LLC, 1988-2000
TallyGold - Multi-User
Sl. No.: 26604932
Stock Summary
Particulars
SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2018) - (From 1-Apr-2019)
Closing Balance
Grand Total
F1: Detailed
F2: Period
F4: Godown
F5: Item-wise
F6: Monthly
F7: Show Profit
F8: Orders
F9: Inv Rep
F10: Acc Rep
F11: Features
F12: Configure
F12: Range
F12: Value


Tally
(c) Tally Solutions FZ LLC, 1988-2000
TallyGold - Multi-User
Sl. No.: 26604932
Stock Summary
Particulars
SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2018) - (From 1-Apr-2019)
Closing Balance
Grand Total
F1: Detailed
F2: Period
F4: Godown
F5: Item-wise
F6: Monthly
F7: Show Profit
F8: Orders
F9: Inv Rep
F10: Acc Rep
F11: Features
F12: Configure
F12: Range
F12: Value


Tally
TallyGold : Multi-User
SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2018) - (From 1-Apr-2019)
Particulars
Closing Balance
Quantity
Rate
Value
Grand Total


Tally
TallyGold : Multi-User
SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2018) - (From 1-Apr-2019)
Particulars
Closing Balance
Quantity
Rate
Value
Other Than Rate Contract
57,207.14
Register
31,787.41
Grand Total
2,61,890.98



Tally 9

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P: Print | E: Export | M: E-Mail | D: Upload | L: Language | H: Help

Stock Summary — Ctrl + M

Godown : SEWS
Stationery Printing (E)
SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2018) - (From 1-Apr-2019)
1-Apr-2021 to 22-Sep-2021

Particulars	Closing Balance Quantity	Rate	Value
Accessories Repairing (Stores)	1 Nos.	257.34	257.34
Banner	4500.00 Sq.Ft.	10.76	4,475.69
Book VST	327 Book	384.07	1,17,677.46
CLC(College Leaving Certificate)	1,000 Nos.	3.77	3,770.00
Envelop Foil/counter, RGPV 11x6	500 Pcs.	1.00	500.00
Envelop RGPV Examination (11x5)	500 Pcs.	1.00	500.00
Flyers (Pumphlets)	15,000 Nos.	1.05	15,750.00
Gate Pass Book (Hostel)	15 Nos.	46.02	690.30
Gate Pass Book (Staff)	3 Book	45.09	135.27
In Ward Register (SEWS)	3 Book	90.00	240.00
Lesson Plan Register	2 Nos.	8.81	19.62
Letter Head A-4 (SCA)	7 Book	226.47	1,678.29
Letter Head A-4(INR)	5 Nos.	229.35	1,376.00
Letter Head A4 IP	2 Pad	192.96	579.59
Letter Head A-4 VST	7 Nos.	191.95	1,337.35
Letter Head A-4 (HST-2)	1 Book	136.23	136.23
Letter Head A-4 (SEWS)	30 Book	274.55	5,491.07
Letter Head IP (Inside Polytechnic)	0 Pad	112.10	1,000.00
			5 more ...
Grand Total			1,74,476.48

Calculator — ODBC Server

F1: Detailed
F2: Period
F4: Godown
F5: Item-wise
F6: Monthly
F7: Show Profit
F7: Orders
C: New Column
A: Alter Column
N: Auto Column
F9: Inv Rep
F10: Acc Rep
F11: Features
F12: Configure
F12: Range
F12: Value

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock Summary 9 - Version 2.14 (English) — Thu, 23 Sep, 2021 — 11:07:18

Tally 9

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http://www.tallysolutions.com — Sl. No. : 26604932

P: Print | E: Export | M: E-Mail | D: Upload | L: Language | H: Help

Stock Summary — Ctrl + M

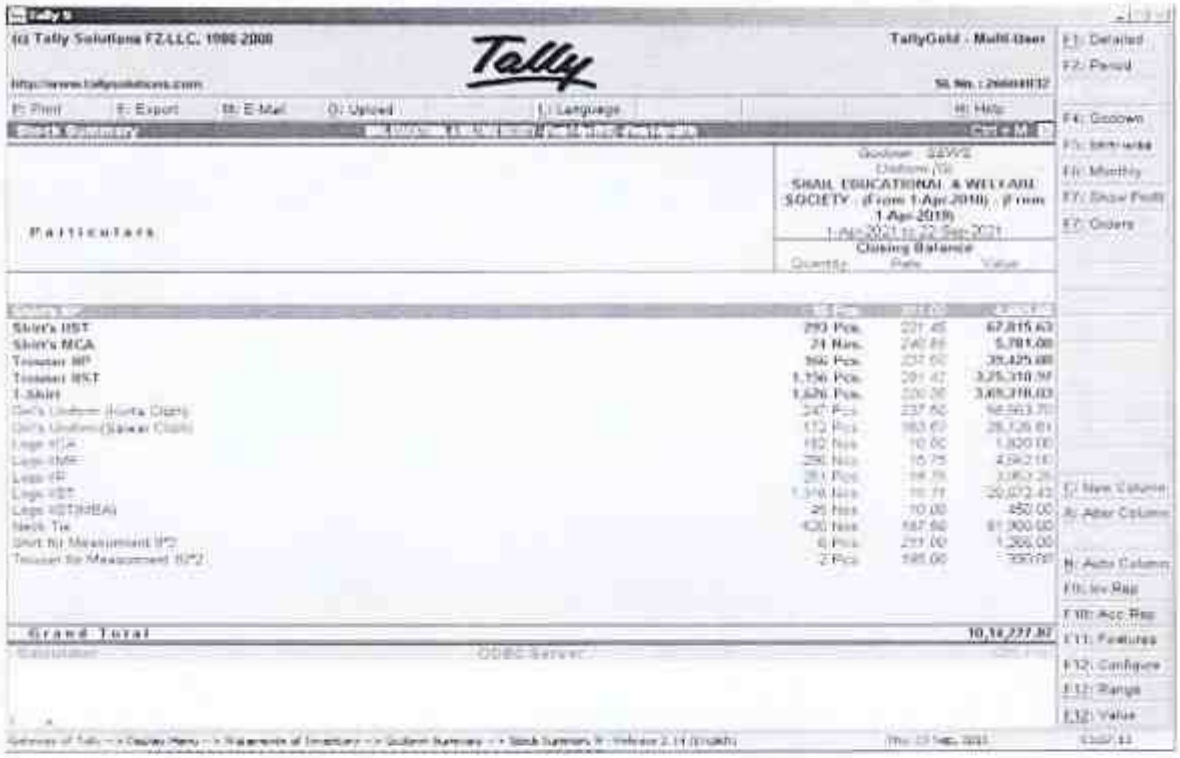
Godown : SEWS
Transport (F)
SHAIL EDUCATIONAL & WELFARE SOCIETY - (From 1-Apr-2018) - (From 1-Apr-2019)
1-Apr-2021 to 22-Sep-2021

Particulars	Closing Balance Quantity	Rate	Value
Battery Bhd	2 Nos.	10,000.00	10,001.51
Bulb (Vehicle)			1,221.21
Flap Tube Supporter	13 Nos.	300.00	3,900.00
Tyre	11 Nos.	850.00	7,150.00
Airabond	2 Nos.	127.35	254.70
Aviator Cable	12 Nos.	349.04	4,188.52
Axle Packing	2 Nos.	10.00	20.00
Battery MHD 700	1 Nos.	6,175.00	6,175.00
Battery Terminal	28 Nos.	66.80	1,590.36
Battery Wire	1 Nos.	637.20	637.20
Bearing	10 Nos.	743.00	7,430.00
Bell Switch	5 Nos.	30.29	151.50
Bell 039	9 Nos.	247.80	2,230.20
Bell 1105	9 Nos.	318.60	2,867.40
Break Liner	1 Nos.	1,080.00	1,080.00
Break Shoe Spring	9 Nos.	66.67	600.00
Bulb 12V (for Head Light)	2 Nos.	107.72	216.43
Bulb Holder	6 Pcs.	41.30	330.40
			55 more ...
Grand Total			57,639.41

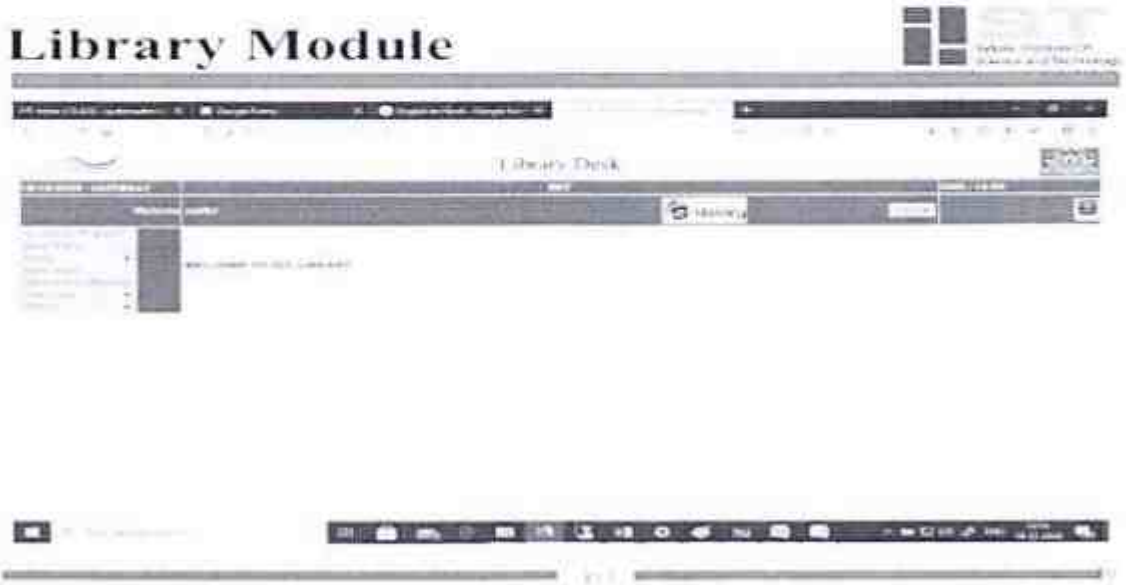
Calculator — ODBC Server

F1: Detailed
F2: Period
F4: Godown
F5: Item-wise
F6: Monthly
F7: Show Profit
F7: Orders
C: New Column
A: Alter Column
N: Auto Column
F9: Inv Rep
F10: Acc Rep
F11: Features
F12: Configure
F12: Range
F12: Value

Gateway of Tally --> Display Menu --> Statements of Inventory --> Godown Summary --> Stock Summary 9 - Version 2.14 (English) — Thu, 23 Sep, 2021 — 11:07:20



