

# DR. AMBEDKAR COLLEGE OF SOCIAL WORK

# CRITERION 6 – GOVERNANCE, LEDEARSHIP AND MANAGEMENT

METRICS NO. 6.2.2

**METRICS NAME - Implementation of e-governance in areas of operation** 

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#### **Report of Implementation of E-governance of operation**

#### 2017 - 18

# Implementation of E – governance in the area of operation

#### Administration

The College has adopted and practices e - governance for immediate, smooth, transparent and absolute communication process. E governance is rapid communication system. It is the integration of information and Communication Technology in all working process of the Institute It aims to minimize the manual efforts and improve effective communication, create transparent system within time effectively. E - governance is being used in the area of Administration, finance and Account and Examination and other sectors such as student support and progression

#### Annual plan and Administration

Annual plan is consisting of Annual Academic Calendaer, universities calendar, teaching plan and the planning of other educational, co curricular and extracurricular activities. All these activities and work is designed and executed properly by using what App, face book, email and other possible channel for timely circulation of information and suggestions

Administration related activities includes student enrolment, notices letter, university's correspondence, submission and other office affairs. and staff - employs communication happened through MKCL what app and PROMARK... important circulars also displayed through what app and massage box



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#### Finance

The college uses the tally ERP.9 and other website provided by governments department for E- governance, and transparent functioning of the finance and Accounts department of the college

2) Salaries related activities and work is being carried out through Samaj Sevarth Portal. Scholarships and other incentatives provided for students are being done through Maha.- E school and Maha - DBT .Payments and reciept about grants is concerned to-Beams. Other payment such as PF, Income taxce challans and P. T. are also being paid and submitted through fixed channels. Tally help in generating bank reconciliation Statement

#### Student support & Progression :-

Our Institution follows all guidelines of affliated University for Admission, Enrollment and Examination purpose. The institution uses E- governance through MKCL, PROMARKS, portal. The activates include filling of examination forms, generating online fee Challan, examination time table, examination related affairs information is circulated through what App system. Marks of assignment, internal and external viva voces and NSS are being sublimated through the systemised way of e – governance. Examination committee uses the online mode for communication of examination notices, generation of students list and time tables also send through what app. Field work supervision and monitoring process is partially being carried out through online mode.



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### **Chart of Implementation**

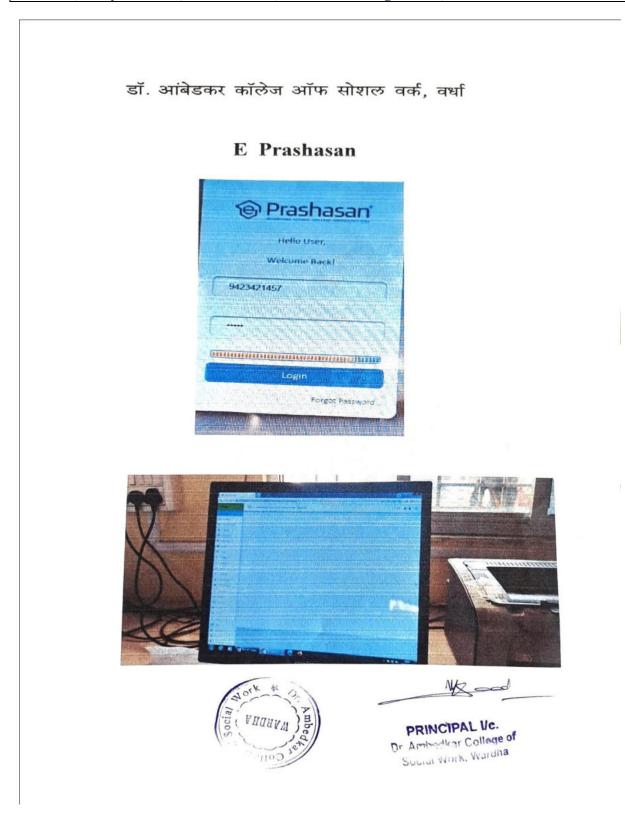
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	Implementation of	of E-Governance in Area of	rk,Wardha Operations
		Year -2017-18	
Sr.No	. Types	Activities	Software & Tool
1	Administration	Students Enrollment	MKCL, Promark
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		Letters	WhatsApp
		University Corrospondance	Email
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		Online Meetings	
2	Finance & Accounts	Salary	Samaj Sevarth
		Schlorship	Maha E-Schol,
			Maha-DBT
		Grant	Beams
3	Examination	Examination Form	
		Submission	MKCL
		Hall Ticket	Promark
		Time Table & Schedule	
		Online Marks	



The Principal

Principal I/c. Dr. Ambedsar College of Social Work, WARDHA Screen Shot : E-Prashashan, E-governance Various Activity- Practical Marks Report, Scholarship Window, Scholarship form Window, Student Scholarship Window, DCUD Login Window, DCUD letter Window, Promark Enrollnment Window, Enrollment Form, Examination Window, Admission Receipt Window, Hall Ticket Window, Practical Mark Window, Samaj Sevarth Payment System, Samaj Sevarth login Window, Tally Window, E-Prashasan, Admission Programme, Prashansan Voucher



## Practical Marks Report

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## Scholarship Window



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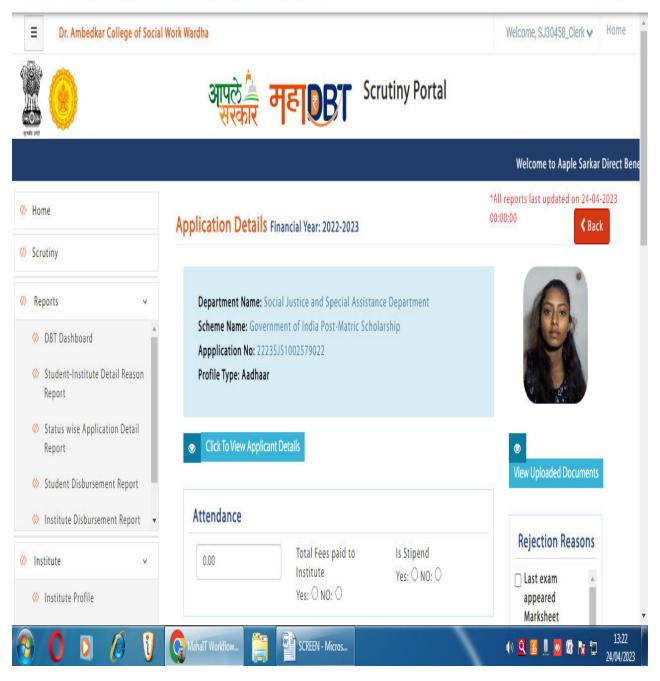


