



Sheth T.J. Education Society's  
**Sheth N.K.T.T. College of Commerce  
and Sheth J.T.T. College of Arts, Thane**  
(Reaccredited by NAAC B+( 2.62), 3<sup>rd</sup> Cycle, ISO Certified: 9001:2015)

<b>Document Name</b>	STANDARD OPERATING PROCEDURES (SOP)
<b>Version</b>	V 1.0
<b>Document prepared by</b>	IQAC
<b>Document approved by</b>	Principal

**Copyright Information:**

© NKTT Degree College 2021, all rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical photocopying, recording, or otherwise, without the prior permission of NKTT Degree College.

This document is subject to change from time to time and hence only latest approved document shall be considered as a point of reference.

## TABLE OF CONTENTS

1	INTRODUCTION.....	3
1.1	Vision.....	3
1.2	Mission .....	3
1.3	Objectives .....	3
1.4	Quality Policy.....	4
2	Organization Chart .....	5
3	About us .....	6
4	Pedagogy - E <sup>2</sup> P.....	7
5	Operations Management.....	8
5.1	Pre-Admission .....	8
5.2	Accumulation.....	9
5.2.1	First Year Online process.....	9
5.2.2	Second Year / Third Year Online Process.....	9
5.3	Admission .....	10
5.4	Seat allotment.....	10
5.5	UID generation .....	10
6	COMMITTEES SOP.....	11
6.1	Examination committee.....	11
6.2	Students Grievance Redressal Cell .....	13
6.3	Discipline Committee .....	13
6.4	Attendance Committee .....	14
6.5	Anti-Ragging Committee.....	14
6.6	Learning Resource Centre.....	15
6.7	Gymkhana Committee.....	16
6.8	National Service Scheme.....	19
7	Administrative Services.....	22

# **1 INTRODUCTION**

The Sheth T.J.Education Society was founded in 1949. Since then, it has made significant contribution in the field of education. There are more than five thousand students who are being educated in the institutions run by the Society. A student admitted in the Montessori Class goes out with a degree either in Arts or Commerce or Post Graduate Degree in Commerce.

The college with the Commerce faculty was founded in August, 1990 to cater the educational needs of students passing the H.S.C. Examination from the Sheth N.K.T.T. Junior College, Thane. The arts faculty was added to the Degree College from the Academic year 1993-94, as there was a great demand for Arts Section.

Sheth N.K.T.T. College of Commerce and Sheth J.T.T College of Arts, permanently affiliated to the University of Mumbai is a multi-faculty institution of higher education that has more than 3500 students on its rolls, pursuing studies in several undergraduate courses. In addition, the college imparts instruction to students pursuing studies through *Yashwantrao Chavan Maharashtra Open University, Nasik*. The college also conducts contact sessions for student pursuing education through the Institute of Distance Education, University of Mumbai. The college has been Re-accredited with a B+ Grade (CGPA 2.62) by National Assessment and Accreditation Council (NAAC) - An Autonomous Institution of the University Grants Commission. The college encourages the all-round development of the students by providing them opportunities for participating in various co-curricular and extra-curricular activities.>

## **1.1 Vision**

Committed and Persuasive efforts towards Holistic Education.

## **1.2 Mission**

- To impart education based on values, justice and equality among students from all strata of society
- To enable students to grow intellectually, professionally and ethically throughout their lives.

### **1.3 Objectives**

- To encourage, spread and facilitate higher education among all sections of society in general and among Gujarati speaking community in particular irrespective of class, caste and creed.
- To mould their character, to make them good and responsible citizen.
- To inculcate the sense of discipline and develop a holistic approach among students.
- To develop students intellectually and socially.
- To sensitize realization of students' potential for excellence.
- To instill moral values and to mould students into excellent human beings.

### **1.4 Quality Policy**

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts shall impart education to the students and instil in them respect for values, justice, equality, ethics, social sensitivity, gender sensitization and environmental consciousness for the betterment of society and self through optimum utilization of available resources.

