



**ZEAL EDUCATION SOCIETY'S
ZEAL COLLEGE OF ENGINEERING AND RESEARCH
NARHE, | PUNE -41 | INDIA**



Record No.: ZCOER-ACAD/R/39

Revision: 00

Date: 01/04/2021

E-GOVERNANCE REPORT For A.Y. 2021-22

E-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. Zeal College of Engineering and Research is using it as a platform for efficient, transparent and timely delivery of services to all the stakeholders.

The purpose of using the e-governance system is to bring transparency and efficiency in the working of an organization. This need for transparency and efficiency is derived by the demand of ever increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

Zeal College of Engineering and Research is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. For this purpose, institute is taking services of ERP Software "EduPlusCampus" from Vishwakarma Global Education Services Private Limited, Pune. Along with this, institute is also using the Google Suite for the Official Email Communications among the Faculties and Web OPAC Library System for Automated Library System.

Administration

The administration of College is using stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through E-mails using Google suite and other digital formats. Some of the institutional activities carried out online using ERP Software as part of the e-governance program are outlined as below.

- Preparation & publication of admission Rolls calls and related statistics
- Request and issue of Various certificates to students (Bonafide, Fee structure, LC etc.)
- Supervision of various scholarship schemes
- Leave Applications & online leave management
- Biometric attendance for all staff members through integration of FACE Biometric machine and ERP Software
- Issuance of Salary Slips to staff
- Salary Days Calculation through Biometric and Leaves
- Student Grievance Redressal System
- Faculty Grievance Redressal System
- Faculty Appraisal



Finance and Accounts



As a basic ingredient of e-governance concept, Zeal College of Engineering and Research has been providing cashless transactions facilities to its stakeholders. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, the payment of all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Of all the Financial activities, many activities are performed through use of ERP Software. Outlined below are some of the major activities being performed digitally at College level using ERP Software.

- Payroll Salary Calculation
- Cashless Student Admission Fee transactions on Cashier window
- Online Admission Fees payments
- Fees Recovery Reports
- Automated Fees Payment reminders to Students
- Transportation (Bus) route Booking and Fees payments by Student
- Registration and fees payments for Various events organised by institutes (Internal/External Students, Staff)
- TDS and ITR, Form 16
- Management of College accounts and many such functions as required

Students' Admission and Support

After the Seat allotment to students by Competent authority through Admission Rounds, Entry level admission to First Year / Direct Second Year Engineering, First Year Master of Engineering, First Year M.B.A. classes is realized through online process using ERP Software. This includes admission form Filling, ID Card generation, Fees payment, Document Submission Receipts etc. Online admission and support activities include the followings as such-

- Assign Unique ZPRN Number to the Students
- Admission Form Filling
- Verification of documents
- Payment of fees & other admission formalities
- ID Card generation and printing
- Document Submission Receipts
- Preparation & publication of admission Rolls calls and related statistics
- Admission related data management through ERP
- Promote the students to next year in case of higher classes admissions

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- Demote the students in case of Fail / Gap / Year Down.
- Student Grievance Redressal System

Examination

As an institute is affiliated to Savitribai Phule Pune University and the Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. Filling of Examination Forms, Obtain Admit Cards, Uploading Marks, etc, everything related to examination process of students is carried out using the Examination Portal Provided by the Savitribai Phule Pune University on its website.

The Governing Body meeting held on 14/05/2022 in the said meeting the E-Governance report of A.Y 2021-22 was read by the Principal & all Governing body members have agreed on this report.



Dr. A. M. Kate
Principal

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