# Scholarship Form Window

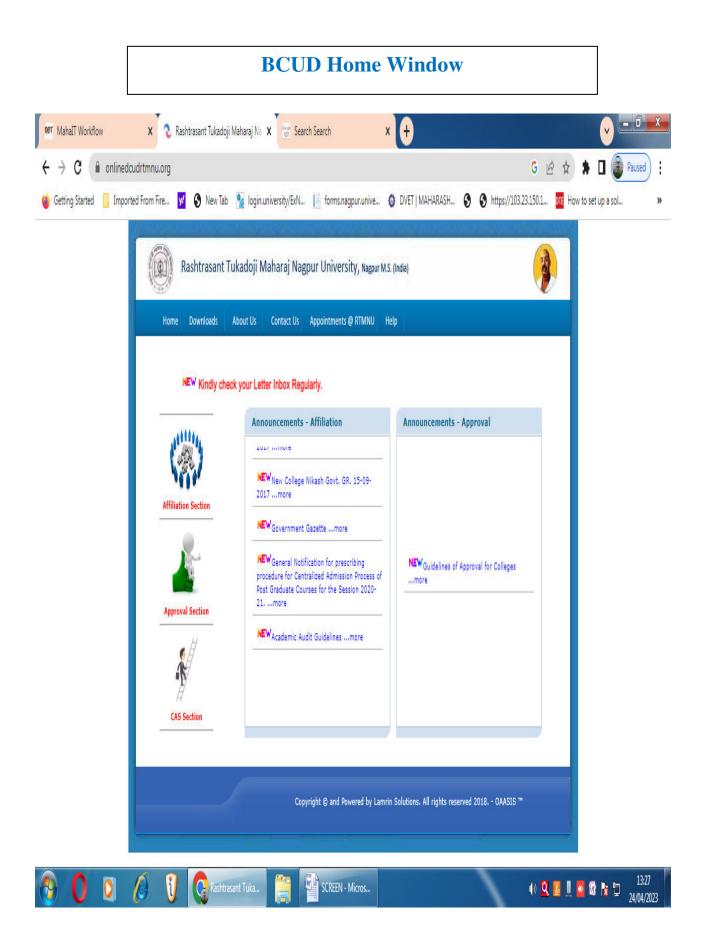


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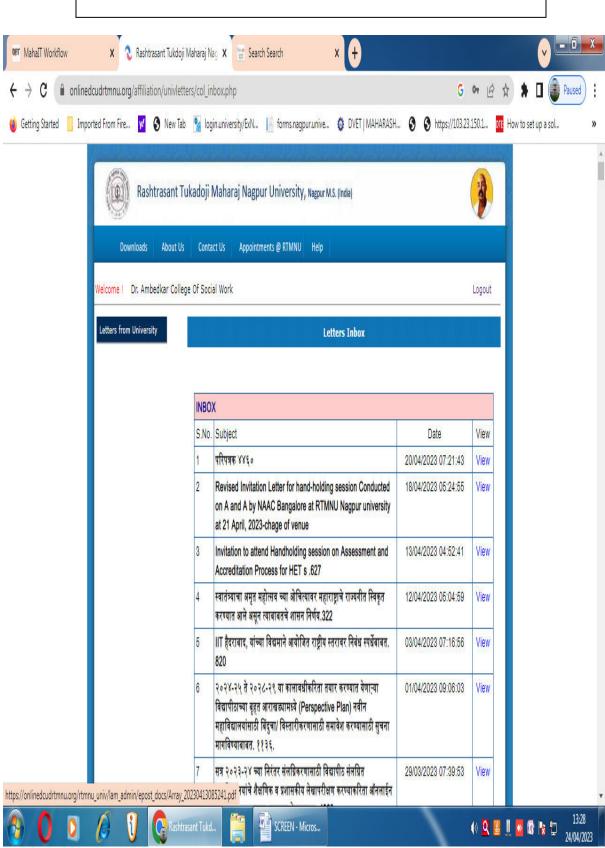
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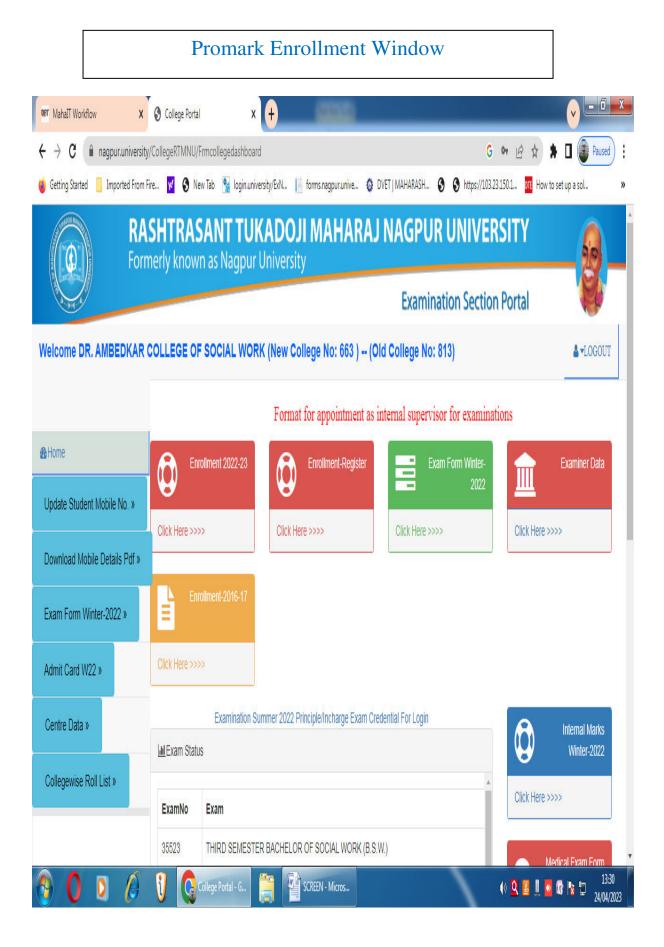


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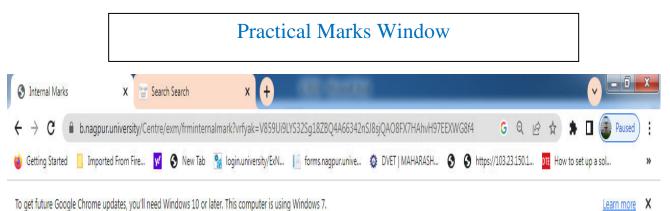


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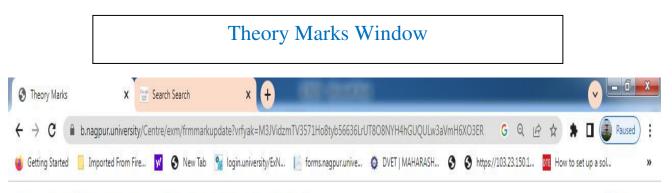
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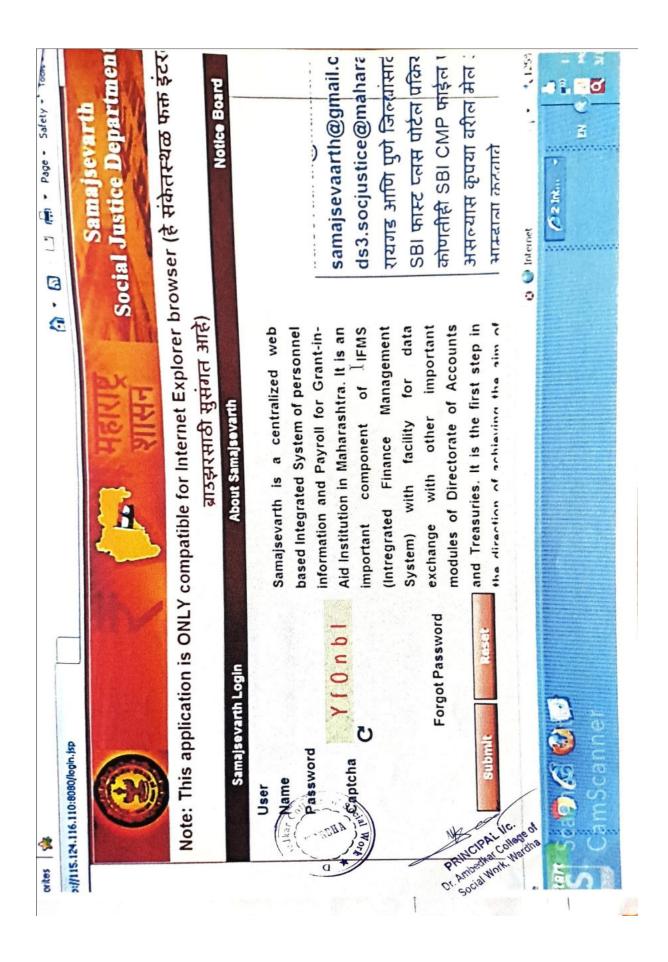


