Shree Chandulal Nanavati Women's Institute & Girls' High School's
(Since 1947)

MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to SNDT Women's University, Mumbai)
BEST COLLEGE (2018-2019)
Reaccredited with 'A' by NAAC for the 3rd Cycle (2016-2021)
Vallabhbhai Road, Vile Parle (West), Mumbai-400 056. **Contact: +91-22-4825 1722, 85915 90241**
E-mail: mnwcollege@hotmail.com ● Website: mnwc.edu.in

Chairman, Mg. Committee	Principal
Smt. Himadri S. Nanavati	**Dr. (Mrs.) Rajshree Trivedi**

Best Practices

I. **Title of the Practice:**

"**Digitized Administrative Institute**"

II. **Objectives:**

1. Turn Data into information and Information into insight.
2. Provide online services 24 X 7 to all stakeholders.
3. Efficient retrieval and process of data.
4. Reporting to concern departments become easy due to Fast and Better Communication.
5. Conducting Meetings and Training Programmes.
6. Online Fees through Internet Payment Gateway.

III. **Context:**

We have initiated Paperless Governance as Digitization has become an integral part of our day to day lives of common people. How can the Administrative educational set-ups afford to remain technology less in this e-global world? We deal with countless, limitless and endless flow of information, activities, data and processes, from miniscule to bulky size, on daily basis. Digitization is use of technology for processing, storing and utilizing information in digital format. The goal of a paperless office continues to be a much-accepted strategy in college offices, due to the rising popularity of digital document management system. Going paperless is greener option which is cost effective than using reams of paper. A paperless office uses less physical space when bulky filing cabinets are eliminated or reduced.

IV. **Practice:**

1. Effective & Smooth Administrative Execution.
2. Reporting to University, UGC, PFMS, NAAC, Director's Office, Joint Director's Office, etc. has become better and fast.
3. Student details and staff information is available at a click of button.
4. Customize integrated ERP System with detailed working and problem solving on each level of the institute right from:

Principal & Management
↓
Teachers & Various Departments
↓
Administrative Department
↓
Student & Parent

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5. Customized ERP Module as per the institutions need:

Student Life Cycle:	Administration Cycle:
- Admission Management	- Teachers ADMS & LMS
- Students Data Management	- Document Management System
- Fees Management	- Online Service Management System
- Examination Management	- Digital File Archive
- Learning Management System	- Event Management System
- Online Service Management	- Accounting Management System
- Attendance Management System	

Student Life Cycle:

Admission Management:

Online Admission through Mobile, Website, Desktop, Android App. Verifying and Approving online Specialized Subjects. Declaring Online Merit List, Admission Status and Notification to students for joining their Class wise WhatsApp Group.

Students Data Management:

Single window access to view, edit students' data online like student personal details, academic details, fees information, student performance, disciplinary records.

Fees Management:

Online fees collection through IPG. Providing Digital Fee Receipts to students. Fees Collections Reports and Pending Fees Statistics. Fees Management incorporated to Tally.

Examination Management:

Auto examination forms generated. Online ATKT Forms filled, Examination Hall Tickets Generated, Daily Exam attendance sheet.
Exam committee panel to handle exam related work. Online Collection Question papers through teacher panel and Question paper usage data analysis. Online marks fed by teachers. Individual and consolidated ledger marksheets generated.

Learning Management System:

Students can access through desktop, mobile, website and app where they can login quiz, online video sessions, study material is provided, lectures are scheduled online, notification and information provided to students. Students feedback is collected.

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Online Service Management:

Students single window access through desktop, mobile, website. Students can login for online admission form, online payment, digital fees receipt, join WhatsApp Group, can apply for online ATKT forms. Also, login for Learning Management System. Students can apply for duplicate I-Card, Marksheets, Bonafide, Transcript/Migration Certificate, Railway Concession, etc.

Attendance Management System:

Real time attendance automation through QR Code based Scannable Student ID Card and portable QR Code scanning device. Information system which allows Parents to check students' attendance real time, Daily Lecture schedule, Exam schedule, Study material at comfort of their home 24x7. Desktop Website + Mobile Website + Android Mobile App in name of College for Parent and Students. App notification & SMS to Parents or Students for Attendance/Assignments/ Activities/Important notices.

Administration Cycle:

Teachers ADMS & LMS:

ADMS (Activities Document Management System) gives online access to portal for data collection of the event/ workshops/ guest lectures/ other activities/ uploading photos/ certificates/ supporting documents and reports of all activities department wise and of individual teachers. Activities wise Reports in excel format and customized format as per requirement. Admin panel to check/edit/download activities data and supporting's.

