

Assessment & Accreditation by NAAC

CRITERION-VI

Governance, Leadership and Management

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1. Self-Declaration



Shri Shivaji Education Society, Amravati's

IRI SHIVAJI SCIENCE & ARTS COLLEGE CHIKHLI DIST. BULDANA

www.shivajichk.ac.in email: shivajichk@rediff.com (07264) 242088

Re-accredited by NAAC with B++ Grade [CGPA - 2.82]

Shri Harshawardhan P. Deshmukh President Shri Shivaji Education Society, Amravati

> Dr. Omraj S. Deskmukh Principal M.Sc., Ph.D.

Ref. No. SSSA C/19AC/2022 .

Date: 31/8/2022

Self Declaration

This is to certify that, the information, reports, true copies of the supporting documents, numerical data, and weblinks furnished in this file are verified by IQAC and the head of the institution and found correct.

Hence this certificate is issued.

Dr. V. U. Pochhi
Coordinator
IQAC,Shri Shivaji Sci.& Arts
College,Chikhli Dist.Buldana



Dr. Omraj S. Deshmukh

PRINCIPAL

Shn Shivaji Science & Arts

College, Chikhli, Dist Buldans

2. Policy Document





Shri Shivaji Education Society Amravati's

SHRI SHIVAJI SCIENCE & ARTS COLLEGE

Chikhli, Dist. Buldana- 443201.

NAAC Reaccredited with 'B++' Grade (CGPA 2.82)

ISO: 9001-2015

Dr. Omraj S. Deshmukh Principal



Hon'ble Shri Harshvardhan P. Deshmukh President

POLICY DOCUMENT on e-GOVERNANCE

Introduction:

Shri Shivaji Science and Arts College, Chikhli believes in introducing technology not only in teaching-learning but effectively in administration and governance. In order to provide simpler and efficient system of governance within the institution, it is adopt and implement e-governance in maximum activities of our functioning.

Policy Statement:

E-governance will be used by the college in all areas of operation, including the library, accounts, admissions, administration, and teaching, among others. The framing of policy is to make every function transparent and accountable. It provides efficient system of governance within college, to embrace and execute e-governance in maximum possible activities of college functioning.

Objectives of the policy:

Following are the objectives of policy

- To provide simpler and efficient system of governance in institution, e-governance is implemented in all functioning of institution.
- 2. To encourage transparency and accountability across the college's entire functioning.
- 3. To achieve and create a paperless environment in the college.
- 4. To establish internet connectivity and enabled Wi-Fi in college campus.
- 5. Provide easy access to information and make institute visible throughout the world.
- 6. To establish a fully automated Library, admission, account and examination.

The College decides to make the following policies.

1. Administration:

- Biometric is used by administrative staff and teaching faculty to record and trace attendance.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless ICT based technology.
- To maintain an efficient database, the administrative office uses advanced Excel and file management system tools.
- Additionally, students are able to access maximum services, such as transfer certificates, bonafide certificates in online mode.
- To keep them up to date with the latest technologies, administrative staffs receive proper training and development.

2. Finance and Accounts:

- For ease of maintaining accounts, college is using Campus ERP software.
- Cutting-edge tools help staff to maintain financial records effectively and efficiently.
 Profit and loss, balance Sheet are generated through this software only.
- The confidentiality of the transactions should be maintained by taking the necessary security precautions.

www.ssesa.org www.shivajichk.ac.in

E-mail: shivajichk@rediff.com Phone :-(07264) 242088(O)

We Educate, Inspire and Empower...







SHRI SHIVAJI SCIENCE & ARTS COLLEGE

Chikhli, Dist. Buldana- 443201.

NAAC Reaccredited with 'B++' Grade (CGPA 2.82)

ISO: 9001-2015





Hon'ble Shri Harshvardhan P. Deshmukh President

 Training to the existing staff and updating of the existing software must be done on timely basis.