1.15. Library Module

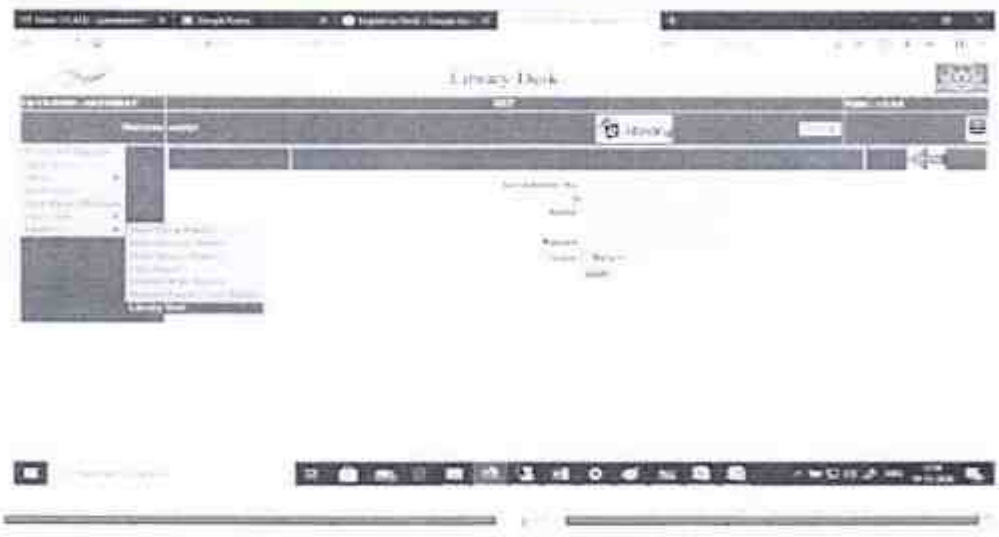


New Book Entry Module

Book Issue Module

Book Return / Reissue Module

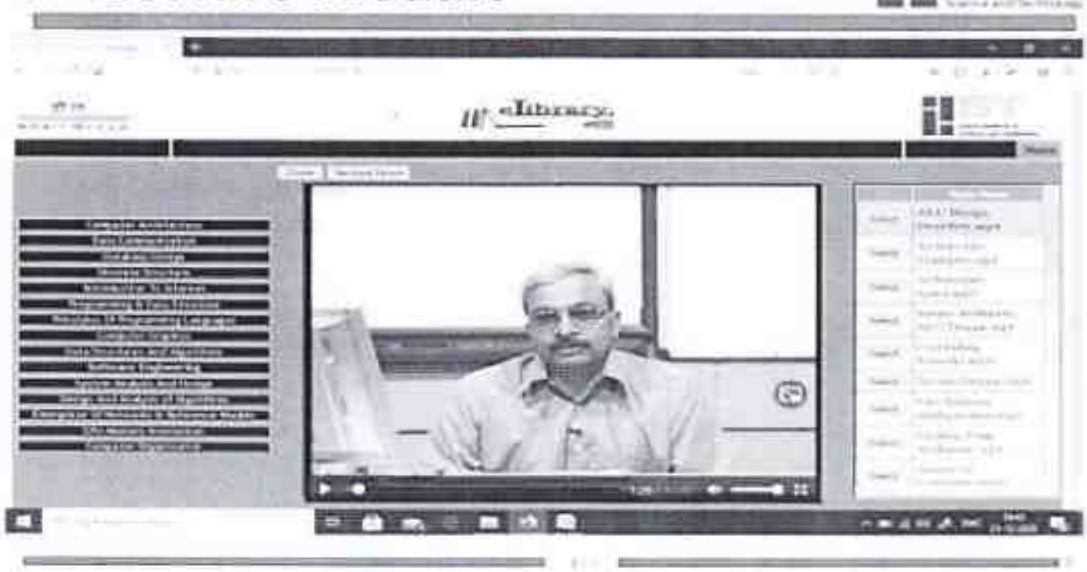
Various Type of Reports



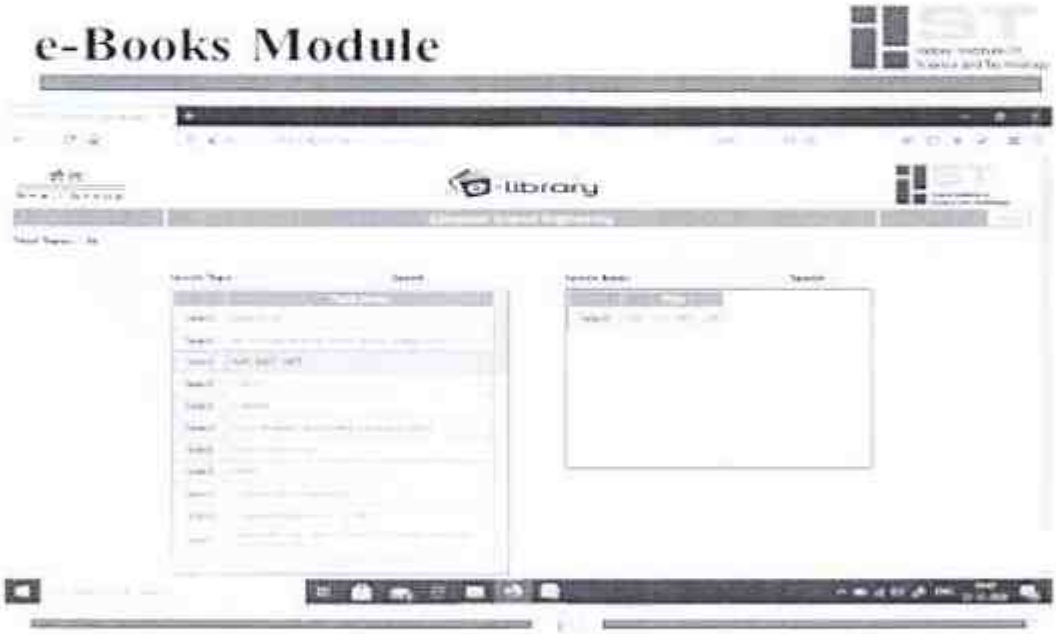
Various Type of Reports

e-Library Module and Sub Module

e- Lecture Module



e-Books Module



e-Old Question Paper Module

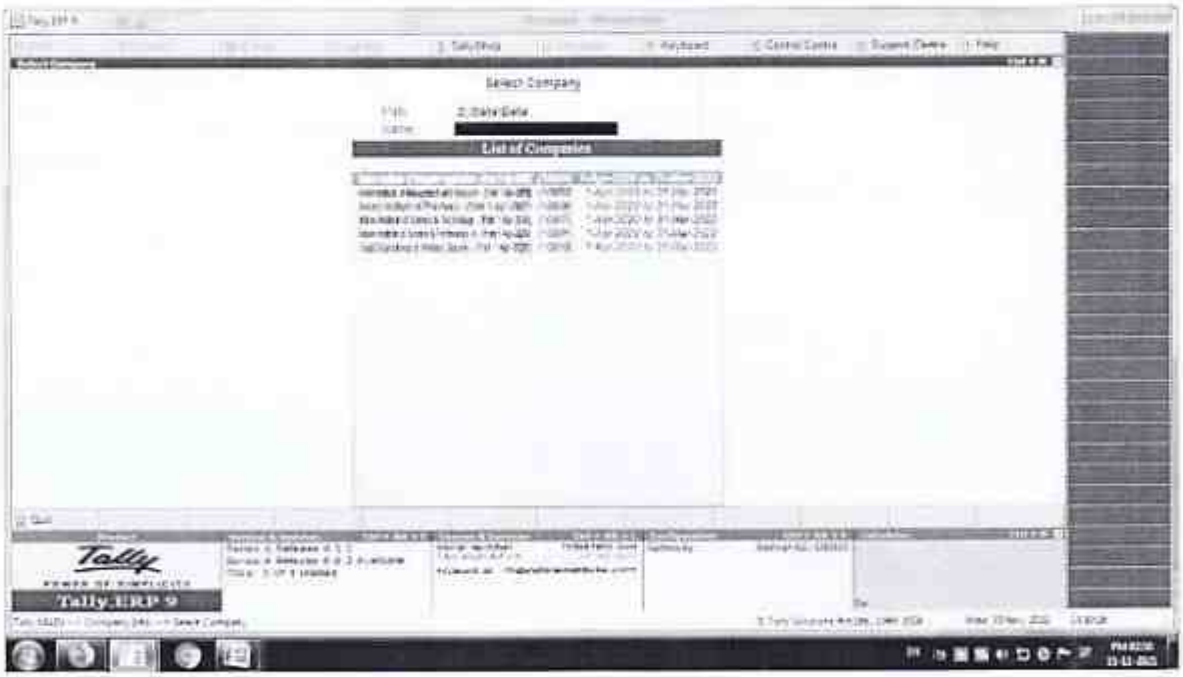
PDP and Placement Module

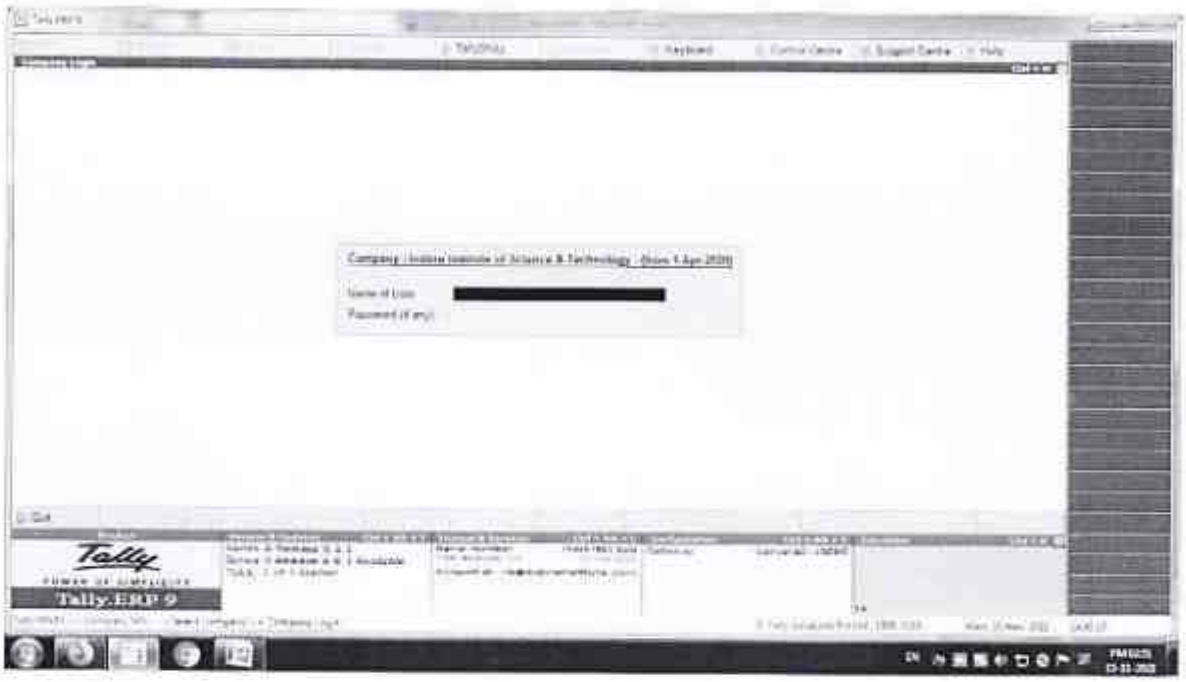
e-Lab Manual Module

e-Course File Module

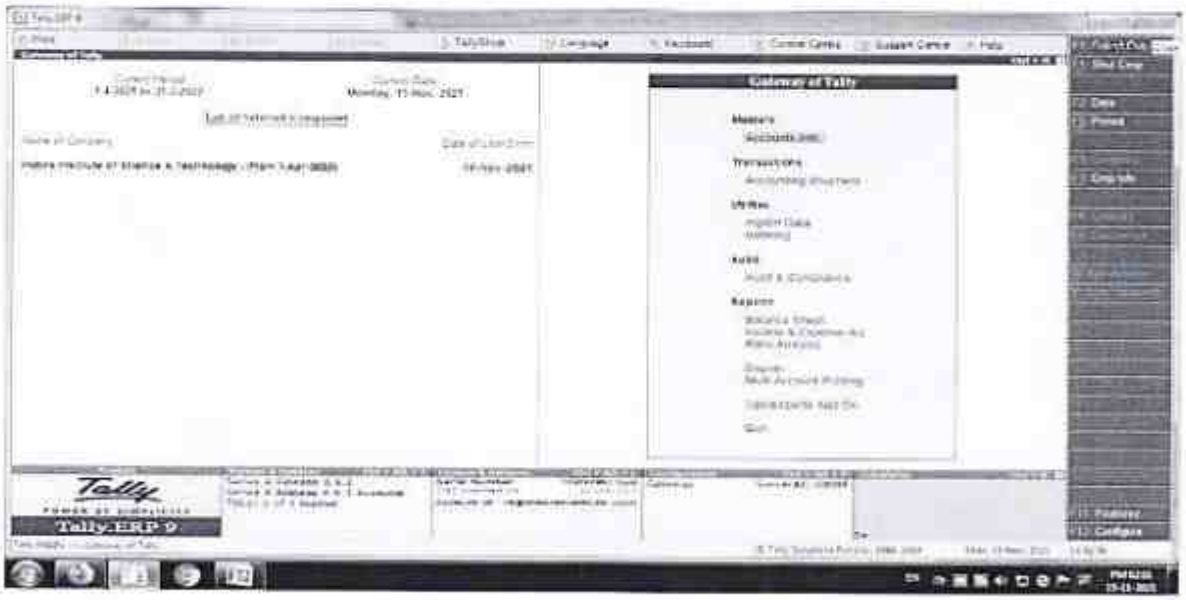
2. ACCOUNT AND FINANACE

2.1. Log-in Page



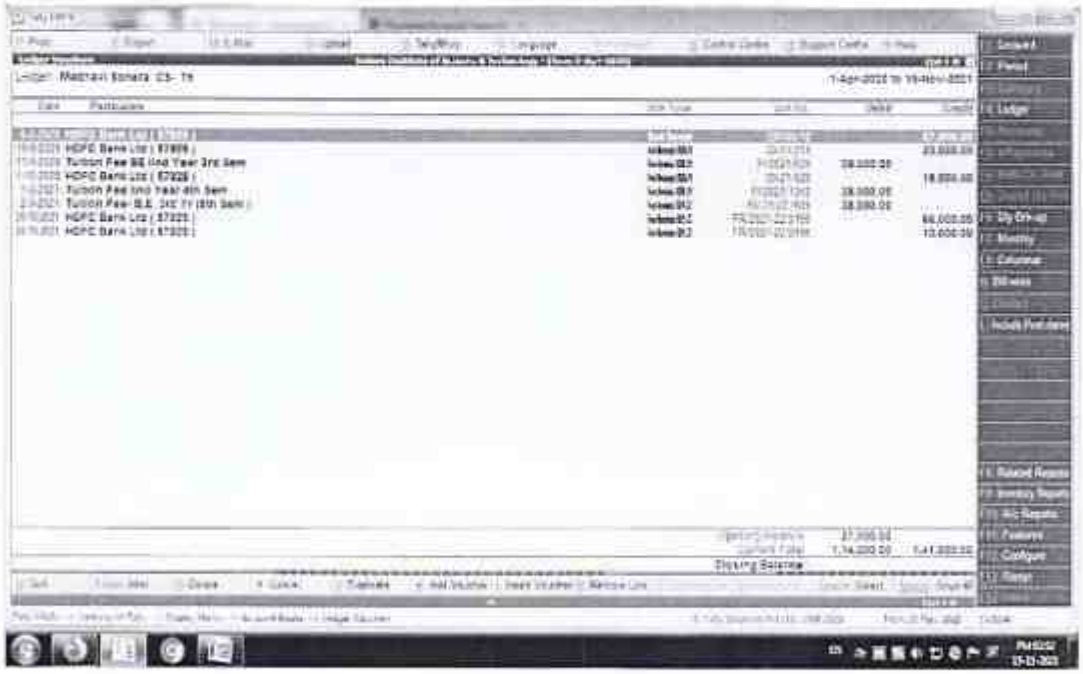


2.2. Home Page

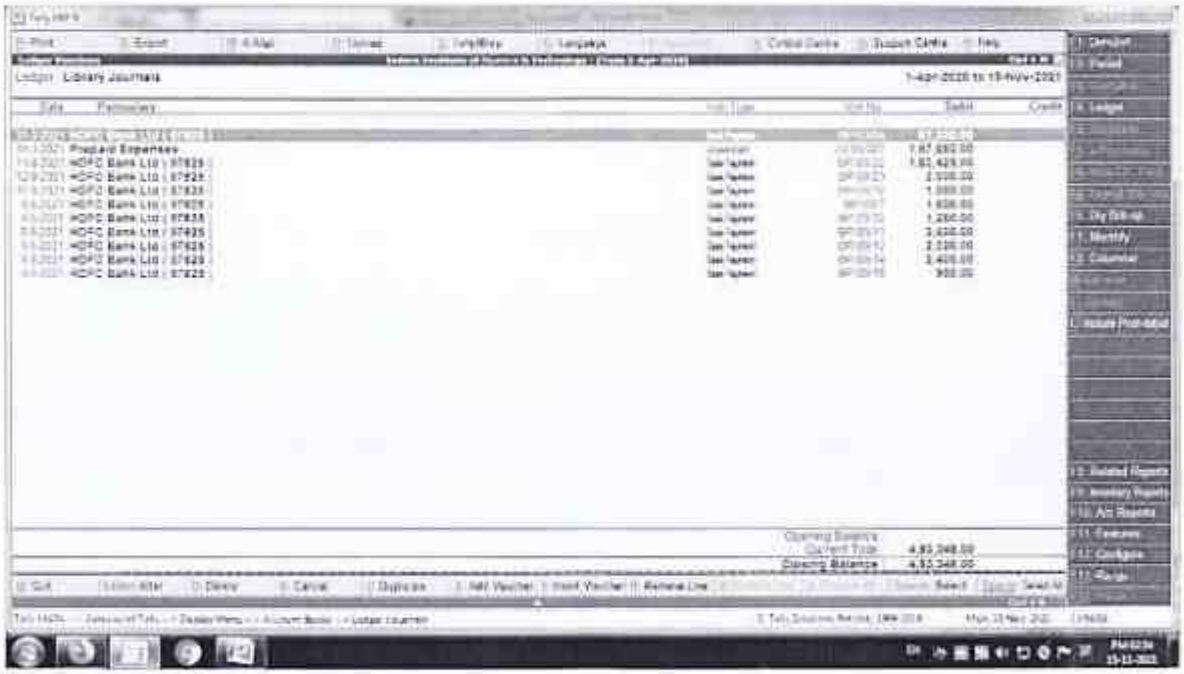


2.3. Students List

