



Shiv Chhatrapati Shikshan Sanstha's  
**Rajarshi Shahu Mahavidyalaya, Latur**  
**(Autonomous)**  
**e-Governance Report 2022-23**

**Planning and Development:**

The institution has formulated a committee to prepare academic calendar, which schedules semester wise teaching days, BoS meetings, Academic Council Meetings, meetings of various Committees and Cells, Students Association Activities and Examination planning. The Academic Calendar also includes schedule of Co-curricular as well as Extracurricular activities. The academic calendar is made available on institutional website. Meeting intimations and minutes of the Governing Body, Academic Council, CDC, BoS. etc. are circulated through email. To prepare Master Timetable 2022-23, Google Sheet was used. The communication to the Parent University, Joint Director Office Higher Education, Govt. of Maharashtra and UGC is done through institutional email. Meetings of Statutory and Non Statutory bodies are conducted via virtual platforms like ZOOM, Microsoft Teams, Google Meet, etc. The upcoming events, photographs, projects, COs, PSOs and POs, activity reports are uploaded on the institutional website. Teachers maintain their teaching diary online. The record of leaves, various activities, meetings is also maintained online.

**Administration including Complaint Management:**

The institution has implemented various strategies to reduce paper trails. Notices/Information is sent to the faculty via institutional email as well as Official WhatsApp group. Student notices are circulated through Official Telegram Channel and class wise WhatsApp groups. IQAC, academic committees and many Departments have started using Google facilities such as Google Forms for obtaining feedbacks from students, parents, teaching staff, conference/seminar participants etc. A separate link is provided on institutional website for complaint management. The institution provides internet facility with high bandwidth (750 Mbps). The biometric attendance of teaching and non-teaching staff and of students for BA CEP and library is recorded. The institutional website is updated regularly.

**Finance and Accounts:**

The Account Section uses software such as Tally, MatterSoft developed by Matter Softwares Pvt. Ltd. and Microsoft Excel to maintain college accounts in a systematic manner. Salary and Tax calculations are done on a CMS MasterSoft Software. The Salary Slips are generated through software. Net banking facility is used.

**Student Admission and Support:**

The entire Admission process was online through student login. The e-prospectus is made available on college website. The facilities like paying fees in instalments, applying for examination, generation of Bonafide Certificate, Transfer Certificate and Migration

Certificate, etc. are online. The syllabus, teaching plan, schedule of examinations, scholarship notices, the details of competitive examinations and placement drives are made available on institutional website.

### **Examination**

The examination section is fully automated with dedicated server. The conduct of online examinations is done through customized RSML Examination Software developed by Matter Softwares Pvt. Ltd. The MatterSoft ERP was used for registering examinations, Seat Number generation, Hall Ticket and Time Table generation, Question Paper Setting, Internal Examinations, Result Generation, Grade Card Printing, etc. The Hall Tickets and results are accessible to students through login. Examination Schedules, Seating Arrangements and other details of examinations are displayed on the website.

**Date: 07/04/2023**



  
**Principal**  
**PRINCIPAL**  
Rajarshi Shahu Mahavidyalaya, Latur  
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