3. Student Admission and Support:

- Admission portal on website is an open and transparent strategy in process of admission which further strengthens by ethical practices and regulation as proposed by Amravati University.
- The brochure is displayed on college website, which contains guidelines for admission process.
- Students must fill out a separate online application, and they must pay their fees through the college portal as well.
- Other details, such as the schedule of admission, counseling sessions, and cancellation
 policies, are also displayed on the admissions portal.

4. Examination:

- It is required to conduct exams online in accordance with University guidelines.
 Everything must be done online, including filling up exam forms, revaluation forms, hall tickets, receiving exam papers, uploading of marks, etc.
- Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution.
- College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

Benefits:

- E-governance increases transparency in administration.
- Reduces paperwork in administrative process which results in better planning.
- Anyone can access the information they want, whenever they want it, at a single click.



Dr. Omraj S. Deshmukh

PRINCIPAL

Shn Shivaji Science & Arts

College, Chikhli, Dist. Buldenii

www.ssesa.org www.shivajichk.ac.in

E-mail: shivajichk@rediff.com Phone :-(07264) 242088(O)

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3. Year wise Dotcom Bill

Session: 2022-23



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2nd Floor, Shetkari Bhavan, Above SBI-ADB Bank, Old Cotton Market, Amravati (M.S.) INDIA Ph.- 0721-2566245 Cell : 9823194885, 9823646168 email : info@dotcominfotech.co.in visit us : http://dotcominfotech.co.in

Ref. No. Date:

INVOICE

Customer's Name & Address		Invoice No.			116		
To, The Principal, Shri Shivaji Art, Commerce & Science College, Chikhali, Dist. Buldhana.			Date			09/07/	2022
		Order Code		100	SSES,AM/4202/13		
			DotCOM GST NO.		NO.	27AABCD8776G1ZF	
Custon	ner GST. No. : 27	AAETS1500P2ZA			Subject	to Am	ravati Jurisdictio
Sr. No	Item	Description		Qty.	Rate		Total Amount
01	Governance, M	nance Charges For IS, ERP, EMS Syst are 2022-2023 SGST CGST	em @9%	01	Rs. 12,6	000/-	Rs. 12,000/- Rs. 1,080/- Rs. 1,080/-
Amou		s Fourteen Thousand (ixty Only)	One Hu	ndred	Tota	1 -	Rs. 14,160/-
A. 100		made to dotcom Info presentation of bill.	Tech	Rec	eived by:	In	For dotCOM nfotech Pvt.ltd.
	the Cheque/Drafts com Infotech P.ltd.,	will be made in favo Amravati	or of				& Infolect A
	signing this docum	nent you agrees to	the	11	Below	_ (Reg. No.
	outes if any are sdiction only.	subject to Amra	avati		ture & Se		Towned (M.S.)
E. Mul	ti User System						
F. Exc	lusive of all Taxes.						
Ple		ip given below and a					
	Invoice No.	Date		Order	Code		Total Amount
	HITCHE INC.	Date		Order	Couc		muonny and and

Student Admission • Salary Management • Scholarship • Accounts • Campus Intranet Web Solutions • Attendance • Library Automation

Session: 2021-22



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Above SBI-ADB Bank, Old Cotton Market,
Amravati (M.S.) INDIA Ph.- 0721-2566245
Cell : 9823194885, 9823646168
email : info@dotcominfotech.co.in

visit us: http://dotcominfotech.co.in

Ref. No.

