

## **7.2 BEST PRACTICES**

# **Digitized Administrative Institute**

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MANIBEN NANAVATI WOMEN'S COLLEGE  
DOCUMENT MANAGEMENT SYSTEM (DMS)

Dashboard

**INWARD DOCUMENT**  
VIEW  
ADD

**OUTWARD MANAGEMENT**  
VIEW  
ADD

**PERMANENT DOCUMENT**  
VIEW  
ADD

**NAAC DOCUMENT**  
VIEW  
ADD

**SALARY SLIP**  
UPLOAD SALARY SLIP  
GENERATE SALARY SLIP

**BOOKING OF HALL & ROOMS**  
VIEW  
ADD

**ESR DOCUMENT**  
VIEW  
ADD  
ESR IMPORT  
EMPLOYEE WISE ESR IMPORT

**SETTINGS**  
EMPLOYEE  
EMPLOYEE USERNAME & PASSWORD  
DEPARTMENT  
DOCUMENT STORAGE LOCATION  
PERMANENT DOCUMENT TYPE  
ESR DOCUMENT CATEGORY  
NAAC CRITERIA

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Search | ENG IN | 12:50 PM 11/26/2024

dms.powerstudent.in/admin/view-inward-document.php?filterInwardNo=&filterFromDepartment=&filterSubject=&filterDocumentDate=&filterReceivedDate=&filterForwardedDate=&filterDeadlineDate=&filterSubmit=Apply

MANIBEN NANAVATI WOMEN'S COLLEGE  
DOCUMENT MANAGEMENT SYSTEM (DMS)

Dashboard

**INWARD DOCUMENT**

**DOCUMENT MANAGEMENT**

- » INWARD DOCUMENT
- » OUTWARD DOCUMENT
- » PERMANENT DOCUMENT
- » NAAC DOCUMENT
- » ESR DOCUMENT
- » ESR IMPORT
- » EMPLOYEE WISE ESR IMPORT

Inward No.

From Department

Subject

User Tag

Document Date

Received Date

Forwarded Date

Deadline Date

Apply
Reset

ADD NEW INWARD DOCUMENT
EXPORT

Search: 167

Inward No.	Document Letter No	Subject	From (Department)	User Tags	Document Date	Storage Location	Uploaded Document	Action
IR300	Afr.Ger/MNWC-008/2024-25/1677	Selection Committee for promotion from Academic Level 12 to 13A under CAS - Dr. Rekha Kaklotar	SNDT Women's University	dhanashree.joshi	20-08-2024	Record Room > 6 > IV > 18 Dr. Rekha Kaklotar	IR300-1.pdf 384.01 KB	<a href="#">View</a> <a href="#">Delete</a> <a href="#">Refresh</a>
IR297	167 शिवेपार्ले/म.नॉ.अ./कवि/898/2024	आगामी विधानसभा सांविधिक निवडणुके-२०२४ मतदान केंद्र स्थापित करणेबाबत	मवदार नोंदणी अधिकारी 167 शिवेपार्ले विधानसभा मवदार संचाचे कार्यालय	dhanashree.joshi	22-08-2024	Record Room > 14 > I > M/G 10 Election Duties Correspondance	IR297-1.pdf 273.20 KB	<a href="#">View</a> <a href="#">Delete</a> <a href="#">Refresh</a>
IR167	ज.क्र. 1614 / सपौअ/वावि/२४	मुंबयाच्या तपासाच्या अनुषंगाने खालीलप्रमाणे माहिती सादर	सहाय्यक पोलीस अफसर कार्यालय, जलनाथपट्टण	dhanashree.joshi, ujwala.padye	01-07-2024	Record Room > 14 > IV > Police	IR167-1.pdf 2.04 MB	<a href="#">View</a> <a href="#">Delete</a> <a href="#">Refresh</a>

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MANIBEN NANAVATI WOMEN'S COLLEGE  
DOCUMENT MANAGEMENT SYSTEM (DMS)

Dashboard

### OUTWARD DOCUMENT

Outward No.  Document Date  Subject  To Address

Search:

Outward No	Subject	To Address	User Tags	Document Date	Storage Location	Uploaded Document	Action
OR445	Proposal for the approval of CHB Teachers	Affiliation Section (Addl. Charge), SNDT Women's University, 1, N.T. Road, 3rd Floor, Churchgate Mumbai-400 020	dhanashree.joshi, keyaa.mukherjee	22-10-2024		OR445-1.pdf 358.16 KB	
OR423	Your Presence for CAS Interview of our Teacher	Dr. Sushma Ambadekar, HOD Chemistry, Professor, IY College Jogeshwari Mumbai 400060	dhanashree.joshi, keyaa.mukherjee	15-10-2024	Record Room > 6 > IV > 18 Dr. Rekha Kaklotar	OR423-1.pdf 252.83 KB	
OR422	Your Presence for CAS Interview of our Teacher.	Dr. Babita Shukla, Associate Professor, Shri. M. D. Shah Mahila College of Arts & Commerce, Mumbai	dhanashree.joshi, keyaa.mukherjee	15-10-2024	Record Room > 6 > IV > 18 Dr. Rekha Kaklotar	OR422-1.pdf 248.65 KB	

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MANIBEN NANAVATI WOMEN'S COLLEGE  
DOCUMENT MANAGEMENT SYSTEM (DMS)

Dashboard

### PERMANENT DOCUMENT

Document Name  Document Date  Permanent Document Type

Sub Head Type  Intra Sub Head Type

Search:

Document Name	Document Date	Permanent Document Type	Authored	Document File	Action
Audit Report 2016-17 to 2022-23	07-08-2024	Audit Reports > Senior Auditor Report	dms.admin	Audit Report 2016-17 to 2022-23-353.pdf 1.63 MB	
Assessment Report 2012-2013 to 2016-2017	19-12-2020	Audit Reports > Joint Director Assessment Report	dms.admin	Assessment Report 2012-2013 to 2016-2017.pdf 1.15 MB	
Assessment Report 2017-18 to 2022-2023	29-07-2024	Audit Reports > Joint Director Assessment Report	dms.admin	Assessment Report 2017-18 to 2022-2023.pdf 1.62 MB	

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dms.powerstudent.in/admin/view-naacdoc.php?filterDocumentName=&filterPDT1=4&filterSubmit=Apply

MANIBEN NANAVATI WOMEN'S COLLEGE  
DOCUMENT MANAGEMENT SYSTEM (DMS)

Dashboard

### NAAC DOCUMENT

Document Name:  NAAC Stage 1:  NAAC Stage 2:

Apply Reset

ADD NEW DOCUMENT

DOCUMENT MANAGEMENT

- INWARD DOCUMENT
- OUTWARD DOCUMENT
- PERMANENT DOCUMENT
- NAAC DOCUMENT
- ESR DOCUMENT
- ESR IMPORT
- EMPLOYEE WISE ESR IMPORT

Search:

Document Name	NAAC STAGE	Authored	Document File/Link	Action
2.6.3	2.6.3	dms.admin	2.6.3.xlsx 70.98 KB	
2.2 Extended Profile	2.2.2	dms.admin	2.2 Extended Profile.xlsx 9.50 KB	
2.1.1 & 2.1.2	2.2.1.1 & 2.1.2	dms.admin	2.1.1 & 2.1.2.xlsx 80.22 KB	
2.4.2. Ph.D.	2.2.1, 2.2 & 2.4.2	dms.admin	2.4.2.xlsx 24.11 KB	
2.1, 2.2 & 2.4.2	2.2.1, 2.2 & 2.4.2	dms.admin	2.1, 2.2 & 2.4.2.xlsx 27.70 KB	
2.1 B)	2.2.1(B)	dms.admin	2.1 B).xlsx 11.70 KB	
2.1 A)	2.2.1(A)	dms.admin	2.1 A).xlsx 20.87 KB	

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dms.powerstudent.in/admin/view\_hall\_booking.php

MANIBEN NANAVATI WOMEN'S COLLEGE  
DOCUMENT MANAGEMENT SYSTEM (DMS)

Dashboard

### BOOKING OF HALL & ROOMS

Date From:  Date Upto:

Apply Reset

ADD NEW BOOKING

BOOKING OF HALL & ROOMS

- VIEW
- ADD

Download Excel

Search:

REQUEST DATE	DATE	EVENT	DEPARTMENT	ROOMS	ROOM NUMBER	START TIME	BREAK DOWN TIME	ACTION
23-11-2024	29-11-2024	"The Rakshin Project".	NSS	hall	4.2	10:00 AM	12:00 PM	
22-11-2024	23-11-2024	NSS IBM Talk	NSS	hall	4.2	09:00 AM	23:00 PM	
16-11-2024	06-12-2024	eng drama and commerce department workshop	junior college	hall	4.2	13:00 PM	17:00 PM	

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MANIBEN NANAVATI WOMEN'S COLLEGE  
DOCUMENT MANAGEMENT SYSTEM (DMS)

Dashboard

### ESR DOCUMENT

Employee Code:  Employee Name:  ESR Document Category:  ESR Document Date:

Employee Code	Employee Name	ESR document Date	ESR Document Category	Document File	Action
10108	CHANDAN DUBEY	08-11-2024	Appointment Letter	101-845.pdf 185.25 KB	<input type="button" value="View"/> <input type="button" value="Delete"/>
10111	RAV/KUMAR RAI	08-11-2024	Appointment Letter	Appointment Letter.pdf 618.81 KB	<input type="button" value="View"/> <input type="button" value="Delete"/>
10112	PRAMILA KUNDER	08-11-2024	Appointment Letter	IMG_20240913_0001 (1).pdf 188.94 KB	<input type="button" value="View"/> <input type="button" value="Delete"/>
24	Swati Partani	29-10-2024	Pay Slips	24-229.pdf 101.41 KB	<input type="button" value="View"/> <input type="button" value="Delete"/>
23	Rita Chandarana	29-10-2024	Pay Slips	23-961.pdf 102.19 KB	<input type="button" value="View"/> <input type="button" value="Delete"/>

ESR Document Category dropdown menu items:  
 --  
 --  
 Annual Salary Summary  
 Appointment Letter  
 Approval  
 Employee State Insurance (ESI)  
 Form No. 16  
 Gratuity  
 Joint Fixation  
 Leave Records  
 NOC  
 Other Documents  
 Pay Slips  
 PF Records  
 Qualifications  
 Service Records

DOCUMENT MANAGEMENT

- » INWARD DOCUMENT
- » OUTWARD DOCUMENT
- » PERMANENT DOCUMENT
- » NAAC DOCUMENT
- » ESR DOCUMENT
- » ESR IMPORT
- » EMPLOYEE WISE ESR IMPORT

MANIBEN NANAVATI WOMEN'S COLLEGE  
INVENTORY MANAGEMENT SYSTEM (IMS)

IMS Dashboard

**PURCHASE**

Create Purchase Request  
View Purchase Page

**REQUISITION**

Requisition

**SETTING**

Create Inventory Item  
View Inventory Item

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