



Shivaji University Kolhapur affiliated,  
Shri Siddheshwar Shikshan Prasark Sanstha, Salgare

**Vitthal (Daji) Patil Arts, Commerce & Science  
Mahavidyalaya, Salgare,**

A/p.Salgare, Tal : Miraj, Dist : Sangli, Pin 416 418.  
Mob: 9970544740, E-Mail : vpacs468.cl@unishivaji.ac.in

Chairman **Shri.Tyagraj S. Patil** Mob: 9325684335

Estb: 2012



Ref. No.

Date :

## 6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

### **Anti-Ragging Committee:-**

Vitthal(Daji)Patil Arts,Commerce & Science Mahavidyalaya, Salgare has formed Anti-Ragging Committee. The committee looks after to prevent the harassment and possible criminal activities if occurred in campus. The principal, chairs the committee with senior teachers along with Nirbhaya and Police department as per guidelines provided by University Grant Commission (U.G.C)

Objectives: -

- 1) To provide the healthy atmosphere in the campus.
- 2) To prevent the ragging activities.
- 3) To strengthen the friendly relation among the students.

Measures undertaken to prevent ragging:-

- 1) Hon. Principal takes the review of anti-ragging committee once in a month and as per grievance, the problems are solved.
- 2) Institute takes the undertaking of students and parents while confirming admission in college. Strict actions are taken with police and Nirbhaya squad.
- 3) Ragging within and outside the campus is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

Monitoring Mechanism:-

- 1) Effective Monitoring is made with consultation with Block Development Officer of Miraj and Police inspector. The committee also includes the student representative.
- 2) The students are not allowed to enter in the college campus without having the identity card for maintain discipline in campus.



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3) The committee organizes programs on anti-ragging policies to create awareness among students.

4) The Anti-Ragging Committee can conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institutions or any member of the faculty or any member of the staff.

Actions to be taken against students for indulging and abetting rigging in the institute:-

1) Anti-Ragging Committee of the institution shall take an appropriate decision,

with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

2) Every single incident of ragging a First Information Report (FIR) would be filed without exception by the institutional authorities with the local police authorities.

3) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

i. Students are banned for attending suspension from attending classes:

ii. Rustication from the institute for the stipulated period.

iii. Cancellation of admission.

iv. Withholding/withdrawing scholarship/fellowship and other benefits.

v. Prevention from appearing in any test/examination or other evaluation process.

vi. Debarring from representing the institution in any regional, national or International meet, tournament, youth festival, etc.

Action Taken Report:-

The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time

E-Governance Policy

Vitthal(Daji)Patil Arts,Commerce & Science Mahavidyalaya, Salgare believes in bringing the technology not only in teaching-learning but effectively in administration and governance of the institution. The E- governance policy facilitates the IT policy of the institution.



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## Scope

The scope of the policy extends to the following areas:

### **General administration**

#### ■ Student Admission

Examination

#### ■ Library Services

Accounts and Finance

### **ICT Infrastructure**

To implement e-governance in all functioning of the institution in order to provide simpler and efficient system of governance to all stakeholders.

To provide transparency and accountability in all functions of the college.

To achieve and create a paperless work in the institution.

To provide easy and quick access to the information.

To provide ICT facilities to students, faculty and other stakeholders.

To make campus Wi-Fi enabled.

student admission and support such as admission, library and examination.

## Policy

The college will implement e-governance in all areas of operation such as academic and administration including academic departments, student admission, library, finance and accounts, teaching-learning and evaluation, support service centers etc. The policy is framed to make each and every function transparent and accountable.

## Web

The website is the key point for information to the stakeholders which will reflect the functioning of the institution. The website provides all information about activities, important notices, courses offered, admissions, upcoming events, circulars, IQAC, NAAC, departments, support services and upcoming events. For smooth functioning of this, the college has Website Vigilance Committee which monitors



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maintenance and update of the website on regular basis. The committee will also look for the changes according to the needs on the website. The college always seeks to showcase its remarkable achievements and activities through website.

Admission portal is made available on college website for transparency in admission process. It is strengthened by ethical practices and regulations of Shivaji University, Kolhapur. The guidelines for admission process are to be displayed on "the website including schedule of admission, counseling sessions, procedure for cancellation of admission etc. admission forms are uploaded on university web portal for securing online eligibility. The transfer certificate (TC) are sent through online mode for PG progression and other higher studies the admission fees/library/laboratory dues and other fees need to be collected through QR codes.

The office continues to maintain its account through Tally  
Mentorship for Integrated Development of Mentee"

Introduction:

Mentoring for improving the student's performance in every aspect is an integral part of Mentor-Mentee Scheme. Mentor role in understanding academic, economic, emotional, physical, social, spiritual competencies of the mentee and efforts for the integrated development all these aspects is very crucial for students' progression. It helps to focus on the weaknesses and strengths of the students and help them to achieve the educational goals.

Internal Quality Assurance Cell well developed mechanism of mentoring through Mentor- Mentee Scheme (MMS) for integrated growth of the students. At the beginning of academic year, the IQAC and MMS allot classwise mentors and mentees. The teachers collect mentee's personal, educational, socioeconomic, familial information. Mentors take periodic follow up of mentee development in order to understand their problems and try their level best to overcome them. The IQAC checks issues and arranges counseling sessions, special workshops/meetings with parents for effective mentoring mechanism.