Date:

INVOICE

Customer	s Name & Addre	ess	Invoice No.	200	200	
To, The Principal, Shri Shivaji Art, Commerce & Science College, Chikhali, Dist. Buldhana. Customer GST. No.: 27AAETS1500P2ZA		Date		-01/10/2021		
		e.	Order Code		SSES,AM/4202/13 27AABCD8776G1ZB	
		DotCOM GST	NO.			
		AAETS1500P2ZA	Subject to Amravati Jurisdictio			
Sr. No	Item	Description .	Qty.	Rat	e	Total Amount
	overnance, M	nance Charges For I IS, ERP, EMS Syste Ire 2021-2022 SGST@ CGST@	m 99%	Rs. 12,	000/-	Rs. 12,000/- Rs. 1,080/- Rs. 1,080/-
Amount in		Fourteen Thousand O xty Only)	ne Hundred	Tota	1-	Rs. 14,160/-
		4	110	eived by:	(i) = 1 (i) 1/2 (ii)	For dotCOM
P.ltd., A B. All the O dotcom I	mravati on the p Cheque/Drafts v nfotech P.ltd.,		of	eived by.		fotech Pvt.ltd.
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P.ltd., A B. All the G dotcom I C. By signiferms & G	mravati on the p Cheque/Drafts v nfotech P.ltd., , ng this docum- conditions if any are	oresentation of bilt. will be made in favor Amravati	of the	ture & Se	In	fotech Pvt.ltd.
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P.Itd., A B. All the o dotcom I C. By signi terms & o D. Disputes Jurisdicti E. Multi Use F. Exclusive	mravati on the process of the comment of the commen	oresentation of bilt. will be made in favor Amravati ent you agrees to t subject to Amravati o given below and at	of the ati Signa	ture & Se	al que/De	fotech Pvt.ltd.

Student Admission • Salary Management • Scholarship • Accounts • Campus Intranet Web Solutions • Attendance • Library Automation

Session: 2020-21



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2nd Floor, Shetkari Bhavan, 2nd Floor, Shetkari Bhavan, Above SBI-ADB Bank, Old Cotton Market, Amravati (M.S.) INDIA Ph.- 0721-2566245 Cell : 9823194885, 9823646168 email : info@dotcominfotech.co.in visit us : http://dotcominfotech.co.in

INVOICE

Ref. No.

				Date	1	
Customer's Name & Address To. Date The Principal, Shri Shivaji Art, Commerce & Science College, Chikhali, Dist. Buldhana.		l Ss	SES,	2020 AM/4202/13 BCD8776G1ZB		
Custon	nerGST. No. : 27AAETS1500P2ZA			Subject to	Amr	avati Jurisdiction
Sr. No	Item Description		Qty.	Rate		Total Amount
01	Annual Maintenance Charges For E- Governance, MIS, ERP, EMS System Software 2020-2021 SGST@9% CGST@9%		01	Rs. 12,000	/-	Rs. 12,000/- Rs. 1,080/- Rs. 1,080/-
Amour	nt in Words (Rupees Fourteen Thousand Sixty Only)	One Hu	ndred	Total -		Rs. 14,160/-
	Conditions :	Tech	Rec	eived by:	9.000	For dotCOM

- P.ltd., Amravati on the presentation of bill.
- B. All the Cheque/Drafts will be made in favor of dotcom Infotech P.ltd., Amravati C. By signing this document you agrees to the
- terms & conditions D. Disputes if any are subject to Amravati Jurisdiction only.
- Multi User System
- Exclusive of all Taxes.

Infotech Pvt.ltd.



Please tear off the slip given below and attach it with your Cheque/Demand Draft. ·····Tear From Here-

Invoice No. Date Order Code Total Amount 173 16/10/2020 SSES,AM/4202/13 Rs. 14,160/-

PASSED FOR PAYMENT

Principal Shri Shivaji Science & Arts College, Chikhti, Dist. Buldana

Student Admission • Salary Management • Scholarship • Accounts • Campus Intranet Web Solutions • Attendance • Library Automation