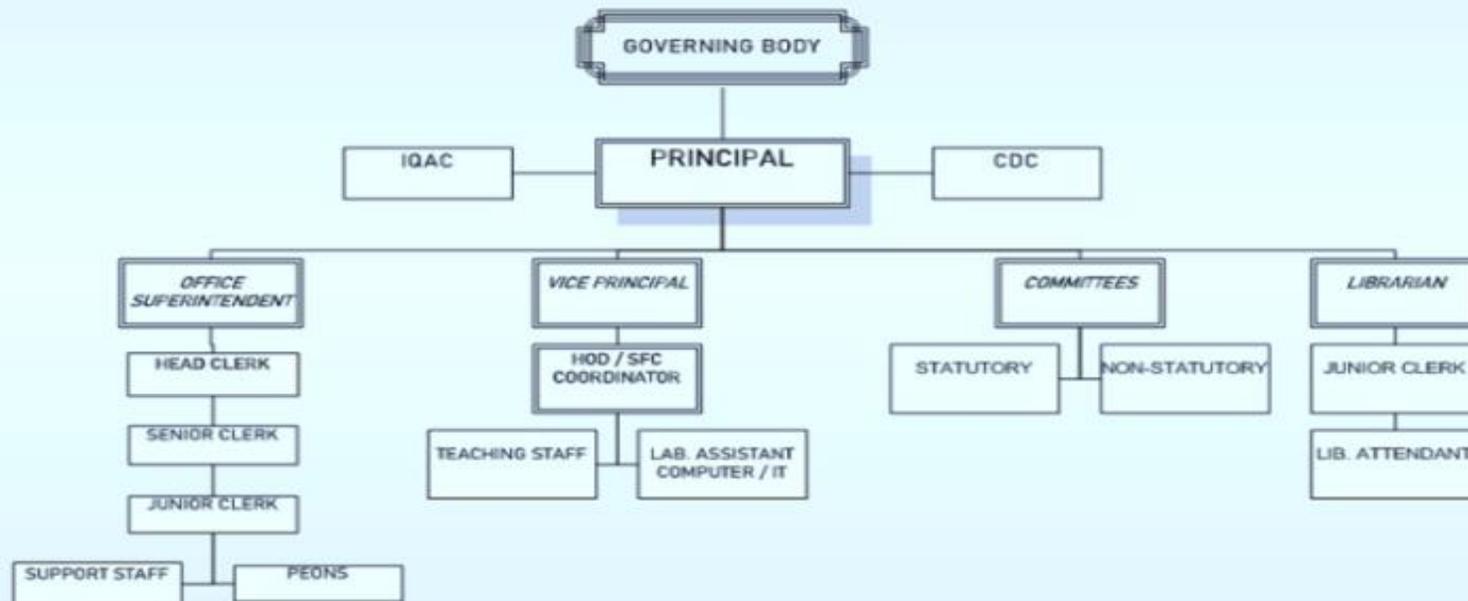
## 2 ORGANOGRAM



### Sheth T.J. Education Society's Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts.

(Reaccredited by NAAC B+ (2.62), 3rd cycle, ISO certified : 9001:2015)

#### ORGANIZATION CHART



*The above chart displays the operating structure of the institute. This structure is designed to manage the student life-cycle in a competent manner. This structure is subject to change considering the dynamic and evolving market of the domain. N.K.T.T. management reserves the right to modify the structure as and when required.*

\*IQAC - Internal Quality Assurance Cell  
CDC- College Development Committee

### **3 ABOUT US**

WE at N.K.T.T. College have committed ourselves to contribute our expertise in every possible way for the society. Our institute has been a symbol of trust since its inception, in transforming the education systems and revolutionize the quality of education to the generation of tomorrow. We are inspired by NAAC guidelines for enhancing our service delivery.

We understand the recent shift in paradigm has enhanced the focus on quality of delivery rather than just completing the section. Additionally, challenges during recent pandemic have brought forth a new set of evolved complexities.

Considering the then and current challenges, we committed ourselves to further evolve and align our strategies in lines with the overall student development while ensuring zero effect in delivery competencies.

## 4 PEDAGOGY - E<sup>2</sup>P - PENDING

Comprehending the role of quality in the coming time, we have re-engineered our services from normal education delivery to an exclusive and competent student life-cycle management. This life-cycle covers education delivery with smooth movement of student from different phases of the institute.

E<sup>2</sup>P stands for "entry to exit process". This module ensures and keeps a student in its prime area of focus at all phases of operation.

Right beginning from admissions to becoming alumni, the student flows from a variety of process. A high-level module is presented below for reference. *This is an intellectual property of NKTT Degree College and is meant to be used and followed within the institute.*

Each function in the institute is briefed on the module and is bound to operate as per E<sup>2</sup>P.

## 5 OPERATIONS MANAGEMENT

The operation activities are aligned to offer hassle free services and facilities to the students. The prime focus of E<sup>2</sup>P is to enable a competent student management lifecycle.

### 5.1 Pre-Admission

In this phase the preparations for new academic admissions are made. These preparations are associated with forming an admissions committee. This committee is responsible for ensuring guidelines of the University are adhered to and records are preserved. This committee follows the circulars/online module made available by the University/concerned authorities. The members of this committee may change from time to time considering the availability, occupancy and or association with the institute. The team here works on planning and designing the prospectus and other admissions related material approved by the Management.

### 5.2 Accumulation

During this phase, the University or Institute allows the prospect students to apply online for their admissions. This is regulated through cut-off or benchmark percentage for each stream.

