

**SHAILENDRA EDUCATION SOCIETY'S
ARTS, COMMERCE AND SCIENCE COLLEGE
DAHISAR, MUMBAI - 400068
NAAC RE-ACCREDITED 'B++' WITH CGPA SCORE 2.98**



Internal Quality Assurance Cell (IQAC)

E-Governance Report (2020-21)

Shailendra Education Society's Arts, Commerce and Science College believes in enhancing its capacity by increasing efficiency of its staff members. The gradual introduction of Computerization has now boomed into full-fledged Digitization of its various Teaching and Non- Teaching work.

1. ADMINISTRATION

The college office uses the 'AEMS' software for the work dealing with College administration. The information of student admission, generation of Fee receipts is done through this software. It has helped in having computerized record of student admission and simplification of official work.

2. FINANCE AND ACCOUNTS

The college uses updated version of 'TALLY ERP' system to maintain the books of Accounts. Keeping the Pandemic in view the college updated its admission software to include payment of fees for the students online. RTG's and Online Transactions are used wherever possible so as to ensure paperless transactions.

3. STUDENTS ADMISSION AND SUPPORT

The 'ADME' system is being used for the admission and record maintenance of the students. It helps in the collection of admission forms, record maintenance issuance of various certificates etc.

The college uses the 'WEB-OPAC' software for the Library functioning. It helps in record maintenance of books and quick search of references. The college has INFLIBNET, SHODH GANGA and other necessary E-resources is the purchase of 2 Kindle E-readers which is available to the staff members and the students for reading E-books.

The college uses the 'SOUL' software under the INTEGRATED LIBRARY MANAGEMENT SYSTEM for the purpose of smooth functioning of the Library. It enables the library staff to maintain digital records of the books and the library users. It also helps in the searching of the books for issuance to the users.

4. TEACHING - LEARNING

The teaching faculty has now modified its pedagogical approach. It has now adapted the blended learning mode. The Covid-19 Pandemic has made everyone realize the need to go beyond the Classroom Teaching approach.

'GOOGLE CLASSROOM' is being now used by all teachers as the new classroom for student interaction. Presentations and Reference Material are distributed to the classroom via Google Classroom. Internal Evaluations, Assignment submission is also done through the same platform.

'ZOOM' and 'GOOGLE MEET' is being used now to conduct regular lectures, guidance sessions and guest lectures. The recording of the lectures is being uploaded to the library website for students. They can access these lectures as per their convenience and requirements.

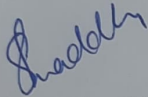
'GOOGLE FORMS' is used to collect student information when required. Information regarding Covid-19 Vaccination status, feedback regarding various activities is collected by the teachers via Google Forms.

5. EXAMINATION

The college has purchased the 'RESO' software for the digitization of Exam work. It ensures that records are properly maintained and results are issued timely to the

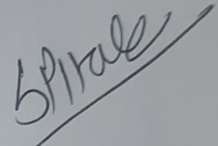
students. ATKT Examinations have also being conducted on the Google Form Platform with the Proctoring mechanism.

The College will work upon increasing the role of digitization in coming times. Plans are being undertaken to prepare documents like College Prospectus, Magazine digitally and circulate the E-copies of the same to the students in the coming years. This would also be in line with the goal of following Green practices and reducing its Carbon Footprint.



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PRINCIPAL

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