Session: 2018-19



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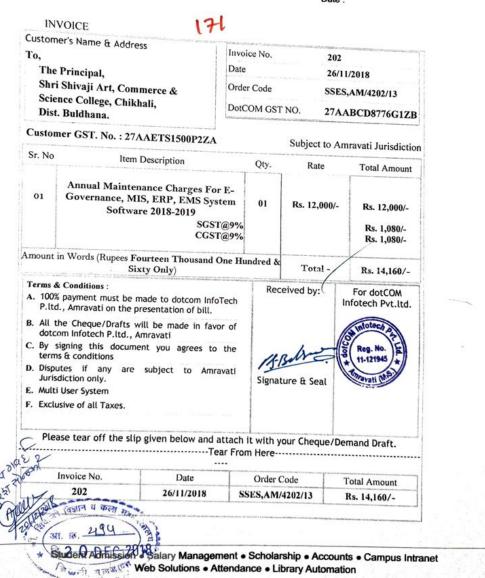
2nd Floor, Shetkari Bhavar

Above SBI-ADB Bank, Old Cotton Market, Amravati (M.S.) INDIA Ph.- 0721-2566245

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Ref. No.

Date:



Session: 2017-18



4. Internet Plan Invoice



5. N-List Bill





Information and Library Network Centre

(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2022/1543

Date: 2022-04-12 Invoice No.: NLIST/22-23/468 College GST No.: Not Available College GST State Code: MH [27]

Name and Address of Subscriber

To

The Principal

Shri Shivaji Science and Arts College, Chikhali

Buldana

Chikhli

Maharashtra - 443201

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2022 to March 2023	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAATI1480J1ZS

TDS is not applicable on annual membership fee.

Sincerely Yours

(1)

Ashok Kumar Rai Scientist-E(CS)

----- Cut Here -

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2022-04-12 Receipt No: 55511

Received with thanks from Shri Shivaji Science and Arts College, Chikhali, Chikhli, Maharashtra

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. 983554 Dated 2022-03-21 drawn on BANK OF MAHARASHTRA Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2022-23.

Rs. 5900

Sincerely Your

For Administrative Officer(Finance)

This receipt is valid on realization of Cheque and DD. Subject to Gandhinagar(Gujarat) jurisdiction only Online Printed Date: 2022-09-20 11:54:08 INFLIBNET Ref No: INF/N-LIST/2022/1543 GSTIN. 24AAATI1480J1ZS.

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA इन्फोसीटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)

Ph.: +91-79-23268000, Fax: +91-79-23268222, http://www.inflibnet.ac.in

Session: 2021-22



Information and Library Network Centre

(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2021/1543

Date: 2021-06-09 Invoice No.: NLIST/21-22/901 College GST No.: Not Available College GST State Code: MH [27]

Name and Address of Subscriber

To The Principal Shri Shivaji Science and Arts College, Chikhali Buldana Chikhli Maharashtra - 443201

SR. No.	Membership Fee	Period of Membership	Amount In Rs	
1	N-LIST Annual Membership Fee	April 2021 to March 2022	5,000.00	
	CGST@0.00%			
	SGST@0.00%		0.00	
		IGST@18.00%	900.00	
		Total	5,900.00	

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAATI1480J1ZS TDS is not applicable on annual membership fee.

Sincerely Yours

 $(0)_{-}$

Ashok Kumar Rai Scientist-E(CS)

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N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2021-06-09 Receipt No: 211

Received with thanks from Shri Shivaji Science and Arts College, Chikhali, Chikhli, Maharashtra

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. 983362 Dated 2021-03-26 drawn on Bank of Maharashtra Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2021-22.

Rs. 5900

For Administrative Officer(Finance)

This receipt is valid on realization of Cheque and DD. Subject to Gandhinagar(Gujarat) jurisdiction only Online Printed Date: 2022-09-20 11:53:54 INFLIBNET Ref No : INF/N-LIST/2021/1543 GSTIN. 24AAATI1480J1ZS.

> Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA इन्फोसीटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)

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Session: 2020-21



Information and Library Network Centre

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सूचना एवं पुस्तकालय नेटवर्क केन्द्र

(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2020/1543

Date: 2020-06-16 Invoice No.: NLIST/20-21/496 College GST No.: Not Available College GST State Code: MH [27]

Name and Address of Subscriber

To

The Principal

Shri Shivaji Science and Arts College, Chikhali

Buldana Chikhli

Maharashtra - 443201

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2020 to March 2021	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAATI1480J1ZS

TDS is not applicable on annual membership fee

Sincerely Yours



Ashok Kumar Rai Scientist-E(CS)

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N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2020-06-16 Receipt No: 204

Received with thanks from Shri Shivaji Science and Arts College, Chikhali, Chikhli, Maharashtra

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. 983265 Dated 2020-03-21 drawn on Bank of Maharashtra Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2020-21.

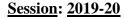
Rs. 5900

Sincerely Yours

For Administrative Officer(PA & F)

This receipt is valid on realization of Cheque and DD. Subject to Gandhinagar(Gujarat) jurisdiction only Online Printed Date: 2022-09-20 11:53:39 INFLIBNET Ref No: INF/N-LIST/2020/1543 GSTIN. 24AAAT11480J1ZS.

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(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2019/1543

Date: 2019-05-13 Invoice No.: NLIST/19-20/765 College GST No.: Not Available College GST State Code: MH [27]

Name and Address of Subscriber

To The Principal Shri Shivaji Science and Arts College, Chikhali Buldana Chikhli Maharashtra - 443201

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2019 to March 2020	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAATI1480J1ZS TDS is not applicable on annual membership fee.

Sincerely Yours

0.

Ashok Kumar Rai Scientist-E(CS)

--- Cut Here -----

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2019-05-13 Receipt No: 370

Received with thanks from Shri Shivaji Science and Arts College, Chikhali, Chikhli, Maharashtra

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. 063807 Dated 2019-03-27 drawn on Bank of Maharashtra Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2019-20.

Rs. 5900

Sincerely Yours

For Administrative Officer(PA & F)

This receipt is valid on realization of Cheque and DD. Subject to Gandhinagar(Gujarat) jurisdiction only Online Printed Date : 2022-09-20 11:53:14 INFLIBNET Ref No : INF/N-LIST/2019/1543 GSTIN. 24AAAT11480J1ZS.

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA इन्फोसीटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)

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Session: 2018-19



Information and Library Network Centre

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(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2018/1543

Date: 2018-04-23 Invoice No.: NLIST/18-19/674 College GST No.: Not Available College GST State Code: MH [27]

Name and Address of Subscriber

To The Principal Shri Shivaji Science and Arts College, Chikhali Buldana Chikhli Maharashtra - 443201

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2018 to March 2019	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAATI1480J1ZS TDS is not applicable on annual membership fee.

Sincerely Yours



Ashok Kumar Rai Scientist-E(CS)

--- Cut Here -----

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2018-04-23 Receipt No: 322

Received with thanks from Shri Shivaji Science and Arts College, Chikhali, Chikhli, Maharashtra

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. 063475 Dated 2018-03-23 drawn on Bank of Maharashtra Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2018-19.