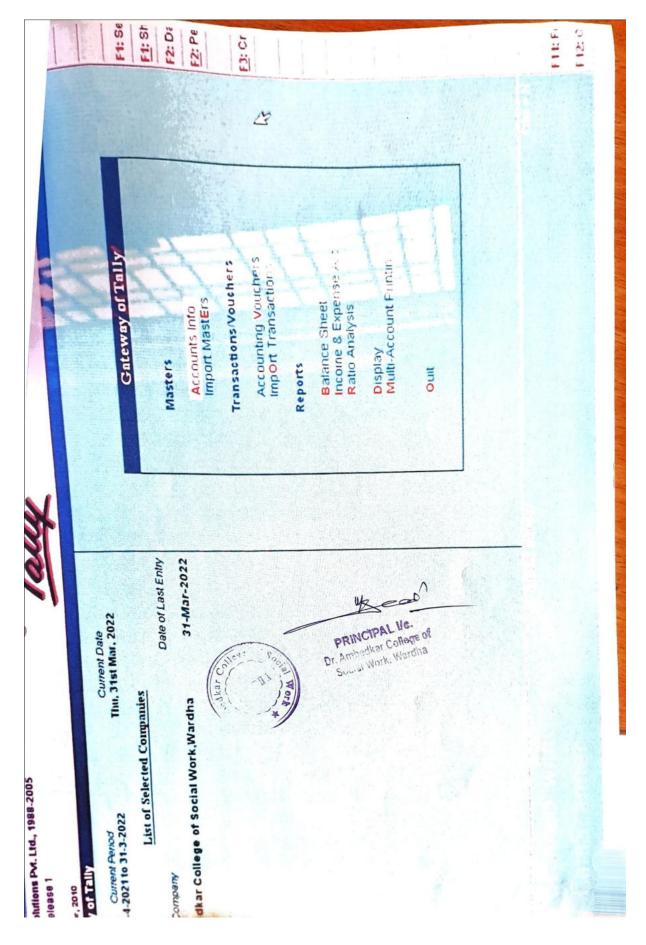
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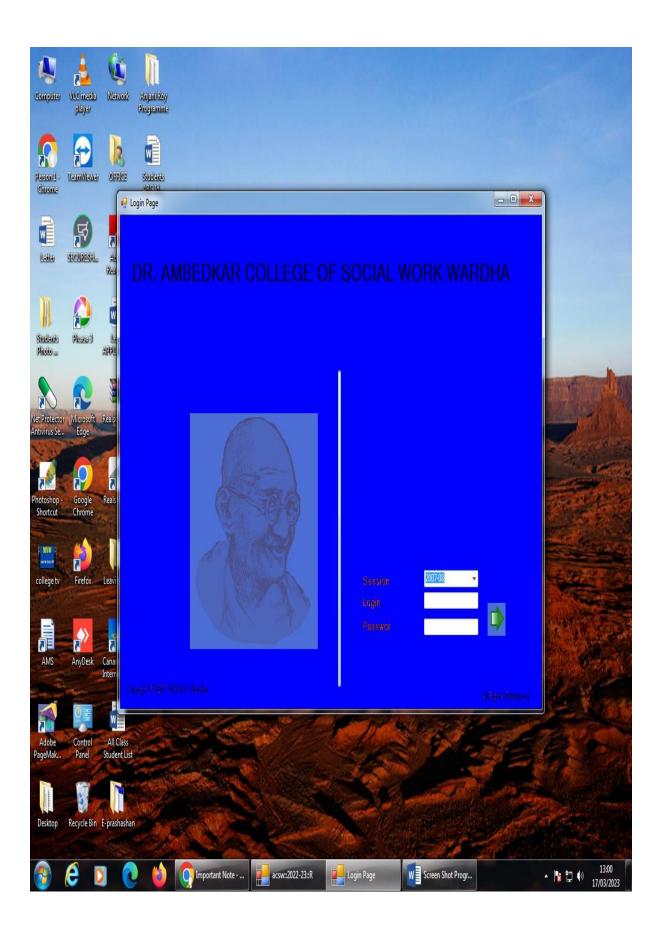
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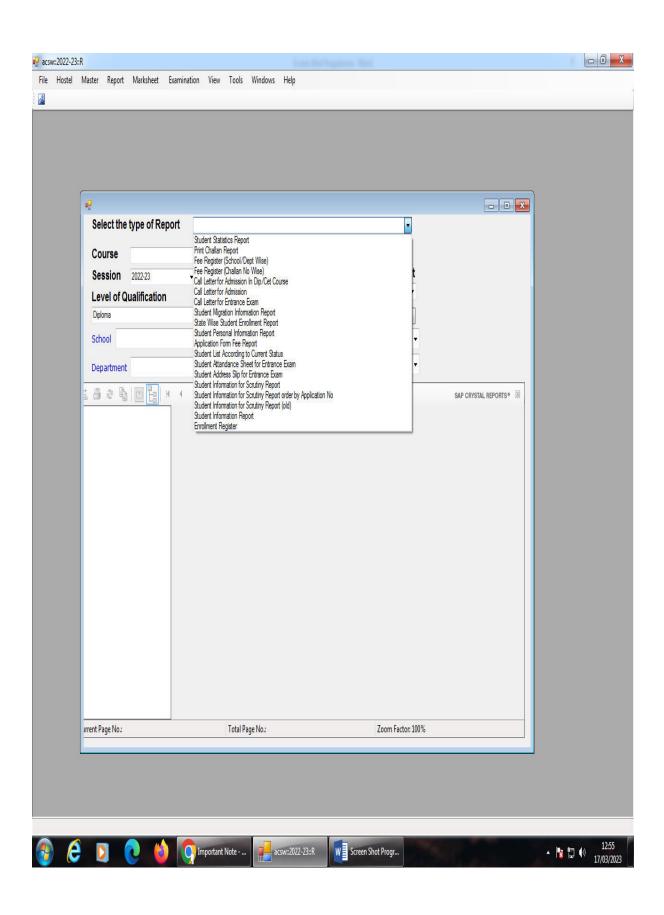
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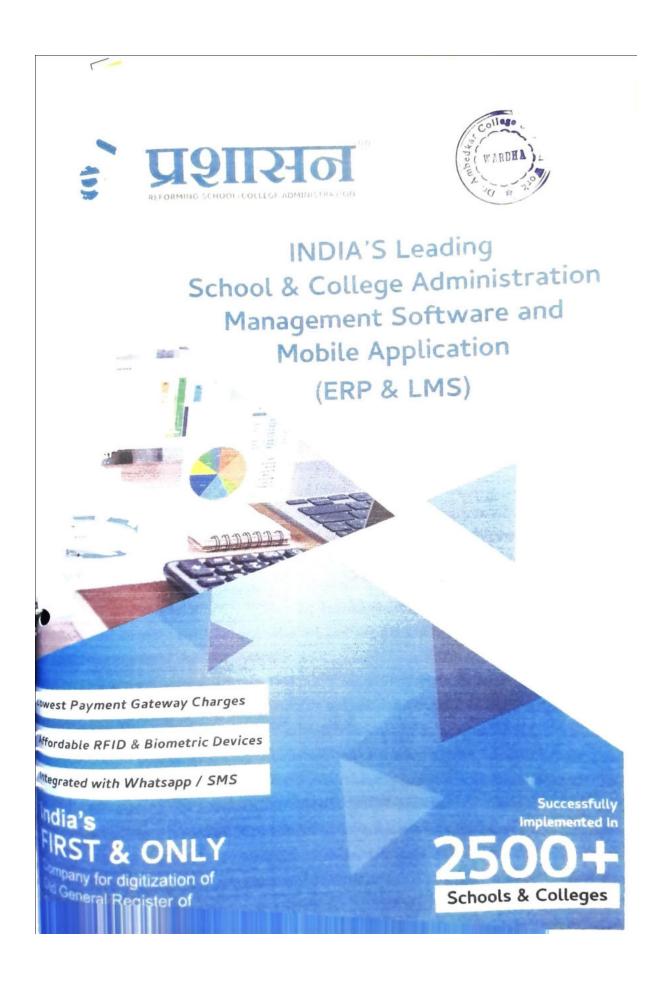
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# 🗑 Standard Module (Administration)

#### Online Admission Portal

- Customized fully dynamic admission form
- Student can attach documents
- Student will get SMS/Whatsapp on submission of form
- Student will get SMS/Whirtsapp on approval of admission
- Online payment of admission form
- Online payment of Prospect fee
- Online payment of College fee
- Generate fees challan from portal

#### Offline Admission

- Offline Admission form
- Enquiry for admission, provisional admission, follow up, all reports
- Division/teacher's catelog management Renew student from year to year.

#### General Register Management

- General register entry for old record.
- Complete report print and export to excel
- Uploading scan images of any document to student.
   & fitter of general register

#### Search Records

- Year wise, class wise, division wise student list (print and export to excel)
- Gender wise, cast wise, category wise, religion wise, age wise list of student
- List of student with custom information

#### Principal Desk

- Showing all transaction of school day wise (Attendance, Fees, Bonafied-LC Issued)
- Showing UDISE report at any date

#### Certificates

- Bonafide certificates with photograph of student.
- School Chaving Certificates, Pravesh Nirgam Uttara, Chaverage Utificate

#### Every stort of the with General register scan copy to verify inform the before issuing certificate

# 👃 Teacher Module (Academics)

#### Exam & Result Managements

- Examistructure creation
- Marks & lemarks feeding to reacher
- All analytical report (gendel wise grade wise, pass/fail promoted wise complication with category and religion
- Student's Progress Card/Report Card.

#### Class Management

- Attendance of student (feed on each class teacher
- Cumulative attendance feeding is ass attendant through single window)
- Health information & extra cum curar activity
- Absent, present & half day (SMS An encode & Notifical

#### Syllabus

- Add Chapter to each subject with beadline
- Teacher entry on completion of chacter and Syllabus completion analysis
- Teacher daily acts to entry and register.