2.4. Student Fess Details



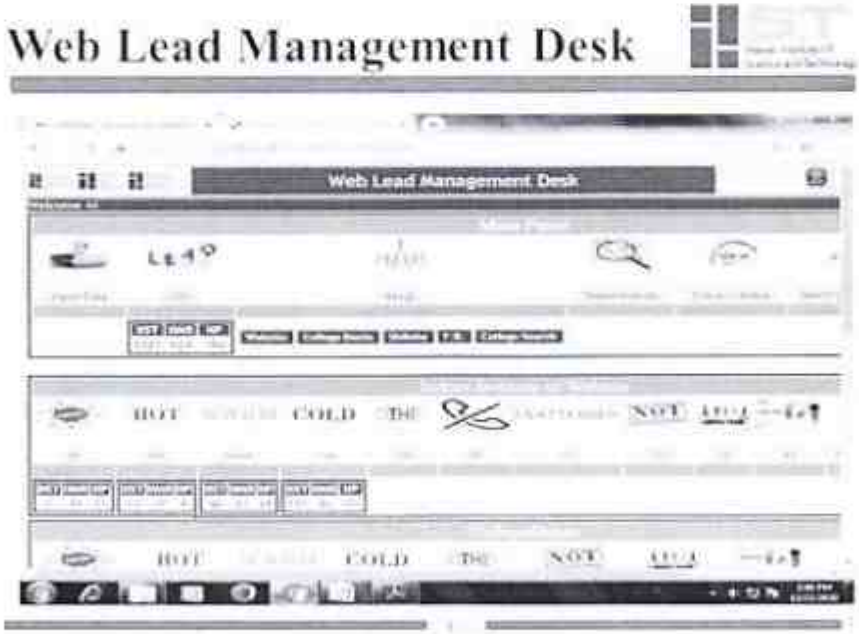
2.5. Student Fees Receipt



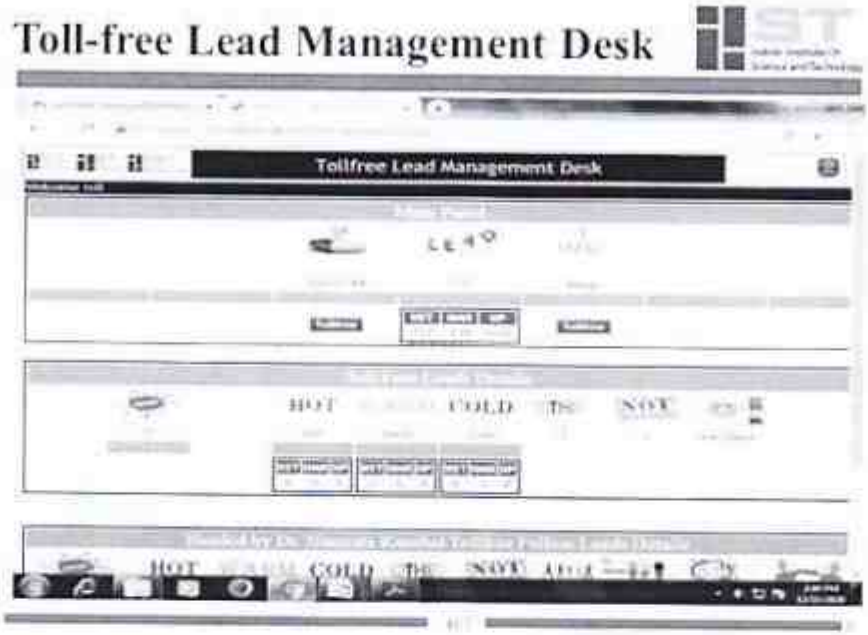
3. STUDENTS ADMISSION AND SUPPORT

3.1. Counselor Desk

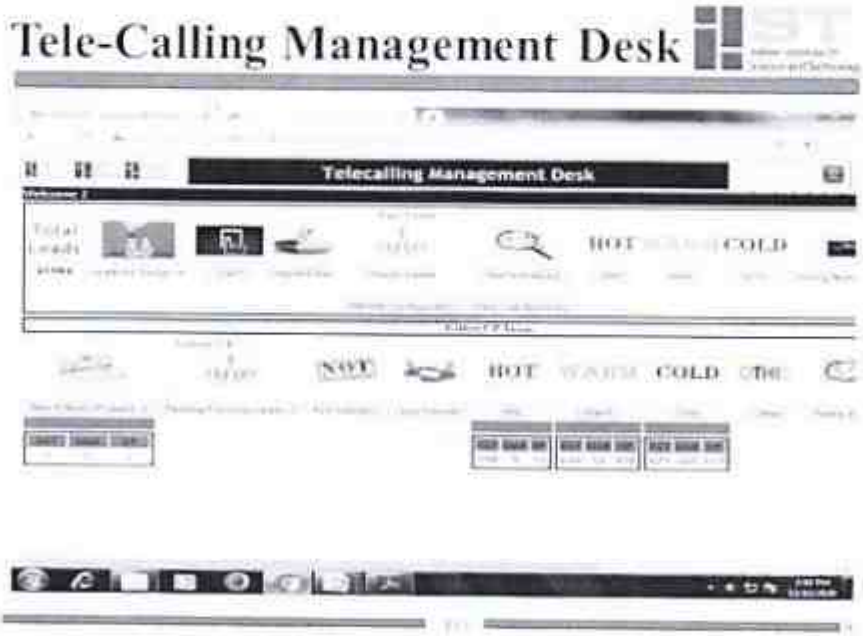
3.2. Web Lead Management Desk



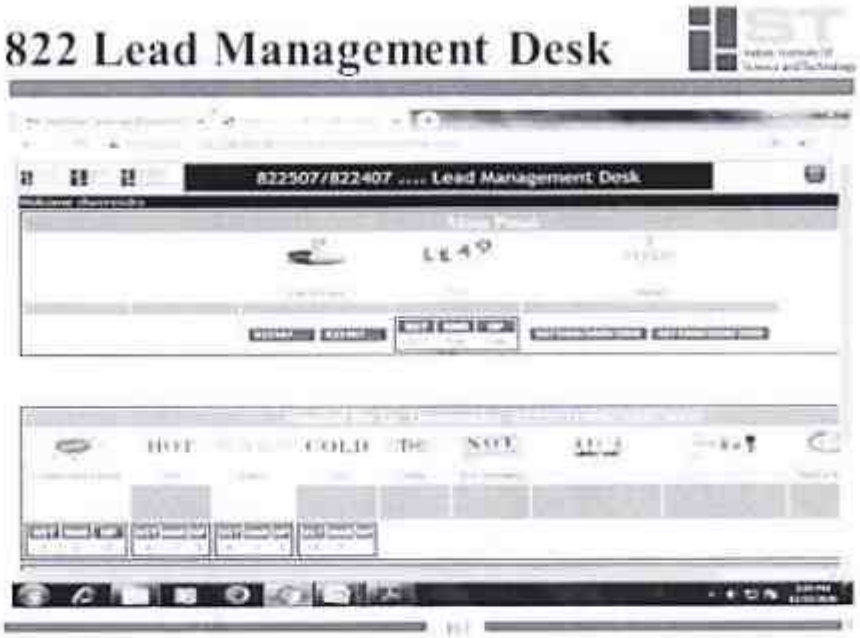
3.3. Toll Free Management Desk



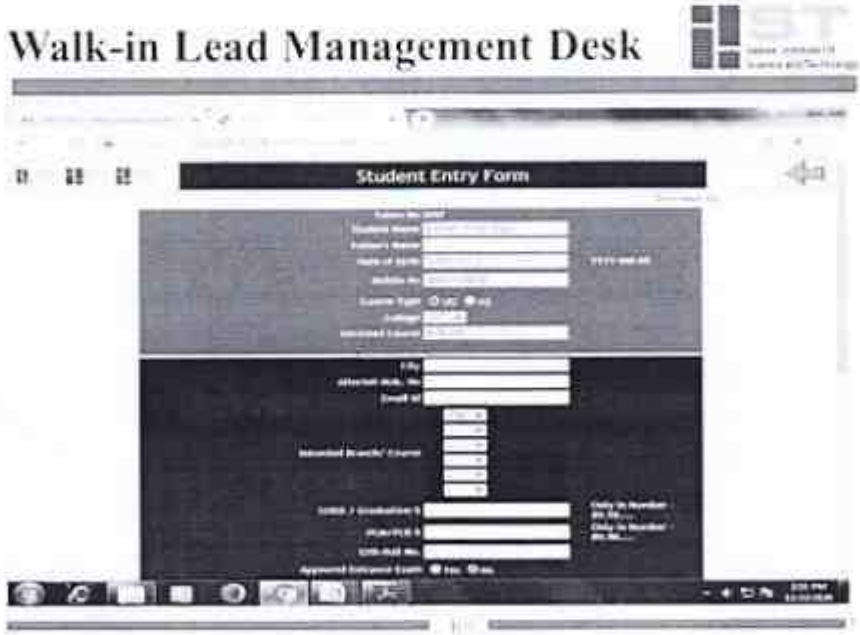
3.4. Tele-Calling Management Desk



3.5. Lead Management Desk

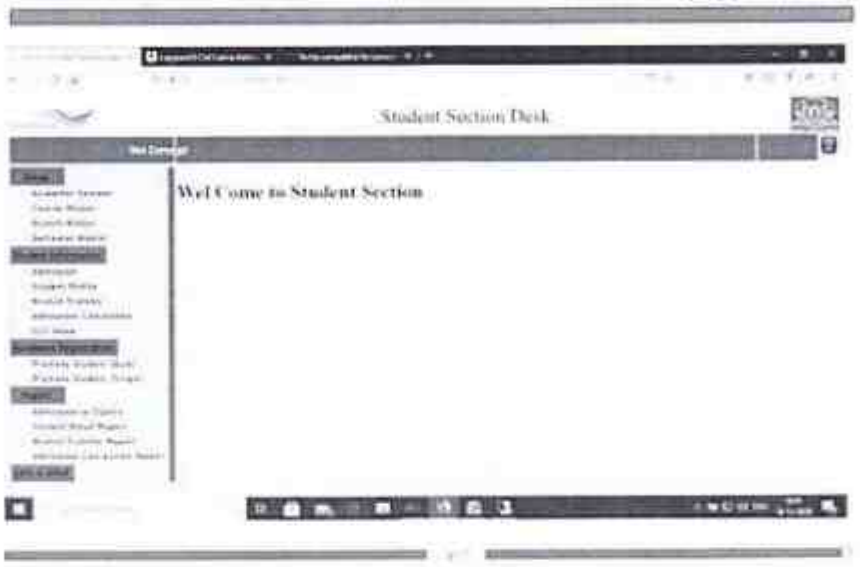


3.6. Walk-in Lead Management Desk



3.7. Student Section Desk

Student Section Desk



3.8. Various Sub Module

Various Sub Module

3.9. Provisional Admission Data Link with Student Section

Provisional Admission data Link with Student Section.