Students can access through desktop, mobile, website and app where they can login quiz, online video sessions, study material is provided, lectures are scheduled online, notification and information provided to students. Students feedback is collected.

LMS (Learning Management System) Assignment, Quiz (MCQ & Subjective), Online Video link section, Study Material, Teacher login for assign/collect/track student progress on above features. Student login for LMS (Learning Management System).

Document Management System:

Customized Electronic Correspondence Management System in which all letters received and sent is executed through DMS Portal where all Inward & Outward letters are auto generated and the staff/ departments/ committees receives the correspondences remotely at one click of button through e-mail around the world 24 X 7 days. 100% adherence to deadline is achieved. Documentation is managed through digital archives due to which physical filing system has reduced. And has achieved almost 90% paperless environment which is the best example of cost saving as one rim costs Rs. 200/- into 14,000 to 15,000 rims were procured earlier which saved the cost approximately Rs. 25 to 30 Lakhs of institute p.a.

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Year	A/4 Size Rim Procured Quantity
2010-11	14291
2011-12	5707
2012-13	122
2013-14	113
2014-15	61
2015-16	59
2016-17	63

Year	A/4 Size Rim Procured Quantity
2017-18	200
2018-19	65
2019-20	16
2020-21	15
2021-22	131
2022-23	19
2023-24	26

Online Service Management System:

Staff is given online access by providing individual secured login ID & Password. By entering through login ID staff can access their received correspondence in personal and department wise just at a click of button. New appointed faculties are given link for DMS Registration further it is approved by office for their access. Salary Slip is Auto-Generated they can also access their all-service records e.g., their fixation forms, university approval, NOC received for their post, appointment letters, form no 16, updated leave record, PF record, ADMS, etc.

Digital File Archive:

Initiated Digital File Archive and optimized storage space, easy & fast search of any document, records, files with the option of advanced search. This was the excellent practice which helped us during pandemic period to access the entire office filling system online & execute/ manage daily routine work by referring any file from the home/ anywhere as and when requires the office execution. Digital filling system is customized as per the need of institutes which includes permanent records of institute, individual staff/ departments records, NAAC perspective criteria wise digital archives. Customized Multi Search option for instant search of any required documents.

Venue Booking System:

Customized online login system for **Booking of Venue** in which requisition for Seminar Hall, Conference Hall, backyard, ground, arrangements, no. of support staffs, duration of event is registered. Pop-up icon notification is viewed for every new booking. Due to which events do not clash and arrangements are managed smoothly.

Accounting Management System:

Customized centralize accounting system for managing the financial execution, maintained accuracy and control cost.

During pandemic period, we had initiated Internet Payment Gateway (IPG) for fees collection. Fee's structure has been uploaded on College Website. This enabled e-platform for students to pay their fee online 24/7 from any remote place in given prescribed time.

Initiated and prepared centralize stream wise necessary formats for Students Fee Schedule, Salary Individual File, and Salary Reconciliation Statement as per NAAC Data Template/NIRF/PFMS/Statutory

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Audit. All these formats are maintained in a soft format and has contributed towards eco-friendly measures of global warming.

Due to centralize accounting system all section of institute i.e., Aided/Unaided/Self finance Salary is managed through similar format due to which every staff of college Return filing of Income Tax has become mandatory.

Implemented the system to upload the consolidated accounts data on Google drive for departmental accounts data filling and given access to IQAC Committee. Initiated SOP of accounts for smooth functioning of aided, unaided and self-finance.

V. **The benefits of Digitized Administrative Institute:**

Eco friendly administration is a win-win formula for all the management, teachers, staff and students. As a result, MNWC has experienced that

- Productivity has increased.
- Storage space is optimized.
- Expenses have reduced.
- Staff can access from any location.
- Enhanced customer service.
- Improved disaster protection.
- Reduced environmental impact.
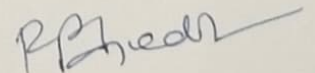
3 R's of Effective Office Administration:

At MNWC we follow 3 R's formula

- Reduce paper consumption & cost.
- Reuse single sided paper & used envelops.
- Recycled papers to be procured.

Conclusion:

The key outcomes of the action steps taken are as follows:

- Office execution runs effectively and smoothly.
- Student details and Staff information is available at click of button 24 X 7.
- Electronic documents are easily encrypted with excess control using password.
- An attempt to use Automation has enriched the administrative process. Office automation systems play an important role in facilitating communication, as well as flow of information and performance. This has also ascertained that digitization plays an important role in enhancing flexibility of institute.

Dr. (Mrs.) Rajshree P. Trivedi
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