# Time Table

- Time table generation & Schoolwide Classwise, Teacherwise timetable report
- Substitution and bulletin book

#### Sanchika (Commutative Records of Scudent)

 Student's all information on sing + sage year by year

#### Staff Management

- Maintaining all details of staff
- Class/subject teacher can access information of student of his/her own class oncy access marks to student of all subject
- Separate Login for each Staff

# Why e-Prashasan



# 5 Account Module (Finance)

#### Fees

- Counter wise offline fee collection
- Online fee payment with automated settlement & reconciliation
- Multi receipt book management
- Daily fee collection report
- Fees summary- Receivable, Received & Due. Yearwise, Class & Division wise
- Other fee, exam fee collection & reports
- Excess fee collection & its utilisation
- Fee Challan System
- Pending fee reminder with payment link (Whatsapp)
- Fee refund and reports

#### Accounts

- Ledger Creation & Voucher Entries
- Cashbook day book & Ledger book
- Reconciliation, Trail Balance
- Receipt & Payment, Balance Sheet
- Income & Expenditure Statement

#### Payroll

- Salary register, Salary slip Generation
- Staff Attendance & leave management
- PF, PT, TDS Register

#### RTE (For School)

- Assign RTE admission type to student
- Filter RTE and Regular student list
- Scholarship (RTE) opening due balance
- RTE Scholarship disbursement & report Year wise RTE summary report

# Scholarship (For College)

- Scholarship category, Paying department master
- Scholarship Disbursement through Excel
- exported from MahaDBT Portal
- Scholarship Disbursement & report
- Year wise summary report
- Excess scholarship management
- Refund of excess scholarship received & linking of scholarship to account module & linking to Tally XML



# 🕼 Add-on Module (Administration)

# Inward / Outward Lettering

- Inward & Outward letter entry with uploading scan image of letter
- Searching (by reference number, I/O number & other Filtration)

#### ID Card

- Uploading student images (bulk uploading)
- Generating PDF of Student's ID Card

#### Library

- Add /purchase Books Newspaper, Magazines etc.
- Issue and return book
- Automatic Due & Fine calculation with Online Payment
- BT Card for Student's & Staff 4
- Barcode Generation
- Automated Book Return reminder on APP & Whatsapp
- M-opac, Book Reservation, Book Request

#### Stock / Store Management

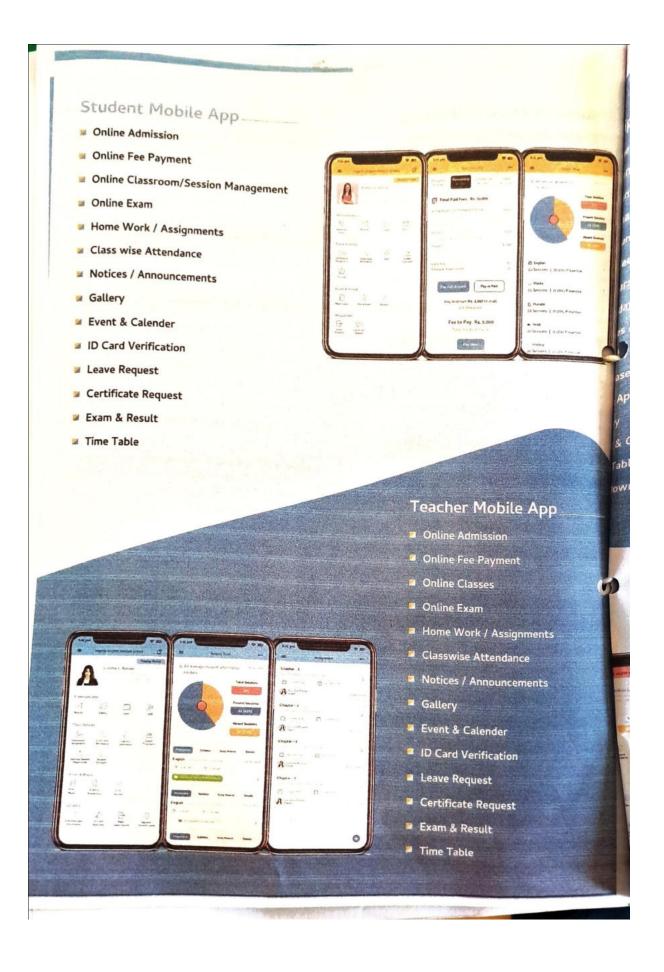
- Item Master, Supplier Master
- Budget Management
- Item Purchase Register
- Item Sale & Issue Register
- Purchase Requisition & Approval
- Register of Maintenance Cost

#### Transport

- Bus entry, driver, attendant information
- Assign route and stop to each bus & assign bus to students & members
- All report related to combination of bus, route, stop, class, division

#### Special Features Fees, Payroll, Purchase & Sale in Stock link to Account Student, Fee head, month, teacher allowance head & deduction head, supplier, expenses head automatic

- All journal, receipt & payment voucher entry are automatically link ledger creation
- Using fees, payroll & stock the entire
- unt reports are automatically generated
- The entire account is exported to tally



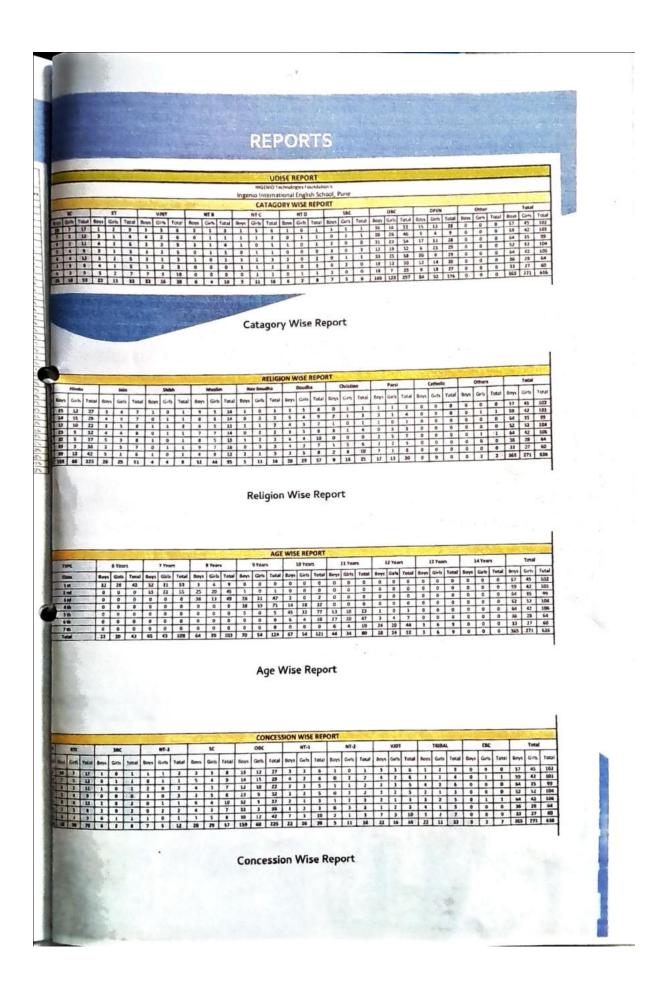




# Sanstha Director App -

- <sup>24</sup> Unit wise Student Strength
- Unit wise Student & Staff Attendance
- Unit wise Summary Report (Udise Report)
- Unit wise Fee Summary
- Unit wise Paid Fee Report
- Unit wise Expenditure Summary
- Notices & Announcements
- Purchase Approval
- Leave Approval

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# Introduction :

INGENIO TECHNOLOGIES PVT. LTD. is Pune based Software development company founded in 2013 with strong expertise in education domain of india. Developed ERP and LMS named "ePrashasan" to manage overall administration, Academic, Accounts & Finances of School, Colleges and Educational Societies.

We are serving more than 1000 satisfied schools and colleges from Pune itself and 2500+ clients all over Maharashtra & Across India. And vision to serve more than 500000+ institutions all over India.

We are best at core administration, Government compliance and multiple unit centralization of following.

1. English and Marathi Medium (Multi-Langual) Schools.

2. SSC, CBSE and ICSE School. 3. Any University Colleges.

We are beneficial to following stakeholders of the educational domain by providing them a mobile application.

1. School and Colleges Principal, Teacher, Students/Parents, Clerk (Admin Staff).

President/Authority and management body of Educational Society.

# • Vision :

To empower educational sytem of india through digital transformation by providing technology solution to Goverment and Private Schools/Colleges which directly impacts on working process of all stakeholder like Administrators, Teachers, Parents, Educational Society officials, government officials.

#### @ Mission :

To become Indias most preferable ERP and LMS to Connect all stakeholder of education domain.





#### Product Line

Online Admission Portal

Core Administration Management Software (ERP)

Mobile Application

Learning Management System (LMS)

Centralization

Old Record Digitization

# integration with



To simplified Communication between education institution and parent/Student "ePrashasan" offer transitional bulk SMS services. with this sms integration Institute able to send text automatic pending fees reminder, attendance, notices etc. eprashasan offer uniqe personalize SMS gateway.



The tally is a powerful accounting software, which use by most of the accountant now a days All the statement which leads to accounting is generated by ePrashasan and also get exported to tally XML so that education society will easily assess the account data in tally.