**Aims and objectives:**

\* To improve in the academic performances of the students to accomplish educational goals.

To provide psychological counseling

Organization of career guidance sessions.

\* To solve personal, academic, economic, emotional issues

\* To create academic interest among mentees in teaching-learning process.

To create scientific approach among mentee.



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Key factors in mentoring programme:

Identification of Learners capabilities.

\* Socioeconomic status of mentees.

\* Understanding of the mentee's expectations.

Realization of intensity of mentees' issues.

Way out the mentees' issues in rational manner.

Role and responsibilities of mentor:

To collect mentee's information.

To organize mentor mentee meetings.

To provide all support to mentee for improving academic performance.

To pinpoint the mentees' issues/needs.

To be a proctor for mentees 's integrated development.

To promote mentees for curricular co-curricular extra-curricular activities.

\* To promote mentees for effective use of physical facilities of the College for overall development.

To understand strengths/weaknesses of mentees and guide them as per their needs.

Role and responsibilities of mentee:

To attend mentor-mentee meetings.



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IQAC drafted E-governance policy for implementation of E- governance in various administration and academic activities from academic year 2018. The policy has been approved by the College Development Committee.

In the context of the college, e-governance implemented as providing its stakeholders. The access the information and services as per need.

The college has insured uninterrupted internet connectivity with three connections of 100 mbps Wi-Fi facility

In the e-governance process various operations of the institute enabled deferent functionalities such as Administration, Finance and Accounts, Examination, Student admission and support, Library services, Teaching, Learning and Evaluation and Research and development.

Implementation of e-governance in area of operations:

► Administration: Feedback forms are conducted by using software, biometric machine used for verification, authentication of faculty, use of social media for administration.

Finance and Accounts: Admission receipt, Fee receipt and Audit document done with software.

Examination: Paper setting. University Question papers downloaded through SRPD.

► Student admission and support: Exam forms, Fee receipt, Hall ticket are generated from SUK software

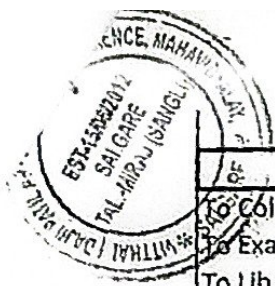




SHRI SIDDHESHWAR SHIKSHAN PRASARK SANSTHA SALGARE , SANCHLIT  
**VITHAL (DAJI) PATIL ARTS ,COMMERCE AND SCIENCE MAHAVIDYALYA SALGARE .**  
 A/P-SALGARE TAL-Miraj, Dist-Sangli. 416418.  
 RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2019.

RECEIPT	AMOUNT (Rs)	PAYMENTS	AMOUNT (Rs)
To Opening Balances			
Cash	24310.00	By Dena Bank	21353.73.00
		By D.C.C Bank	315630.00
To Annamat	210000.00	By Exp .University Exam Department	117000.00
To Dena Bank	2127441.60	By I -Card Account	38000.00
To D.C.C Bank	256450.00	By Travling Allowance	11800.00
To University Exam Department	304823.00	By Other Exp.	15854.00
To I -Card Account	13200.00	By Teaching & Non Teaching Allowance	1615470.00
To MHRD Account	1000.00	By Affiliation Fee	44600.00
To Lead College Account	22480.00	By Lead College Account	58825.00
To Admission Fee	4400.00	By Telephone Bill	12939.00
To Binafide Fee	4400.00	By Penlaty	2000.00
To Ashvamegh Fee	22000.00	By Dead Stock	118900.00
To E- Suvidha Facility Fee	22000.00	By Advertisement	41429.00
To Eligibility Fee	47250.00	By Book Expenses	13884.00
To Jimkhana Fee	35200.00	By Vijay Chemical	130000.00
To Internet Fee	44000.00	By Bank Charge	1484.60
To Labrary Fee	22000.00	By Stationary.	9400.00
To Magzine Fee	15400.00	By Eligiblity Fee	33930.00
To Proreta Fee	11000.00	BY Exam Fee	404502.00
To S.A.Fund	13200.00		
To Self Finance Unit	4400.00		
To Tution Fee	1436981.00		
To Youth Festival	11000.00		
To Other Fee	13200.00		
To Group Insurance Fee	11000.00		
	4677135.60		5181000.60





	4677135.60		5101000.60
To College Development Fee Account	22000.00		
To Exam Fee	382800.00		
To Lib Card Fee	20000.00	Closing Balance	935.00
	5101935.60		5101935.60

*2/10/21*  
**PRINCIPAL**  
VITTHAL (DAJI) PATIL  
Ans. Commerce & Science, Mahavidyalaya  
Salgare Tal. Miraj, Dist. Sangli



Deposited with  
State Bank of India  
Savings Bank

Free

Clerk  
VPACS Mahavideya  
Salgaonkar

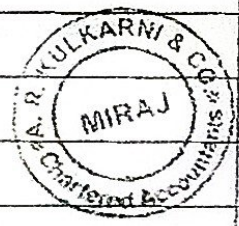
935 --  
953 --

21/12/19

PRINCIPAL

VITTHAL (D.A.) PATIL

75, Connaught Place, Mahavidyalaya  
Salgaonkar, Miraj, Dist-Sangli



For A. R. KULKARNI & CO  
Chartered Accountants

*[Signature]*  
Proprietor

M. No. 04/311