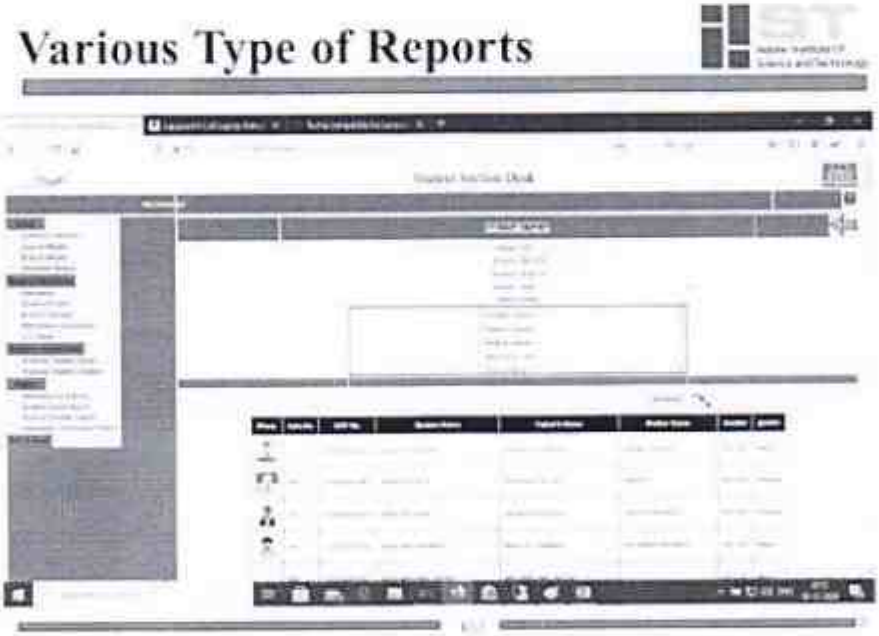
3.10. Student Profiling Module

Student Profiling Module

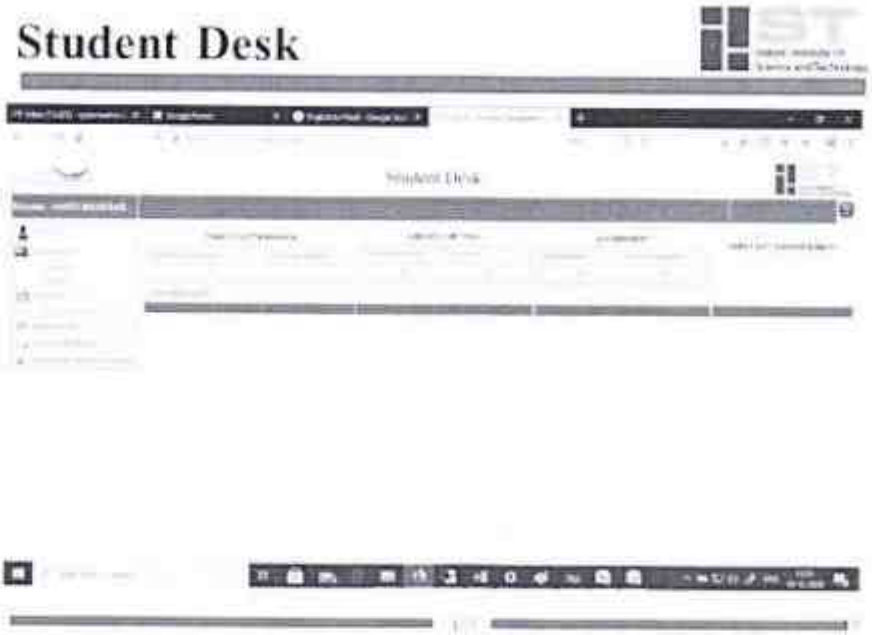
3.11. Students Reports

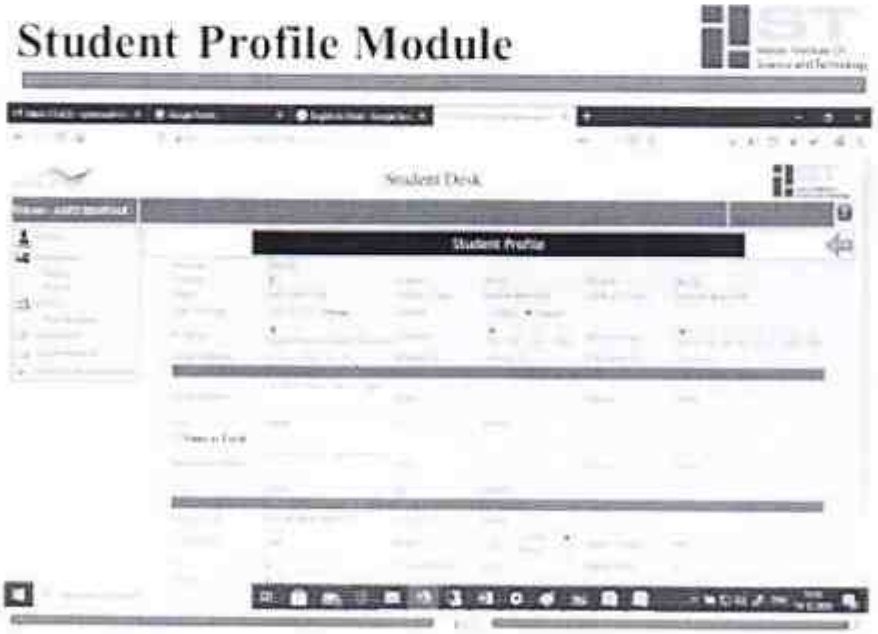
Various Type of Reports

Various Type of Reports



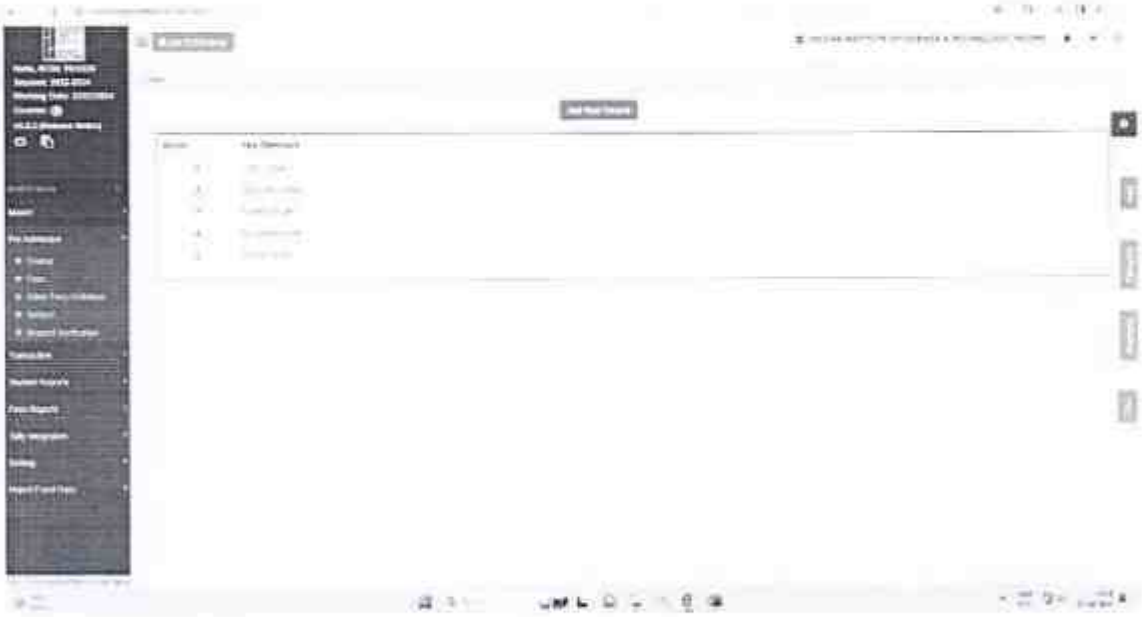
3.12. Student Desk

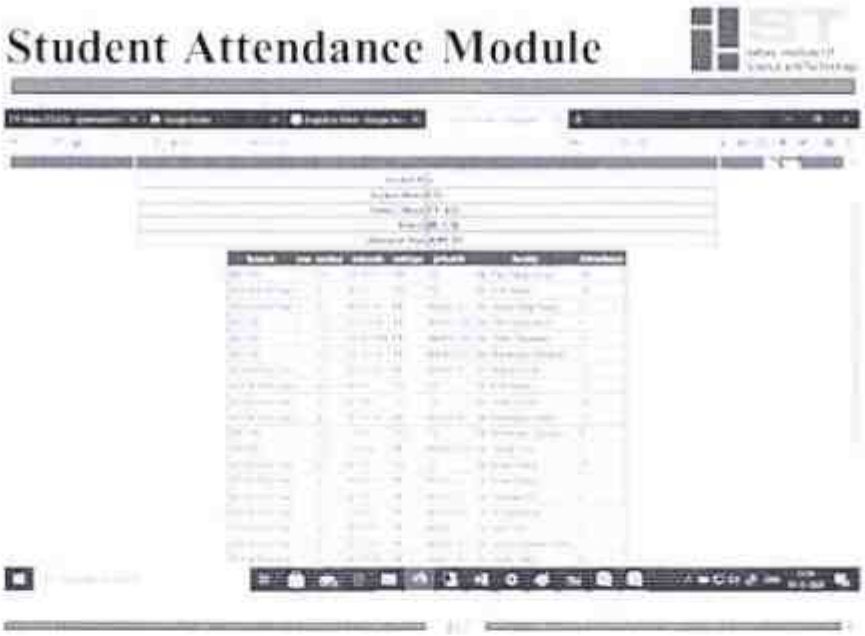




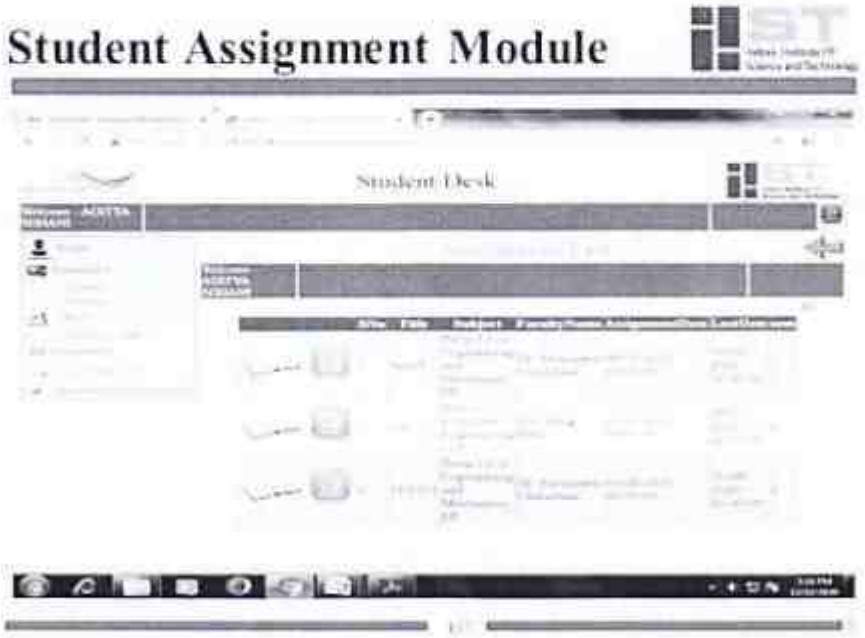
3.13. Student Attendance Module

Student Attendance Module

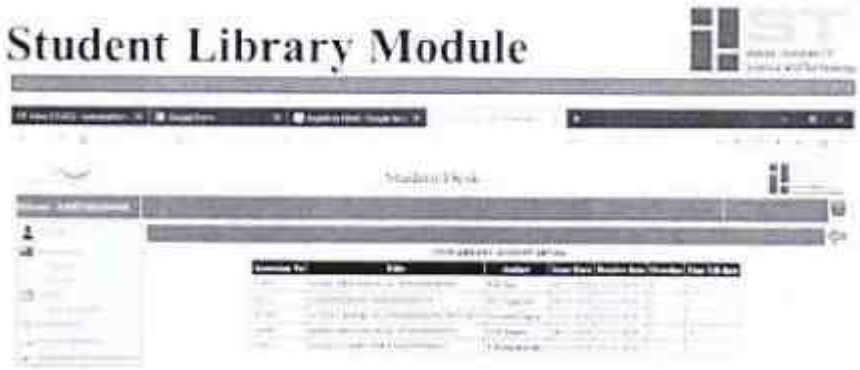


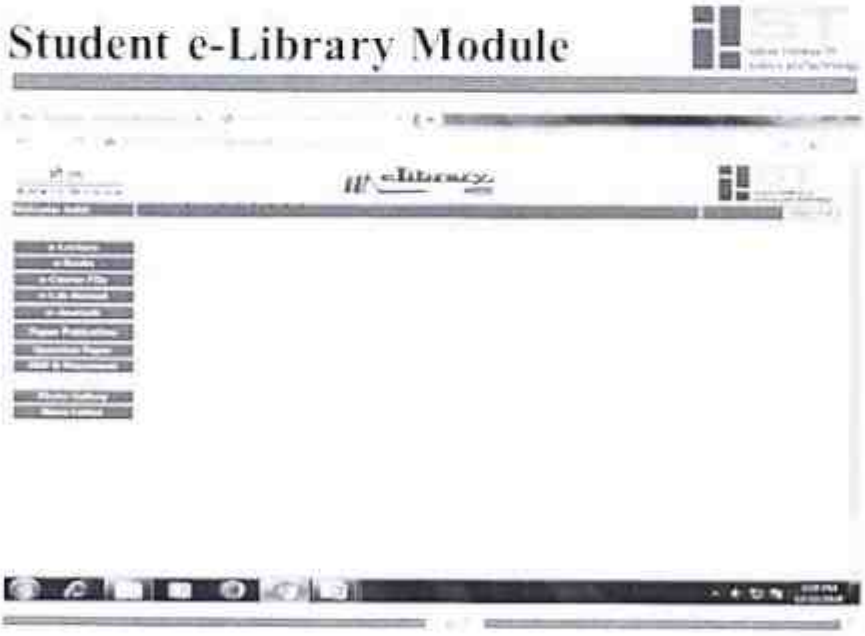


3.14. Student Assignment Module



3.16. Student Library Module





3.17. Students Feedback report

Feedback Reports

Total Feedback = 22

BE-ME – 2nd Year Section -1 – 1st Feedback

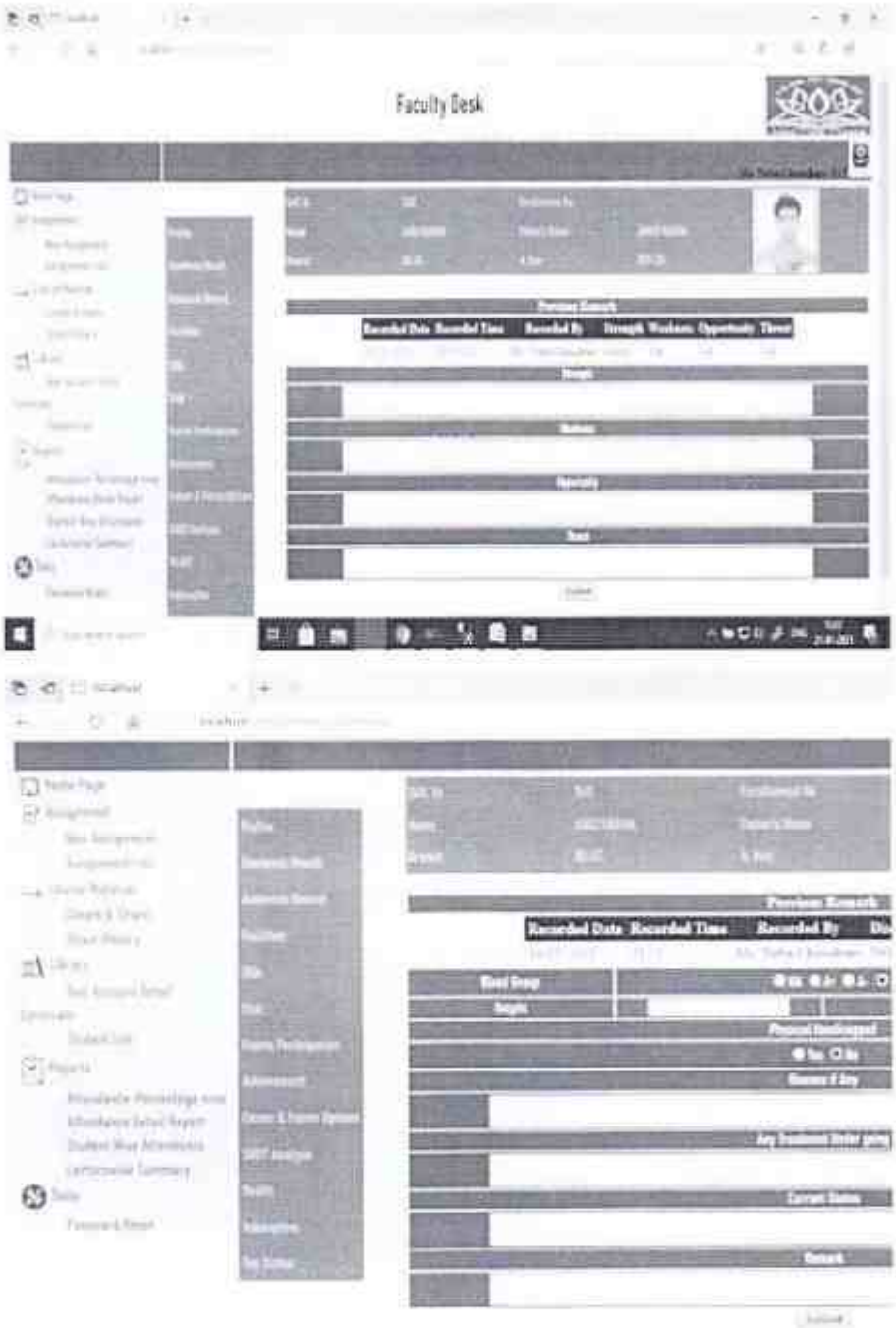