#### atsapp



WhatsApp Integration allows Institutions to safely and securely message their customers directly within the WhatsApp messaging platform. One advantage over SMS is that WhatsApp is tied directly to a single phone number and provides a multiple information to student and parents. It is very cheaper than bulk transactional SMS package

# Sending BIRTHDAY

- Wish Automatically to Students & Staff through SMS/Whatsapp
- Lowest SMS & Whatsapp Gateway Charges Lowest GPS Device Charges
- Lowest Grader with
   Pending Fee Reminder with
   Unique Online Payment Link

#### **Biometric**



Automate your staff attendance and manage payroll effectively vie Bio metric integration in ePrashasan. also manage student attendance to minimize teacher workload in month end and Get ready with compliance required by university and board.

#### RFID



RFId is the another way to automate staff/student attendance. RFId integration allow Student to mark attendance very fast as compared to biometric and it is safest way in the pandemic. Every student id Card is RF it also helps to maintain Identity

#### GPS



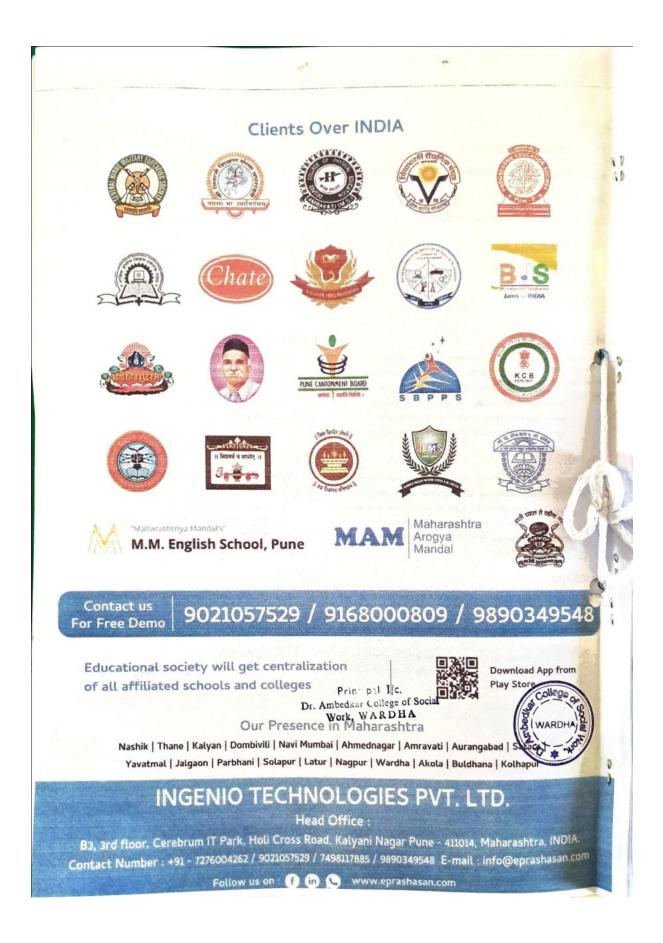
Gps Integration with eprashasan let parent track their child traveling to and from institutions which assured most secured bird eye view. Institute Management also get benefited by tracking fuel consumption of bus.



# Payment Gateway Integration

ePrashasan offer most secured and customize payment gateway integration with erp which allow you to Pay from Debit card, Credit Card, UPI application like Phone Pe etc. Get reconciliation easier with our Payment gateway integration we are using the most trusted payment gateway like Easrbuzz, SBI, NPCI, BBPS





Subhedar Ramji Ambedkar Education Society's DR. AMBEDKAR COLLEGE OF SOCIAL WORK, WARDH Sawangi (Meghe) Road, Wardha Pin No. 442 001 07152-242904 Recognised by Govt. of Maharashtra & Affiliated to R.T.M. Nagpur University Recognised by Govt. of Maharashtra & Affiliated to R.T.M. Nagpur University				
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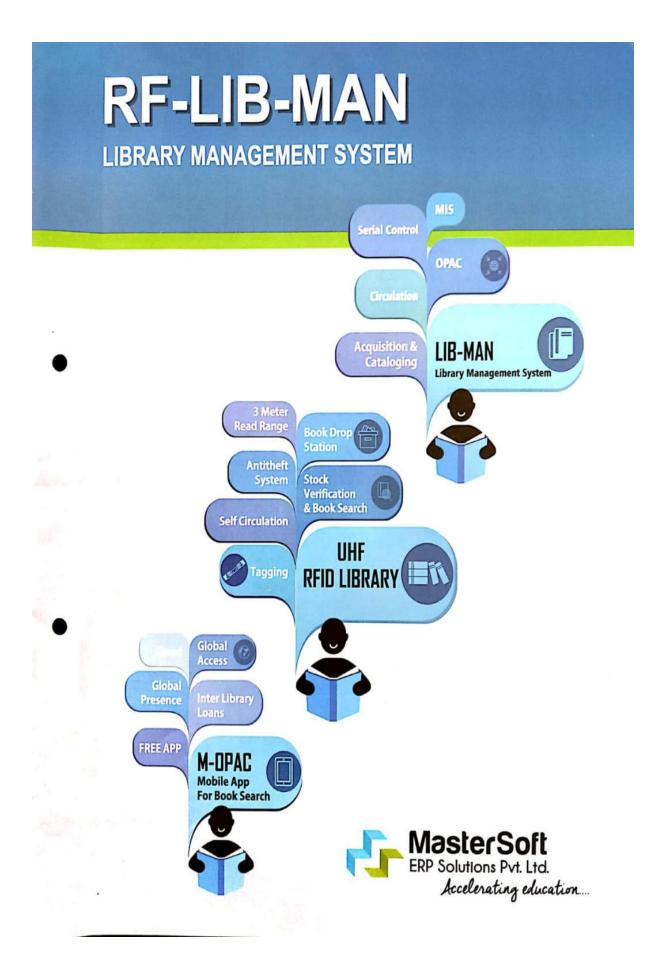
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		Taxable	Value	_	C	entral Tax	-	Sta	ate Tax
				_	Rate	Amount		Rate	Amount
	Total		25,000.0	0	9.00	2,250.00		9.00	2,250.0
Company Declarati	unt (in words) Rupees Two Thous r's PAN : AAJCM7667D on gre that this invoice shows the actual pri g and that all particulars are true and co	ce of the good		nly		For M	ASTERS	Ambe	DUTIONS PVT LT
NOTE:- 1 within 35	Interest will be charged 1.5%, If payme days from the date of this Invoice	nt not received	1				1	SOL ERP S	SEE.
	1	This is	a Computer	General	ted Invoice			MAGP	IR B
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and a second			-	-		ampuses			

Delhi Noida • Mumbai • Hyderabad • Jaipur • Ahmedabad • Patna • Raipur • Chennai • Bhopal • Bhubaneswar • Goa • Srinagar • Bengaluru • Jamshedpur
 Delhi • Aizawi • Imphal • Bagalkot • Indore • Mysore • Surat • Palakkad • Coimbatore • Nagpur • Pune • Kolhapur • Latur • Aurangabad • Karad • Jalgoan
 Agartaa



# LIBRARY MANAGEMENT SYSTEM

LIB-MAN<sup>®</sup> is a web based fully integrated, user friendly, multi-user package, for computerization of all the in-house operations of the Library. This Library Software is powerful, and easy to use. Lib-Man is embedded with Multi-lingual Fonts, Bar Code & QR Code fonts. Lib-Man also have optional UHF RFID integration for automation. It also supports smart phone --app for book search.