Rs. 5900

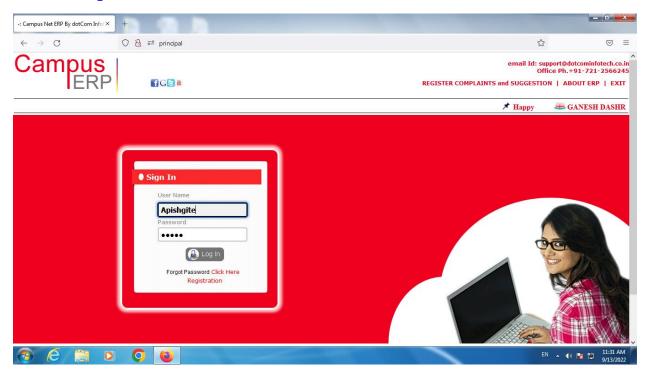
Sincerely Yours

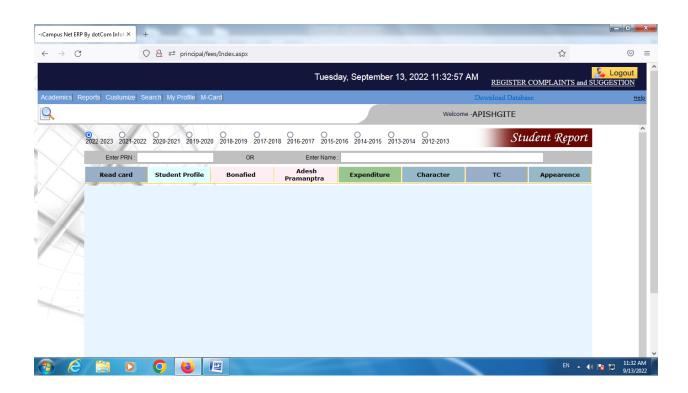
For Administrative Officer(PA & F)

This receipt is valid on realization of Cheque and DD. Subject to Gandhinagar(Gujarat) jurisdiction only Online Printed Date: 2022-09-20 11:52:10 INFLIBNET Ref No: INF/N-LIST/2018/1543 GSTIN. 24AAATI1480J1ZS.

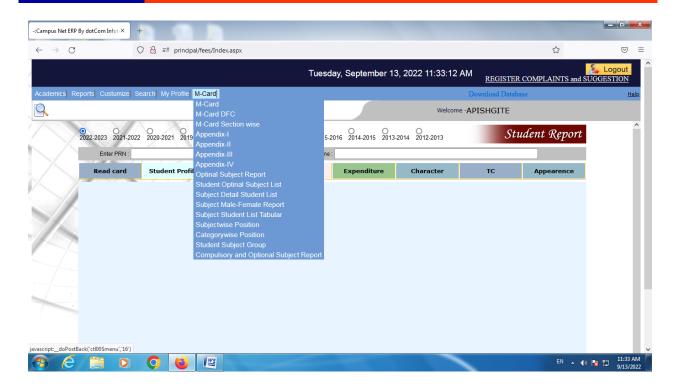
Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA इन्फोसीटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरत (भारत) Ph.: +91-79-23268000, Fax : +91-79-23268222, http://www.inflibnet.ac.in

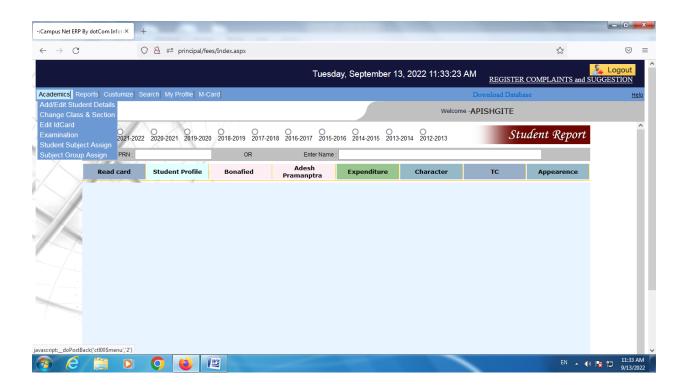
- 6. Screenshots of User Interfaces (Campus ERP, MIS, Maha-DBT, Examination & N-List)
- Campus ERP



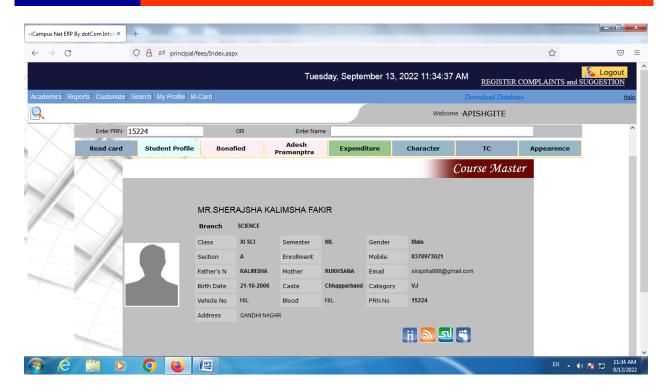


Strategy Development and Deployment [Qnm-6.2.2]