Subject/Faculty	How is The teachers Command on the subject	How Clearly the teacher explains the topics with example	How interactive and interesting the class is	How competent the teacher is in clarifying the doubts and solving problem in the class	Is teacher providing necessary course materials for the subject	Use of teaching aids like PPT,Audio Visuals etc.	How Friendly your teacher is in helping you beyond the class	How regular and punctual the teacher is	Avg Score
	Percentage (%)	Percentage (%)	Percentage (%)	Percentage (%)	Percentage (%)	Percentage (%)	Percentage (%)	Percentage (%)	Avg
[illegible]									
[illegible]									
[illegible]									
[illegible]									

Feedback Reports

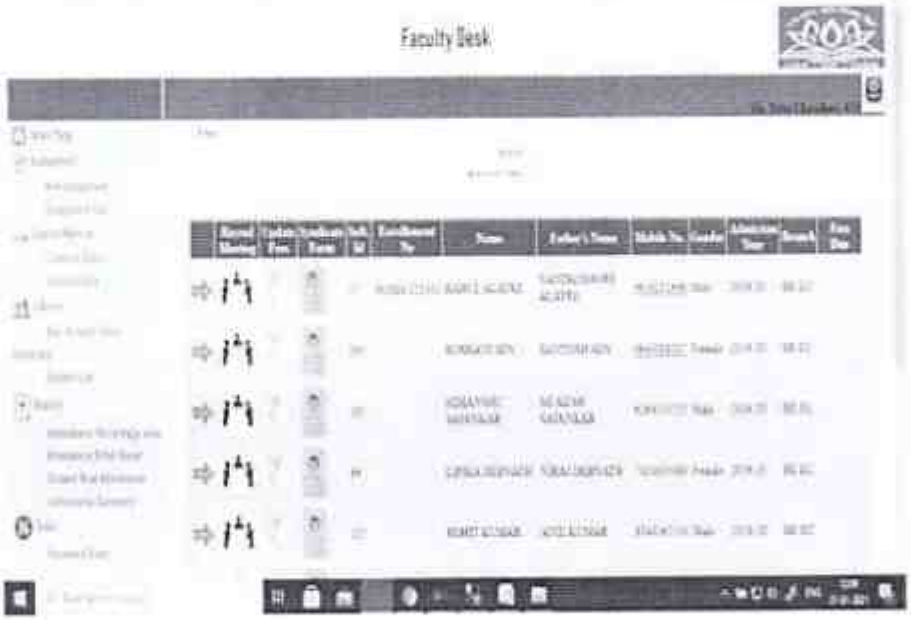
SNo	Remark
[illegible]	