#### The Major Modules of LIB-MAN° are

- Acquisition & Cataloguing
- Circulation
- ✓ OPAC On-line Public Access Catalogue
  - Serial Control
  - MIS Reports

#### Add on Modules

- UHF RFID Library
- Smart Phone app M-OPAC

#### **KEY FEATURES of LIB-MAN®**

- 100% Assurance for import of other Library software data to Libman
- Marc standard data import / export Book Data fetching from ISBN site, <\* B.T./I.D./Smart ID Card Printing
- Google api. saving data entry time.
- Supports E-Book upload & reading Supports all latest technologies Cloud, Smart Phone, Tablets, SMS, email, Bar
- Code, QR Code, Multi Lingual Unicode, UHF RFID, Payment Gateway Follows all library latest standards
- such as Marc 21, Library congress standards, AACR 2
- Fully Secured & Maintenance Free
- Best On Site Training & Service Support
- Fully Documented User Manual.
- **Best Backup & recovery**
- Reports / Data Export to Word, Excel, PDF, Text...
- No Duplication of Work
- No Restrictions & no Hidden Costs
- No Upper Limits on Number of
- Documents / Journals... entries
- Reports on Laser / Inkjet printers
- **User Defined privileges**

#### TECHNOLOGY

pg. 63

- Cloud Enabled Web Based
- All Browsers 
   Responsive
- UHF RFID Smart Phone

- Modules of LIB-MAN:
- 1. ACQUISITION & CATALOGUING
- **Book Requisition**
- Procurement : Vendor Quotes, Comparative Statement, Supply order & Follow-up
- Invoicing & Accessioning
- **Payment Requisitions**
- **Book Binding**
- Withdrawal / Write off Books
- Loss of Books / Missing / Display
- Stock Verification Manual, Bar / QR Code Enabled, RFID Enabled. **Budget Utilization Analysis**
- **Book Indexing**
- Dissertation / Belonging Type Entry
- **Departmentwise Transfer of Books**

#### REPORTS

- Accession Register
- AACR2 Catalogue according to Subject, Author, Title
- Documents purchase analysis
- Bar Code, QR Code & Spine Labels Invoice / Bill register
- **Circulation of Reference Books**
- New Arrivals
- **Selected Field Reports**
- Vendor / Publisher Mailing List
- 2. CIRCULATION
- **Biometric for Borrower Identification**
- Document Circulation Issue,
- **Return & Renewals Reference Book Issue Return**
- . **Reservation / Claims**
- . **Overdue/Recall Notices**
- Holidays
- Due date reminder via SMS & email
- Clearance Notices
- **Book Bank**
- **Fine Management**

#### REPORTS

- **BT& Document Utilization History**
- **Circulation Register**
- . **Documents Utilization Analysis**
- Email, SMS, Notices to Borrower
- **Claim Report Late Fee Reports**
- Issue Book Reports
- **3. OPAC ON-LINE PUBLIC** ACCESS CATALOGUE
- Information about documents can be searched using powerful search engine according to:
- Title Accession No
- Author Co-Author
- Publisher. Subject

- libman.co.in
- Class No. · ISBN No.
- Publication Year / Place
- Word in a Title
- Combinational · Editor
- **Translated Books**
- **Type of Document**
- Dissertation / Thesis Search
- Claims / Reservation of Books
- **Belonging Search**
- Keyword Search
- Search can be multi lingual

#### **4. SERIAL CONTROL**

- New/Renewal of Subscription Order
- Reminders for Non-Receipts
- Binding of Serials & Accessioning

Serial Indexing & Serial OPAC

Bound Volume Creation

Serial Accession Register

**Expected Periodicals** 

Monthly Bill of Newspaper(s)

Utilization of documents, Most

Utilized documents, Least Utilized

Lost/Missing/Withdrawal Analysis

Yearly Statistical Graphical Reports

Title-wise Copy in Department

Yearly Departmental Investment

Present, Issued, Lost & Written-off

Summary of Documents - In Bindery,

Various Statistical/Graphical MIS

Defining Library Users & Their Privileges

Merging of data like Vendor, Publisher,

**Bound Vol Record** 

**5. MIS REPORTS** 

Documents

reports

Budget Analysis

**Claims Analysis** 

Year-wise Purchase

LIB-MAN<sup>®</sup> UTILITIES

Network Backups Recovery

Author, Department etc.

Address Book

**User Login Details** 

Key board Setup...

Journal Issue Return

- Serial OPAC
- Daily Newspaper Entry
- Paper Cutting Storage
- Payment Notice

Journal Binding

Binder Orders

**Current Arrivals** 

**Budget Analysis** 

REPORTS

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#### M-OPAC - SMART PHONE BASED OPAC APP

Today, Patrons are required to visit Library and use manual cardex or OPAC terminal to search book details. Very few Library offers internet based OPAC - Book search. Also the Patron has access to data of only one Library where he is registered. So there is no common Platform where all worldwide Libraries can share their data with Patrons & a global search engine to Patrons all over world.

Master Software's - M-OPAC - A smart phone based Book Search APP - offers a low cost - Cloud based platform to all the Libraries in the world to share the Book data. All the Library Patron worldwide get easy to use app for free search of book information.

M-OPAC APP offers following to Library community:

- Library across the world can upload & upgrade Book database on M-OPAC Cloud
- Library Patrons can search book details from one or many Libraries database using Smart phone app according to Title, author, Publisher, Keyword, subject...
- Book claims / reservation
- Inter library loans
- A common platform to Library community to share knowledge & Ideas

So the M-OPAC App offers a great new way to find books and prepares library for future requirements, today

#### M-OPAC App Work-Flow for Patrons:











ERP Solutions Pvt. Ltd. Accelerating education.

# APP BENEFITS TO PATRONS :

- Free App. No need of Computer
- 24 x 7 Easy search from anywhere any time. No need to go to Library t o search books physically & waste time.
- Global Access to Patrons. Patrons can access the data of one / many Libraries registered with MOPAC.
- Book Claim/reservations using app.
- Rare Book Searching. Patron can search rare book from data of many Libraries on M-OPAC Cloud.
- A common free platform to all Library lovers for knowledge & Idea sharing.
- Multilingual: MOPAC Support all language data.

#### **APP BENEFITS TO LIBRARY :**

- Low Cost & Instant Implementation.
- No investment required in Server, high speed Net & networking.
- Easy to implement & No training required.
- Instant Implementation and Popularity - Just upload the Library data in M-OPAC Cloud. Immediate access to all the patrons in the world.
- Inter Library Loan facility among the librarians.
- Also free additional Internet based OPAC.
- Non computerized Library can be part of M-OPAC.
- Useful for any type & size of Library-Useful for College, University, School, Public, Government, Private, Autonomous Libraries
- Due to easy of search, more Patrons will be interested in Library.
- Cloud based No maintenance.
- On-line free support to Libraries
- Platform Independent Extract data from your library software or prepare data in Excel & upload on regular basis without our help.
- Reservation (Claims) & Inter Library loan facility for your patrons.

1456 A, New Nandanvan, Nagpur - 440009 MS India Marketing Direct - 0712-2713714, 2713702, 2713711 Wirefree : 09822736330,08888883394 Fax - 0712-2713710 Email: sales@iitms.co.in, somanisv@iitms.co.in www.iitms.co.in

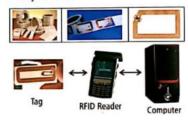
# mopac.in

#### UHF RFID LIBRARY MANAGEMENT SYSTEM

#### **RFID TECHNOLOGY**

RFID means Radio Frequency Identification. RFID technology provides wireless identification of people, books or assets. RFID Tag is made up of an integrated antenna and memory.

In Library, a RFID tag is attached to each Book and Accession No. of the book is stored in Tag memory. An **RFID Reader** reads this Accession no. and sends to library software.



UHF – Ultra High Frequency Technology is most advanced technology with very high read range of 1-3 meters as compare to old HF and LF – technologies where read range in few Centimeters. UHF is low cost, high multi read, highly accurate with minimum mis-read. Therefore, UHF RFID technology preferred by us.

#### **RFID LIBRARY WORK FLOW :**

Following activities can be performed in RFID based Library automation System.



#### 1. TAGGING OF BOOKS :

RFID Tag is pasted on inner side of Front cover page of book & full page Sticker is attached on it to hide it from Patron and Tagging is done using RFID Reader. Tagging means writing RFID Tag EPC code to Library Management Software & writing Accession number to Tag memory. With this now book is ready for all RFID operations. Patrons are issued UHF RFID ID Cards.



#### 2. SELF - CHECK KIOSK This offers facility of self - Automated issue - return (Check In / out) of Books to Patrons.

Self Issue : Patron shows his RFID ID card to Reader in Kiosk for Automatic Login. Now he puts books to be issued on RFID Reader for issue. Books are issued to Patron. RFID Tag status is now Quit & Patron can take away the books through Security system at Library Exit Gate without any Theft Alarm.

Self Return : For Self Return of Books, Patron just keeps the books on Reader of Kiosk & the Books are returned and Patron loan is cancelled.

While issue or return receipt is printed and SMS is sent to Patron.





**RFID Reader & Printer** 

#### 3. SHELF MANAGEMENT

The Shelf Management System consist of Mobile RFID Reader integrated with library software. This facilitates almost instant Searching of a desired book in Library & very fast Library Books verification (Stock verification) without line of sight. The long read range of 3 Meters makes stock verification & book searching a easy task.

iitms.co.in

For stock verification press Scan button of Reader & move the Reader across the shelves. Reader - gathers all the unique accession no. of books in the physical range of 1 meter. The collected accession nos. are transferred to Library Software & stock verification report is generated. It verifies 1,00,000 Books per day For searching of a book, enter accession no. to searched in Reader & sweep accros shelves for searching. When a book is near by Reader, a built-in beeper sounds to alert the librarians.