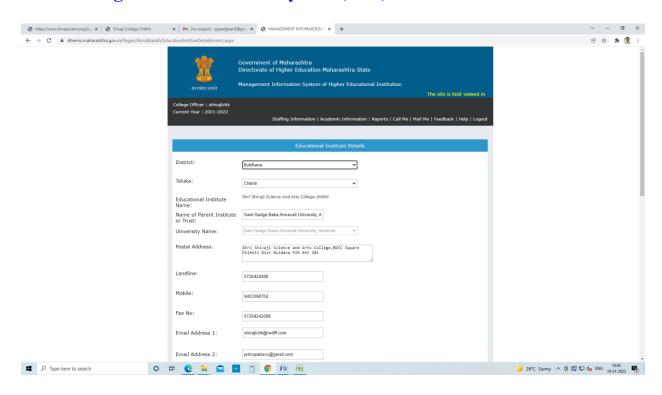


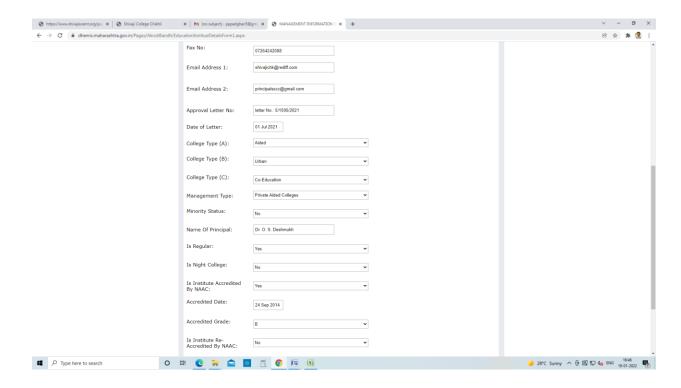


Strategy Development and Deployment [Qnm-6.2.2]

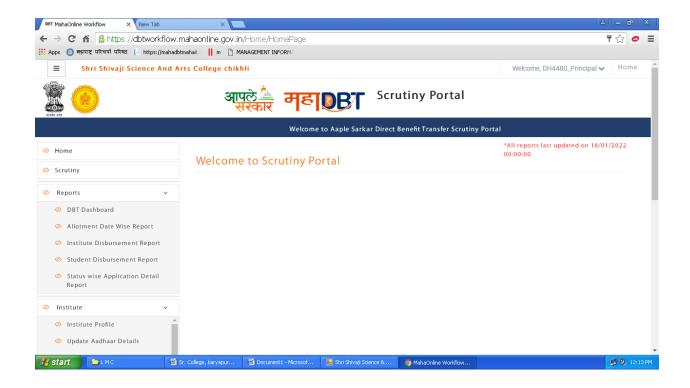


• Management Information System (MIS)

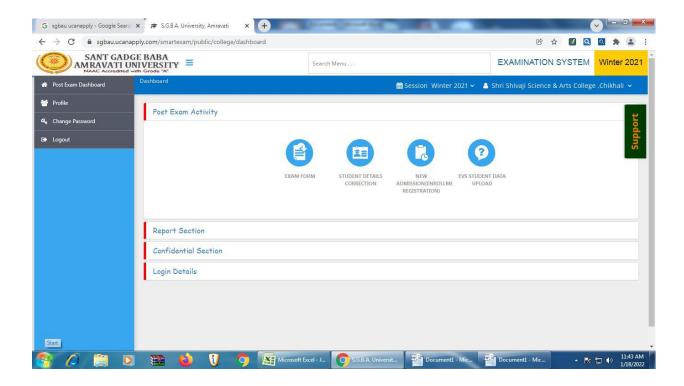




• MahaDBT (For Scholarship)



• Examination System



• N-list