3.18. Students Digital Diary

Other Reports

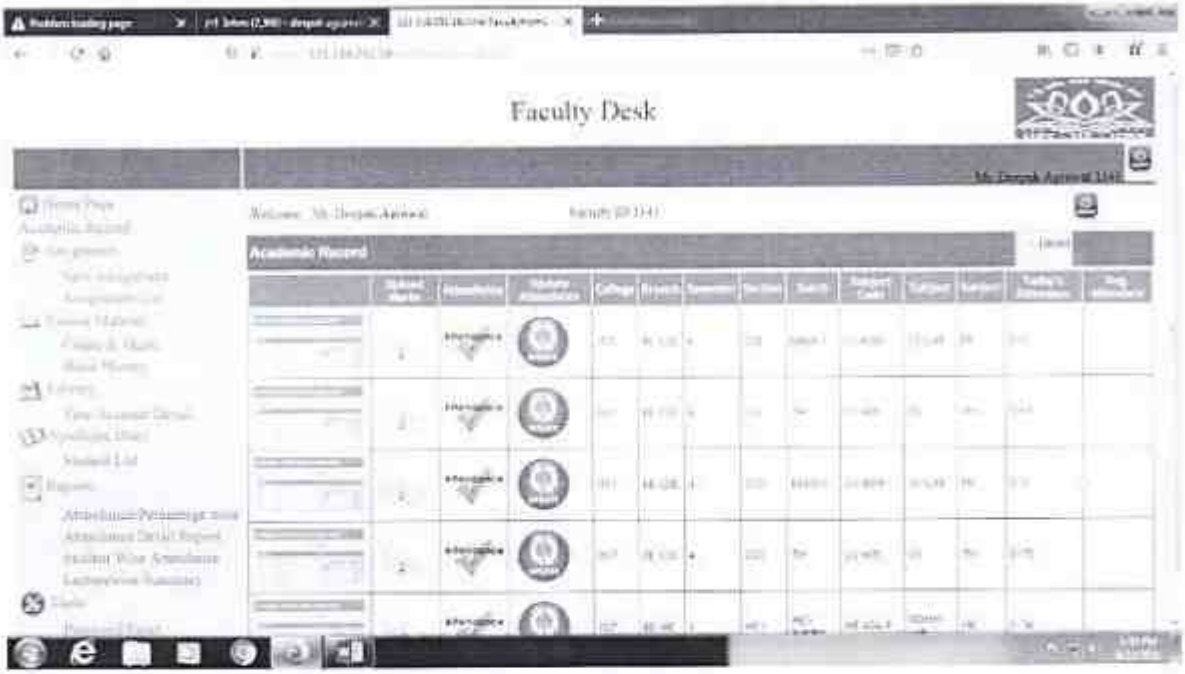

Faculty Desk

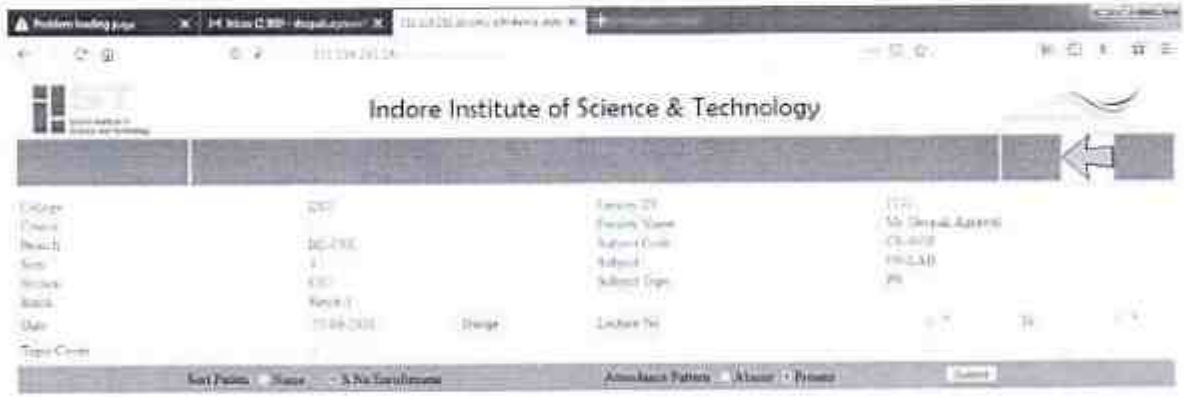
Faculty Desk


Faculty Desk

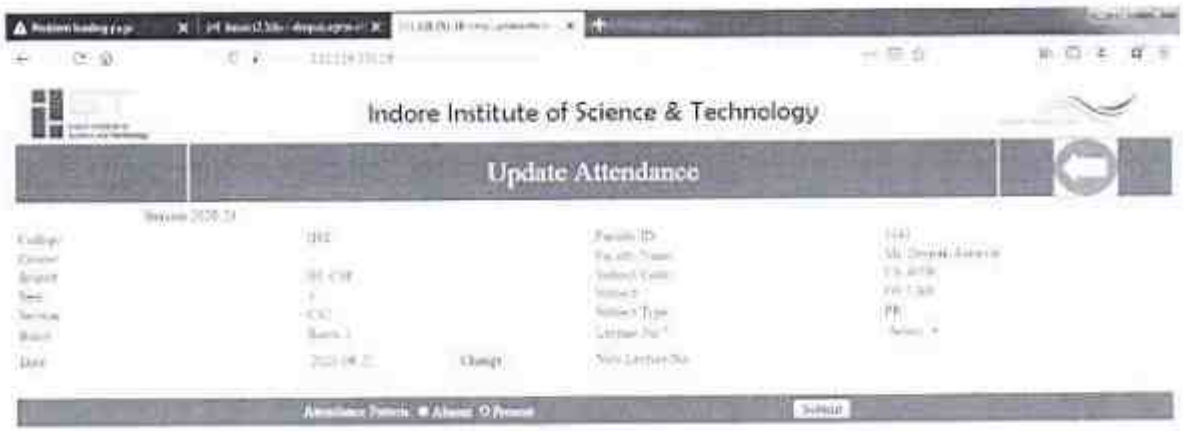
4. EXAMINATION:

4.1. Attendance of Students:

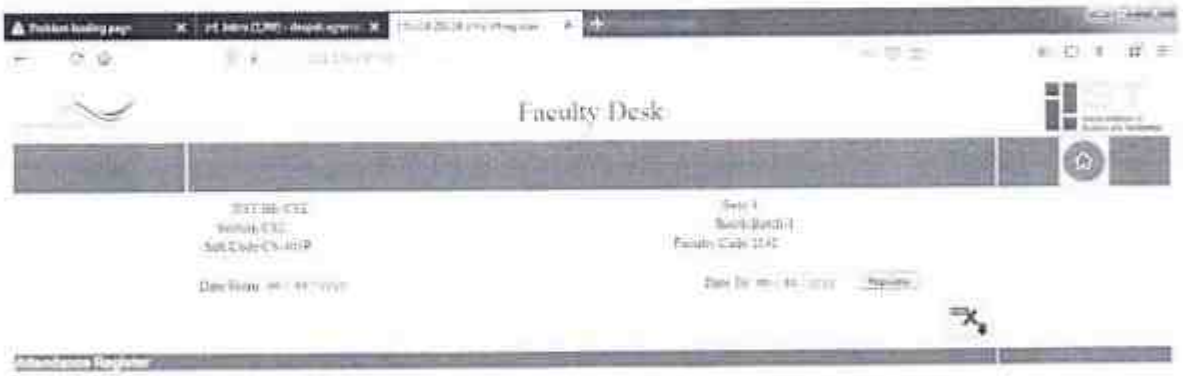




4.2. Update Attendance:

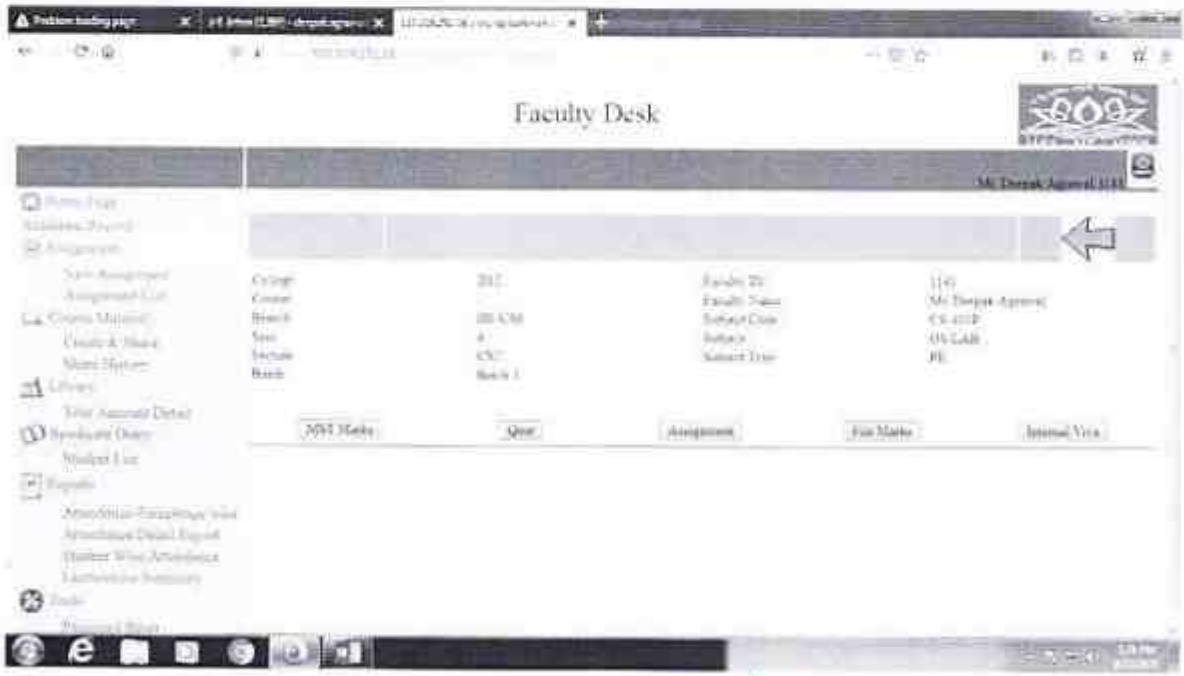


4.3. Student Attendance Record:

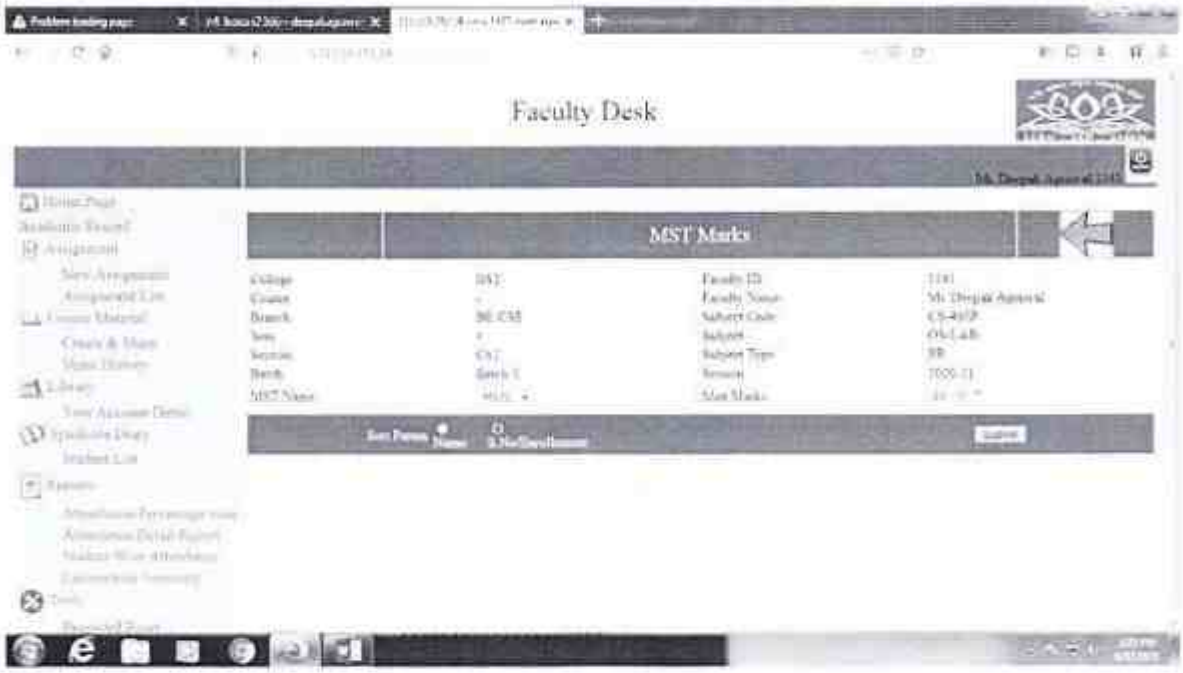


4.4. Students Attendance Record:

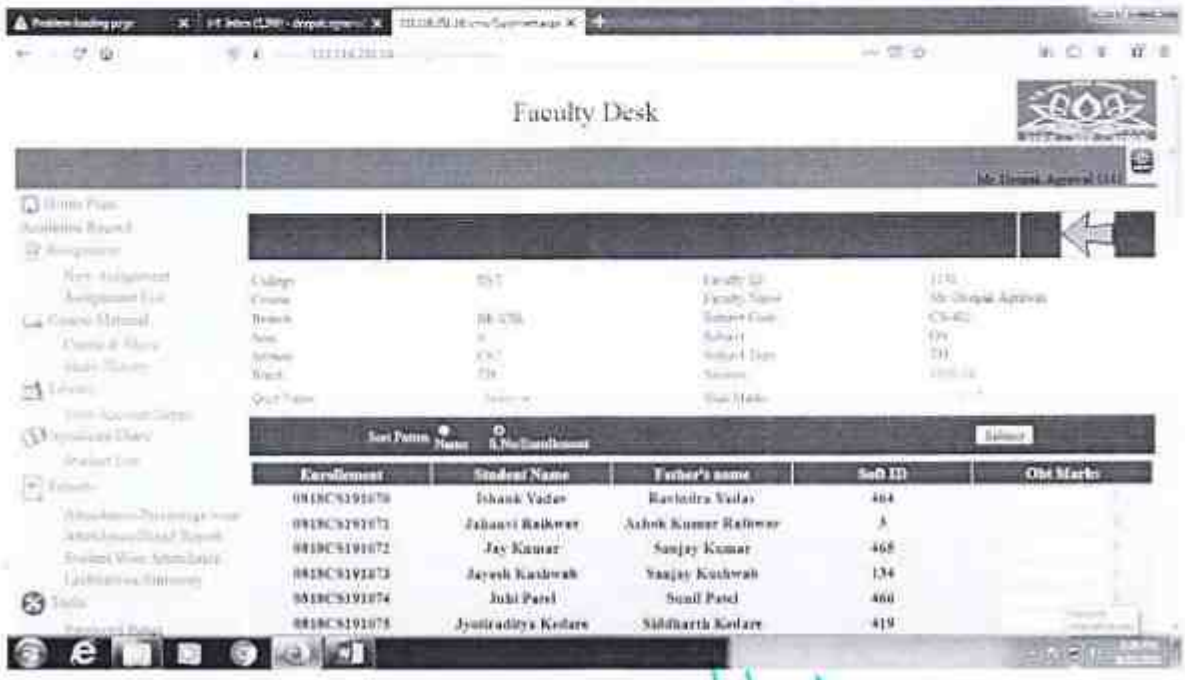
4.5. Marks Upload:



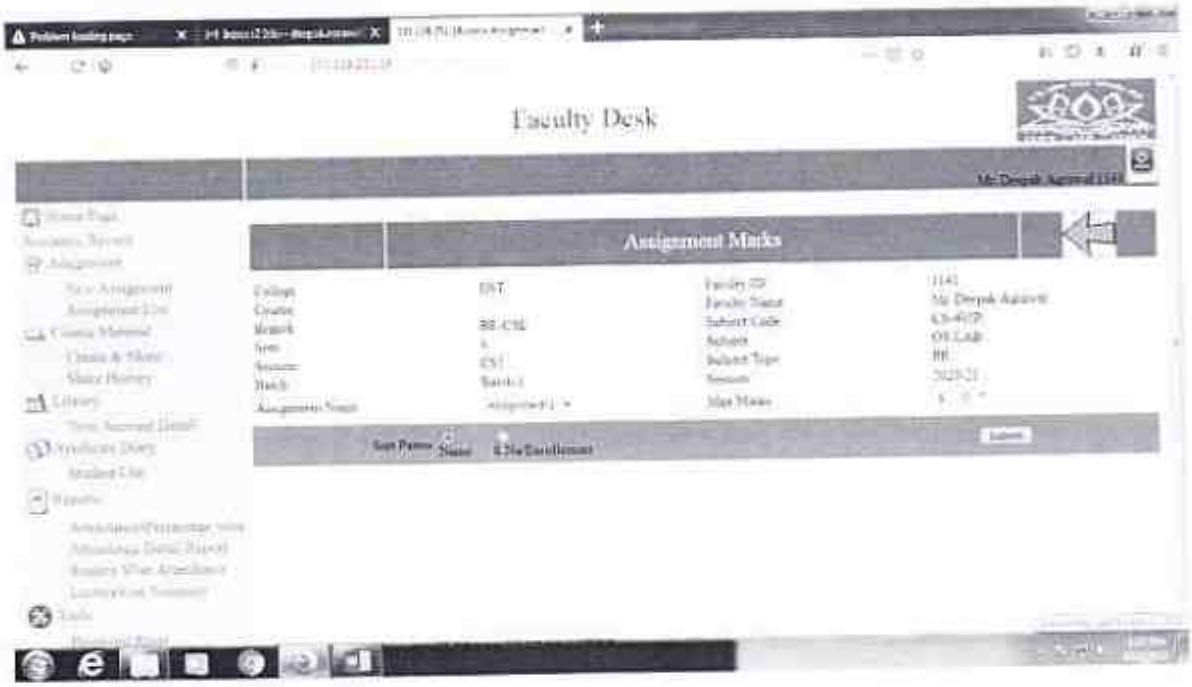
4.6. MST Marks:



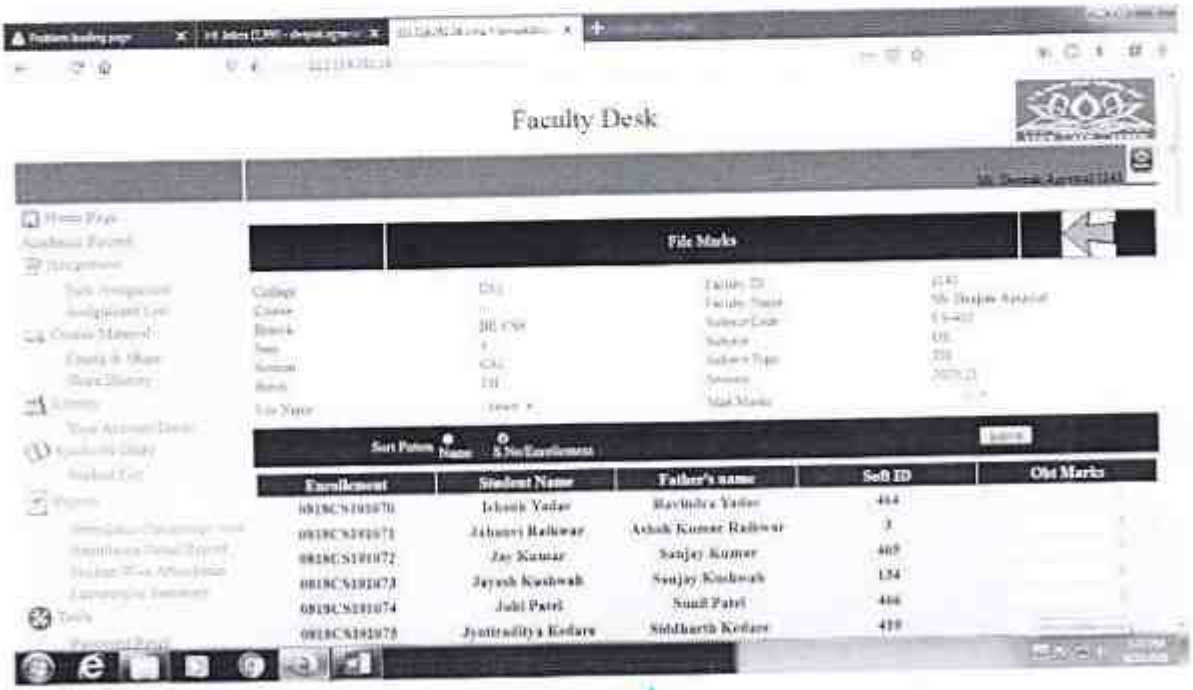
4.7. Quiz:



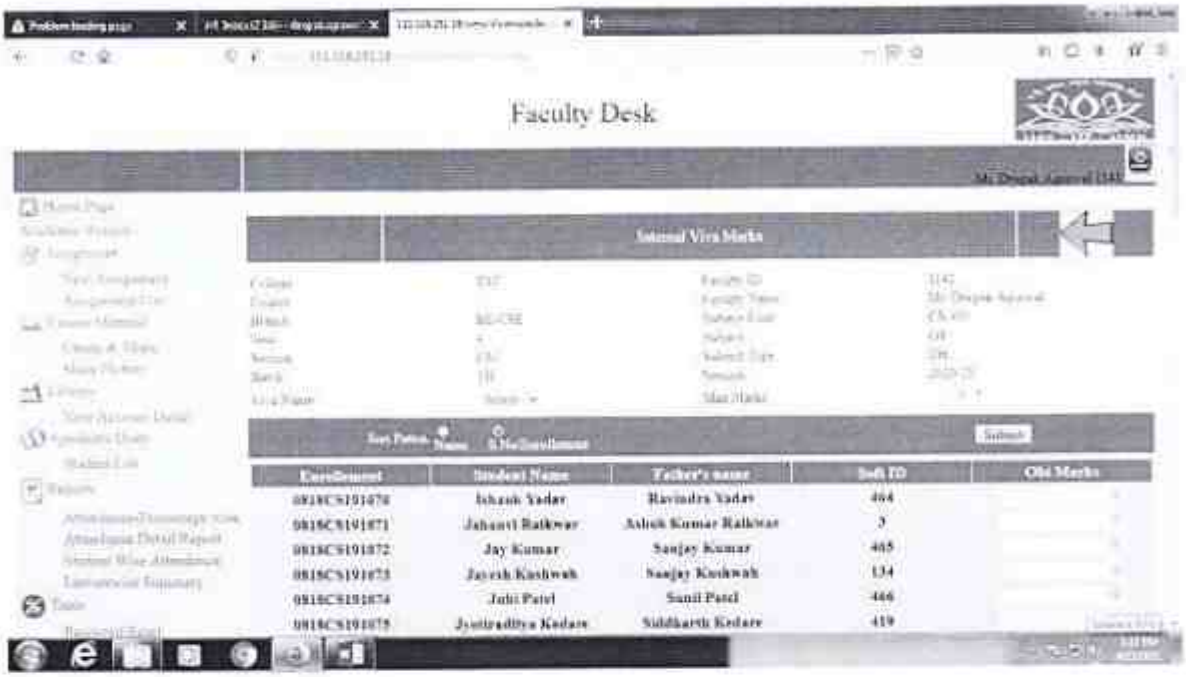
4.8. Assignment Marks:



4.9. File Submission Marks:



4.10. Internal Viva Marks:



5. Institutional expenditure statements for the e-governance

F.Y. 2022-23 — A.Y. 2023-

INDORE INSTITUTE OF SCIENCE & TECHNOLOGY
RUN BY Shail Educational & Welfare Society

INCOME & EXPENDITURE ACCOUNT
FOR THE PERIOD FROM 1.4.2022 TO 31.03.2023

Particulars	Sch	Amount (Rs.)
INCOME		
Fees from Students	N	13,19,39,288
Other Income	O	9,74,964
TOTAL RS.		13,29,14,252
EXPENDITURES		
Human Resources Expenses		6,29,93,231
Learning Resources Expenses		3,83,792
Computers & IT Infrastructure Expenses		34,41,888
Operational Expenses		2,36,45,079
Miscellaneous Expenses		89,12,225
Depreciation		70,47,259
Hostel Running & Maint Exps		62,05,169
Transport Expenses		1,12,90,553
Notes to the Accounts		
TOTAL RS		14,38,89,196
Surplus / (Deficit) of Income over Expenditure for the year		(1,09,74,944)

As per our report of even date annexed

Khandelwal and Khandelwal Associates
Chartered Accountants
FRN 003395C
Durgesh Khandelwal
(Partner)
M.No. 077390
Date
Place: INDORE

Indore Institute of Science & Technology

Chairman

Secretary

For Indore Institute of Science And Technology

(C.M. Finance)

F.Y. 2022-23 INDORE INSTITUTE OF SCIENCE & TECHNOLOGY A.Y. 2023-24
RUN BY: Shri Educational & Welfare Society

Schedule- P Human Resources Expenses	Amount
Salary faculty, technical & non-technical staff	6,12,16,837
Other benefits to the faculty and staff	13,40,840
Remuneration to visiting / adjunct faculty	3,16,337
Funding for faculty development & Research / seminars / appraisal / conferences	78,413
Total Rs	8,29,93,231

Schedule- Q Learning Resources Expenses	Amount
Library Book Expenses	24,812
Journals	2,81,493
E-Resources Library Journals	25,400
Newspaper & Periodicals	9,221
Total Rs	3,53,782

Schedule- R Computers & IT Infrastructure Expenses	Amount
Software Expenses	3,03,725
Add-ons Computer upgradation	20,63,320
Internet Expenses	6,52,740
Examination Expenses	2,27,801
Total Rs	34,47,588

Schedule- S Operational Expenses	Amount
Electricity Expenses	34,05,135
Water Charges & Testing	54,694
Repairs & Maintenance Expenses	57,90,137
Postage & Telecom Expenses	10,44,792
Travel / Conveyance / Vehicle	14,90,220
Advertisement Expenses	80,42,407
Printing & Stationery Expenses	3,39,895
Audit Fees	4,34,700
Insurance Charges	4,38,450
Taxes	14,09,603
Other Administrative Exps	1,77,008
Total Rs	2,34,45,079

Schedule- T Miscellaneous Expenses	Amount
Laboratory Consumables Expenses	1,39,301
Student activities Expenses	67,33,870
Identity Card and Other Certificate	33,083
Affiliation / Equivalence / Approvals and Visits	13,79,330
Recruitment Expenses	5,274
Seminar & Workshop Expenses	3,94,257
Total Rs	85,12,225

Chartered Accountants INDORE

Indore Institute of Science & Technology

Chairman Secretary

For Indore Institute of Science And Technology

(G.M. Pithaqqui)

Indore Institute of Science & Technology IQAC PIHONE

Indore Institute of Science & Technology INDORE

Indore Institute of Science and Technology 22-23
Opp. IIM Prabhatpur Road, INDORE

Computers & IT Infrastructure Expenses

Group Summary
1 Apr 2022 to 31 Mar 2023

Particulars	Closing Balance Credit	Credit
Examination Expenses	2,22,901.00	
E-Governance	3,03,725.00	
ERP Software	3,03,725.00	
Intranet Expenses	8,52,739.50	
Computer upgradation Exps CSR	20,62,522.00	
Grand Total	34,41,887.50	

For Indore Institute of Science And Technology

(G.M. Finance)

6. **Purchase Order of new ERP dated 27.04.2022.**

...ll Educational and Welfare Society

Principal
Indore Institute of Science
and Technology, Indore

Principal
Indore Institute of Science
and Technology, Indore

7. **Policy Document on e-Governance**

Indore Institute of Science & Technology

Indore Institute of Science and Technology (IIST)

Institutional Policy

On

E-Governance

Indore Institute of Science & Technology

E-Governance Policy

Indore Institute of Science and Technology, Indore has designed E- Governance Policy, with primary purpose of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operations of the institutions in an integrated manner in order to enable transparency, clarity in different functionalities of the institutions.

Objectives:

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktop, Projectors, etc.
7. To establish a fully automated Library.

Policy:

1. In order to provide simpler and efficient system of governance within the institution, 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.
3. To have integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules like teaching learning, administration, Examinations, Finance and accounting, library and admission.

Indore Institute of Science & Technology

Standard Operating Procedure (SOP):

Various vendor/service providers are identified and called for demonstration with quotation, comparative statement with unique features have made and the basis of recommendation of the Technical committee of the institutions followed by the directions of the Governing Council suitable ERP. Website development and maintenance, SMS Services, Digital Marketing partners are shortlisted and put into the appropriate use, required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

E-Governance Domains:

1. **Website & Social Media:**
   - The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Important information & achievements will be posted in the Social Media.
   - A Website / Social Media Committee to be formed for the administration of the college website / Social media. The Committee will look after the process of updating, maintaining and working of the website on a regular basis and provide content for social media. The Committee will also look for other changes that are required on the website. The College stores to showcase its vibrant self and activeness through its website.

2. **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 RGPV University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. Complete Admission process will manage by DTE thus e-governance policy of the DTE to be adopted in this regard. At college

Indore Institute of Science & Technology

level Admission Portal to be used to manage the admissions enquiry and visit in the college.

3. **Academics:**
   - Institution to manage student academics using a suitable ERP Solution with Real time communication
   - E-Governance will reflect in recording attendance, feedback, lesson plan, posting note, assignment and etc.

4. **Accounts:**
   - The office continues to maintain its account on Tally. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software 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. Almost Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

5. **Library:**
   - The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

IQAC

Indore Institute of Science & Technology

- Complete automation of library process to include new arrival, entry, issue, return, renewal, and reference, e-journals, and periodic reports.

6. Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment etc. Monthly Reports, Semester End Reports should be generated.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- **CCTV:** Excellent and modernized coverage of the IIST campus that includes places like corridors, class rooms, labs and canteen which helps the administration to monitor all the issues at the maximum level.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

7. **Examination:**

- The Examination process is regulated by the RGPV University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to handle various part of examination in online manner like examination forms, revaluation forms, Examination hall tickets, uploading the marks etc.
- Utmost secrecy and confidentiality needs to be maintained while documenting examination data.

IQAC

Indore Institute of Science & Technology

8. **Transport:**

CCTV and GPS facility must be installed for student's safety and administrative officer or transport officer monitor the bus through GPS app.

9. **ICT Tools:**

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices and scanners etc.

Software Infrastructure

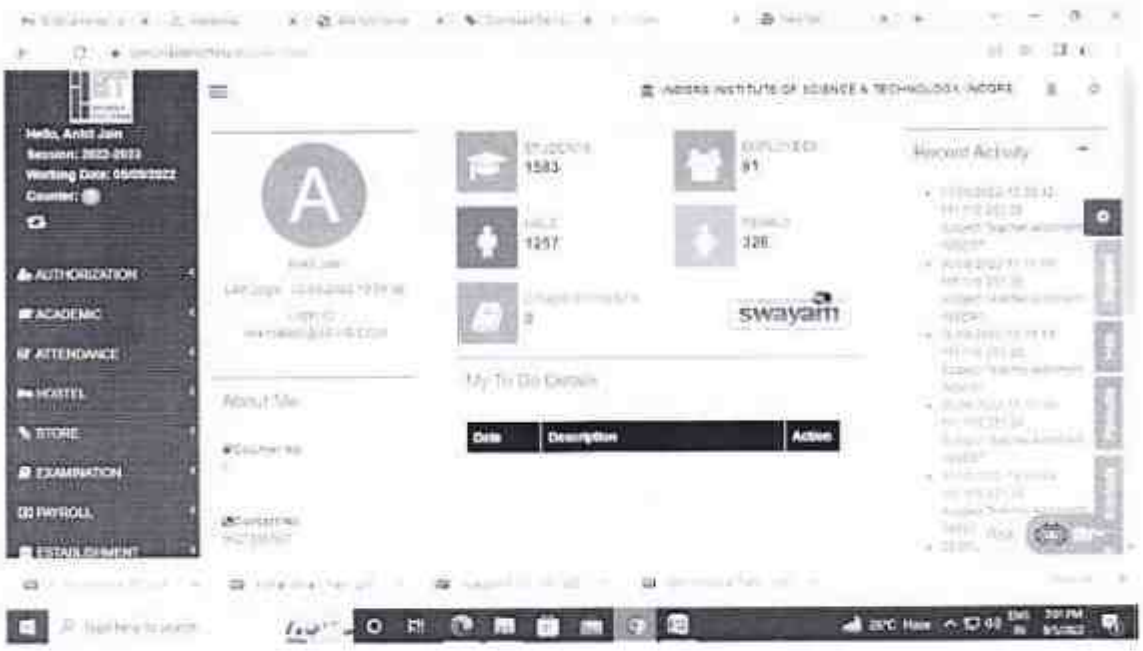
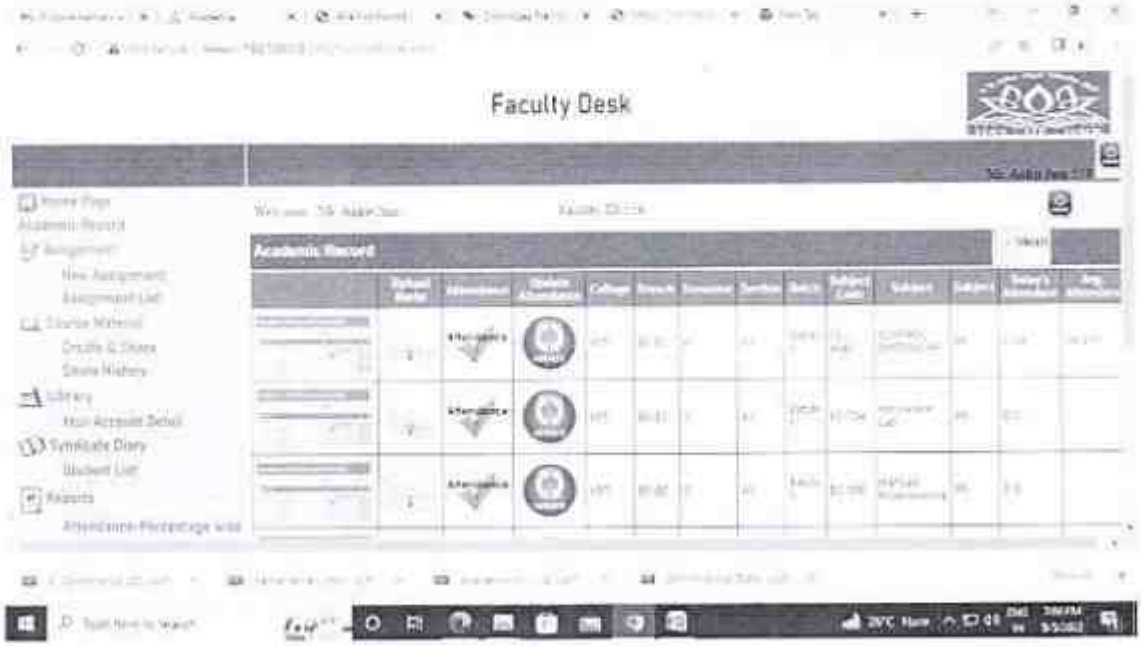
- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

Principal
Indore Institute of Science
and Technology, Indore

IQAC
INDORE

8. Screen Shots of User Interface

8.1. New ERP Master-soft Screen Shots reflecting the name of Institute



8.2. In-house ERP Screen Shots reflecting the name of Institute