#### 4. ANTI THEFT DETECTION

The RFID Anti Theft Portals (Security system) are placed at Exit gate of Library & Portal tracks Books upto 3 meters and would trigger the alarm with red flash lights when Patron passes through gate with an un-issued Books. It can detect multiple items at a time. This is most accurate security system with minimum false alarm.



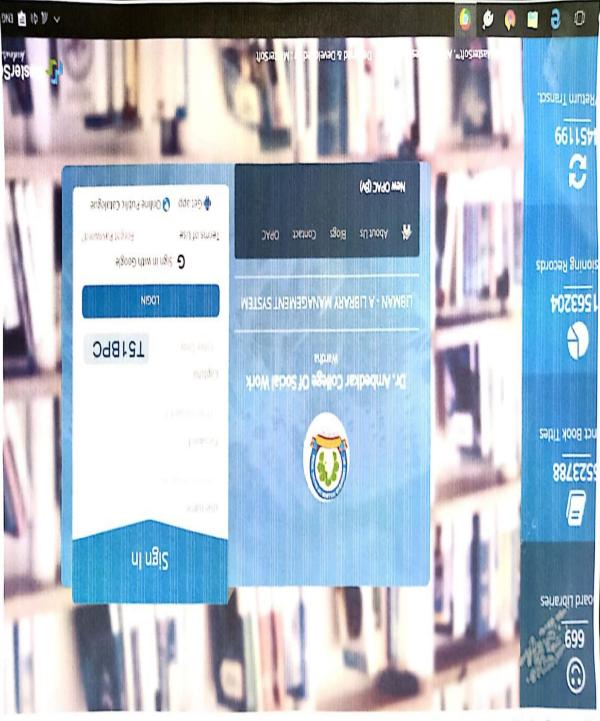
#### 5. BOOK DROP BOX / STATION

Patron can return Books any time - 24 x 7 - in RFID enabled Book Drop stations which are normally kept outside Library. Patron's loan is immediately cancelled and SMS is sent to him. A Book return slip is printed & a beep is sounded, green light glows on successful book return.



Patrons returning the books

Book Receipt to Patron



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9403655221

☑ saralsoftservices@gmail.com

# QUOTATION OF SARAL LIBRARY SOFTWARE

College Name :- Dr. Ambedkar College of Socialwork, Wardha			Ref No :- SSS/ 08/ 2022/ 1	
Quotation History:	Quotation Date	Ouot. Version	Kind Attestation:	
	14-Sept-2022	Version 1.0	Principal	

To,

The Principal, Dr. Ambedkar College of Social work, Wardha

SUB : QUOTATION OF SARAL LIBRARY SOFTWARE

Dear Sir / Ma'am : Greetings from Saral Software Services

Thanking you for showing interest in our library automation software. As per our telephonic discussion I am submitting you a comprehensive quotation for your kind consideration.

Saral Software Services is very popular software in library world there are so many utilities which is very useful for any type of school & colleges Library is the backbone of any institutions therefore we are offering a Saral Library Software for your college.

#### Save Money using Saral-Lib

- 1) Not Required New Hardware & License Software
- 2) No Extra Cloud & Service Support Charges
- 3) Fine Generation
- 4) Not Required Storage Charges
- 5) Data Storage in secured servers.

Following Features are covered in Saral-Lib

- 1) Easy to Use
- 2) Access 24X7 from any ware
- 3) No duplication of Data
- 4) Maintained Student & Book History
- 5) Reports Export in Excel or PDF
- 6) Possible Data Conversion from given format

Head Office :- Deluxe Palms, Mauli Nagar Behind Surya Lawns, Beed Bypass Road, Aurangabad Branch Offices :- Nagpur / Jalgaon / Nashik / Solapur / Kolhapur



9403655221

🗹 saralsoftservices@gmail.com

#### Financial Offer:

NO	PARTICULARS	COST	
1	Cloud based Saral-Lib Software	Rs. 25,000/-	
2	Exiting Library Software Accession Register Data Conversion	Complimentary	

**Terms & Conditions** 

- 100% Online Cloudbased Software.
- Software support : Online Only
- Payment : 100% in advance
- Only good Internet connectivity is required
- Next year onward Rs. 15,000/- charges will applicable for every year.
- Only Onetime data conversion is possible
- No specific customization possible
- Computer / Laptops / Internet should be provide by Institute

Please contact us for further details & free demo.

Assuring the best services all times

Thanking you.

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(Aryan Bhotmange) Saral Software Services C # 94036 55221, 08275895535 E - saralsoftservices@gmail.com

Head Office :- Deluxe Palms, Maull Nagar Behind Surya Lawns, Beed Bypass Road, Aurangabad Branch Offices :- Nagpur / Jalgaon / Nashik / Solapur / Kolhapur Subhedar Ramji Ambedkar Education Society's DR. AMBEDKAR COLLEGE OF SOCIAL WORK, WARDHA Sawangi (Meghe) Road, Wardha Pin No. 442 001 07152-242904 Recognised by Govt. of Maharashtra & Affiliated to R.T.M. Nagpur University Approved by U.G.C. Section 2 (F) New Delhi Web. :- www.dracsw.com

Email.princi.dracsw@gmail.com Email.principalcollege@gmail.com

Date: 09 14 2022

ACCREDITED BY NAAC

Ref. No. Drascw / Wardha / 466 2029 03/11/22

To,

Saral Software Services

Subject : - Supply of cloud - based saral automation software

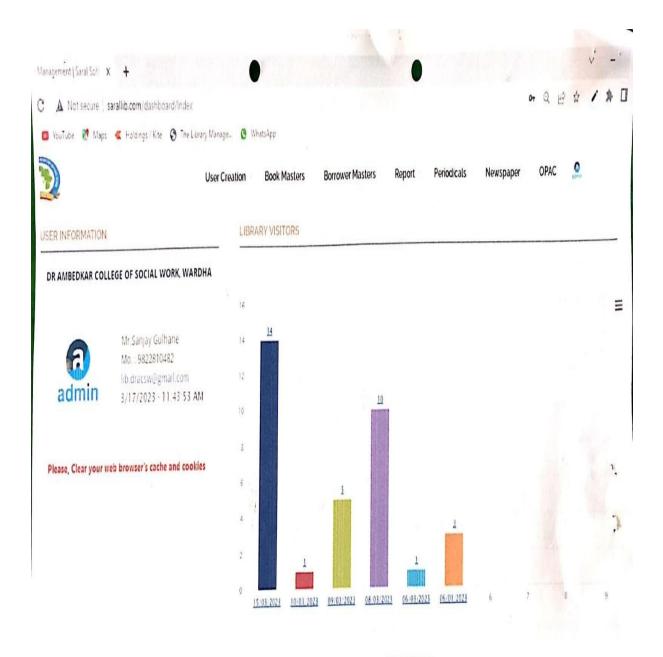
Dear Sir,

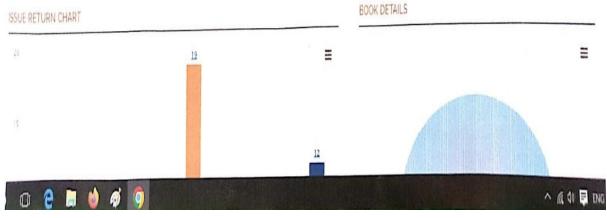
As per your quotation and discussion with you, it is decided to accept your offer of cloud-based library automation software for our college. Kindly create cloud setup and migrate our exiting given data

Thanking you

PRINCIPAL I/c. Dr. Ambeelinar Collinge of Social Work, Wardna

Received Balamkade





# SOFTWARE SERV

Email- saralsoftservices@gmail.com Website --www.saralss.com

#### About Saral Software Services

As one of the fastest growing companies in India, Saral Software Services has grown to become one of the largest companies. Company establishment from 2020 and head office in Aurangabad and branch offices in Nagpur, Solapur, Kolhapur, Nashik, Pune. In addition to offering various solutions and services to its customers, the company also offers a wide variety of products like College ERP, School ERP, Website development, Portal development & SEO etc. Schools, Colleges, and Public libraries are successfully implementing this solution and providing students and employees with good facilities.

#### Library Automation System

Saral-Lib is a cloud-based ideal library software that is accessible 24x7x365 from any device. Knowledgeable librarians suggest the useful features which are relevant to a completely automated institutes / public library. There are many types of committees that place great importance on automated library system.

# Features of Saral-Lib

- Catalog Management
- Circulations
- Dissertation
- Periodicals & NEWS Paper
- Searching function (OPAC)
   Accreditation Reports

#### **Benefits of Saral-Lib**

- User Friendly System
- Cost Effective

Patron Visit

- Service Support
- Data Conversion Reduce Hardware & Soft. Cost

Barcode Scanning

Membership Management

 Multi User Support Multi Languages

#### Admission Automation System

Saral Admission Cloud-based solution is appropriate for any type of college and school. It is developed after extensive study of all the educational different Institutes. Institute requires software for their Academic, office administration purpose for smooth line work. Modules are ready for use at the institute and allow users to access the allotted systems. The management can obtain exclusive reports for society and institute development.



Software Features	Software Reports
Student Registration Admission Fees Collection Online Payment	<ul> <li>Fees Collection Report</li> <li>Student Reports</li> <li>Admission Register</li> <li>Cancellation Report</li> </ul>
Receipts, Challan Outstanding Fee Email-SMS Notification	MIS Reports     Certificates Reports     I-Card

# **Benefits of College ERP**

- Automated System
- e Easily Access ERP 24 x 7 x 365
- Data Export in PDF & Excel
- Student Data Conversion
- Minimum IT infrastructure
- Work with Minimum Manpower, Improve Work Efficiency
- Access latest ERP automatically
- Reduces Paper Work.
- Graphical & Statistical Report for Management vital executive decisions.

# Account Automation System

All types of colleges & schools can use accounting software to help manage all of their financial transactions. Though there are certain categories of software that are institutes-specific, college and school can use general accounting software with the same effect. Saral-Accounting helps manage all types of expenses, and more.

Software Features	Software Reports	
<ul> <li>Cashbook Entry</li> <li>Bankbook Entry</li> <li>JV Entry</li> <li>Contra Entry</li> </ul>	<ul> <li>Cashbook Report</li> <li>Bank Report</li> <li>Receipt Payment</li> <li>Income Expenditure</li> <li>Balance Sheet</li> </ul>	

#### Website Development

Saral Software Services is provide world-class website design to customer because website is mirror of any type of organization. Every website is design on different theme we are bounded with our customer for service support our designed and provided website is very eye catchy, faster loading, with best service support. We develop fully dynamic, Semi dynamic website with in minimum time frame. We have served our services to numbers of clients, and they are fully satisfied with our work.

#### Software Requirement

- Best Internet connection with minimum 4 mbps
- Latest version computers
- Updated Google Chrome
- Barcode Reader

# Contact Information SARAL SOFTWARE SERVICES

Contact for Support & Sales – 82758 95535, 94036 55221 Email- <u>saralsoftservices@gmail.com</u> Website –www.saralss.com Head Office :-Deluxe Palms, Mauli Nagar, Beed Bypass Road, Aurangabad Our Branches :-Nagpur / Nashik / Solapur / Kolhapur / Pune

# Dr. Ambedkar College of Social Work, Wardha E Governance Policy : Enterprise Resource Policy ERP – Statement Jenny Arledge

'Technology Can become the "wings" that will allow the education world to fly farther and faster than ever before if we will allow it' Jenny Ardle

The above statement is found guide lining Principle and basic theory for the transformation of E governance in to administrative operation The Management of Dr. Ambedkar College of Social Work is of progressive thought and has adopted a way of Modernization through e. resources In the process of Modernization we have understand that the technology is key and hence owe visionary approach is to adopt technology for its upspring in institutional working

As we have understood well about use, importance and necessity of Enterprise Resource Policy it has designed and put in practice step by step The college management system are mostly cloud based educational ERP system that allowed College of control over all institutional affairs like admissions, enrolment fees, scholarship, financial affair and library activities.

#### Vision :

Establishing excellent governance system for transparent functioning and trusteeship relation building

#### **Mission**:

Through technological modernization and trained human resource mobilization desired goak will be accomplished

#### **Objectives** :

- Implementation of E governance in all functioning of the institution in order to provide simpler faster and efficient system of governance within the institution.
- > To promote transparency and accountability in all the functions of the college.
- > To achieve and create a paperless environment in the college
- > To provide easy and quick access to information.
- > To make campus Wi Fi enabled

Principal I/c. Dr. Ambedker College of Social Work, BDHA



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pg. 73

- To make our classrooms ICT Enabled having Desktops Laptops, Smart boards, Projectors etc.
- To establish a fully automated Library.

#### Scope :

#### The scope of this policy extends to the following areas.

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

#### Policy

- Making excellent governed institute is the basic motive of policy design and its implementation
- 2) Policy will be Flexible in nature. As per requirement and relativity, appropriate changes may be adopted and executed
- The management has accepted changing needs are varied and its Fulfillment become its responsibility.
- 4) The institute will make necessary arrangement of technological instrument and purchase software's time to time to satisfy thrust
- 5) Making its state holders techno saving and its exper tees will be the major initiatives.
- 6) Our policy is of mixed mode nature. To administer and perform department related affairs the institute will use websites provided by university treasuries social welfare department and ESI, income tax and provident funds. Generally financial activities and university related work will be carried through these website.
- 7) Website (own) will be our major resource of information and data base system which will be updated time to time
- Independent committee will be constituted for taking over the responsibility of e- governance related work.
- 9) In addition to website another tools such as whatapp u.tube google tools ect. will be supporting mode for spreading out e governance culture.

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 making office system fast and easy to access is the responsibility of all Hence to make trained resources through special training, work shop will organize periodically.

#### The Practice

Website : The website will act as an information center which will reflect about the college, all its activities important notices, courses offered, etc. For this purpose, a separate service provider/ web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. 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.

#### Administration :

The college authorities can implement full supervision of all service units in the office through the ERP software. Named as E Prashashan, that has introduced from Nov 2023.

The Administration communicates with Governing Body members as well as the teaching and non teaching staff through email.

All important administrative information including notice is regularly published on the website.

Biometric attendance for all staff members.

fully automated wireless office with 24 /7 internet facility

To achieve the target of paperless IQAC, NAAC related Documentation work

- Google sheet : For data collection from Various Departments.
- · Google Docs: To prepare notice and activity reports-
- Google Forms : To prepare feedback forms and get online feedbacks of students parents.

\*The College campus is equipped with CCTC cameras installed at various places of need.

\*ICT has been introduced in the Administrative work

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Work, M. ... CDHA



\*Whats app Group helps to provide the brief notices of any event to be happened on college

\*What App Groups are also used used for awareness and of smooth functioning of the same.

#### **Student Admission :**

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as stated by the Nagpur University. The college brings out its. brochure which is being displayed on the website. An admission portal to be used to manage the admissions in the college. Number of student is applying to each course. withdrawals, fee submission etc. to be managed through this portal only. After that students are required to submit a separate online Application from for taking admission to the college and for this purpose online software to be used by the Admission Coordinator.

# E Prashashan ERP Software : The soft ware is installed in office for official and administrative purpose from Nov 2023, This include several function like beflow

- Online Administration Portal
- Offline admission
- · General Register Management
- Search record
- · Principal Data
- Certificate
- Account Module (Finance)
- Fees
- Account
- Pay roll
- RTE
- Scholarship
- \* Teacher Module (Academic)
- Exam and Result management
- class Management
- Syllabus

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- **Time Table**
- Sanchika
- Staff Management
- Add on Module (Admonition)
- Inward & outward Letter
  - Entry with uploading scan image of letter
- I Card
- Library
- Stock / Store management
- Transport ٠

# Out of these above several operation, Institute is using

- Time Table
- Sanchika
- Staff Management
- Fees
- Accounts
- Pay roll
- Inward / outward lettering
- I- card etc.

# Library Atomization:

The institute is awakened and attentive to bring regular modernization in Library Administration related work. The purpose is to make library services more effective and relevant. There fore the library updatation has been done in several phases.

I Phased MGAHV ( Mahatma Gandhi Hind Antarrashtriya Vishwavidyalaya, Wardha Programmer software.

This soft ware was introduced from 2016-17 to 2018-19 This was a pirated type of soft ware that provided facilities like.

- Data Entry
- Issuing and Return of books
- Subject wise Data save
- Browers Entry

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# LIBMAN (Master Soft) **ERP-** Solution Pvt Ltd Operation Year 2018-19 to 2021

- Acquisition and catalogling
- Circulation
- OPAC
- Book nithdrawal
- Loss of Bock
- Issues / Return and Renewal
- B.T. Card
- Utilization History
- Circulation Register
- Daily news paper Entry
- Serial Accession Registers
- Issues and Renewal Back Up
- Bar code Scanning etc

#### III 2021-22

# SARAL Lib Library Automation system Introduced in year 2022-23 Available and Operating Functions

- Accession and cataloguing
- Circulation
- Entries Dissertation
  - Periodicals
  - News papers
- Barcode Scanning
- OPAC
- MOPAC
- BT Cards
- Fines Collection etc.

Are being carried out at present state



200

Principal I/c. Dr. Ambedkar Co"age of Social LUHA Work,