Once the student registers updates and submits his/her profile, the system selects the students' basis the benchmark and other criteria's.

[On home page of college website](#)

5.2.1

First Year Online process

In the process of online admission, students seeking admission will have to follow three steps:

#### **Step 1 University Pre-admission form:**

Pre-admission form is filled, then students get User ID and Password through their mail id after paying Rs. 100.

#### **Step 2 Generate User Id and Password:**

By entering proper Mobile No., E-Mail ID, DOB & Class by students and after payment of Rs.100/- for admission form and prospectus, they will get the User-ID and Password on their registered E-mail ID.

### Step-3 College Pre Admission Form:

By using user id and password, they will have to fill admission form with personal details and upload following documents-

- 10<sup>th</sup> and 12<sup>th</sup> Mark sheet PDF
- 12<sup>th</sup> Leaving Certificate PDF
- JPEG of recent passport size photo (maximum size 50kb)
- JPEG of signature (maximum size 20kb)
- PDF / Image of **"Caste certificate"** (if applicable) – rename file with your **"NAME"**

How to apply?-Second Year /Third Year

- Visit [www.nktdegreecollege.com](http://www.nktdegreecollege.com) → click **"ONLINE ADMISSION"** → Refer the online form → Login via student ID as user name and password → Change one time password → Fill admission form PART 1 to 11 → Make payment through online gateway → Confirmed Admission.

#### 5.2.2 Second Year / Third Year Online Process

Students are requested to refer the updated admissions notice published for their admissions process. All admissions are subject to approval of eligibility criteria of University of Mumbai. If any circular received from university denying the admission, student's admission will be cancelled & the fees paid will be refunded.

- Go to college website:  
<http://nktdegreecollege.org/OnAd/Default.aspx?College=0> and complete the admission process
  - For SY – enter correct details w.r.t FY result
  - For TY – enter correct details w.r.t SY result
- After this, fill up MKCL form on the Digital University portal -  
<http://mumoa.digitaluniversity.ac> by using your PRN and password
- Admission will be confirmed after submission of all required documents along with copy of online application submitted to university portal after opening the college
- Contact details of faculties will be published on the notice board for assistance.

5.3

### **Admission**

Once the system shortlists / selects the student, the portal / college notifies the student about their admission process. The students are requested and instructed by the portal to follow the steps and confirm their admission on or before the deadline. Also other than online admissions sourcing, the institute reserves few offline seats as well for ensuring entry to those who couldn't apply through online portal due to any reason.

**NOTE:**

- **All admissions are provisional**
- **Admission will be confirmed only after submission of hard copy of document**

5.4

### **Seat allotment**

Once the admissions are recorded, the institute aligns them as per the quota / space. Once they reach the threshold, the closure of admissions is announced and seats are allotted to the students.

5.5

### **UID generation**

Post allotment, a unique ID is generated to identify the students through various phases of the operations. This ID is assigned to each student whose admission is confirmed. All future retrievals pertaining to data or to track student progress relies on this UID.

## **6 COMMITTEES SOP**

The college comprises of different committees to liaison between learners and administration. These committees are formed, approved and revised from time to time. Each committee has a convener and members to carry out the proceedings. Formation of any committee and its composition is subject to the Principal and IQAC Coordinator's approval.

The approved and active committees are mentioned below:

### **6.1 Examination Committee**

#### **1. STUDENTS' REGISTRATION & GENERAL INSTRUCTIONS**

- All students are registered on the examination software only after the completion of enrollment process
- Students have to report about changes/corrections (if any) regarding their name/credentials
- Students with Physical/ Visual / Learning Disabilities (LD) have to submit necessary documents along with an application at beginning of the academic year

#### **2. ATKT EXAMINATIONS**

- Check website for notice uploaded under the Examination tab
- Fill online form
- Make online payment
- Check Timetable uploaded on website
- Check PDF of students eligible for ATKT examinations uploaded on website
- Download and print Hall tickets uploaded on website

#### **3. INTERNAL EXAMINATIONS**

- Check Timetable uploaded on website
- Check subject wise list of absent students uploaded on website

- Additional examinations would not be conducted if a student remains absent for internal examinations

#### 4. REGULAR SEMESTER END EXAMINATIONS

- Check Timetable uploaded on website
- Download and print Hall tickets uploaded on website
- If a student remains absent due to medical problem/emergency, application addressed to the principal and medical reports should be submitted to the Examination Chairperson within three working days.

## **6.2 Students Grievance Redressal Cell**

This cell is setup to help Faculty and Staff by accepting and solving grievances in matters directly affecting them, either individually or as group.

Grievance Redressal Mechanism:

1. The cell will entertain both, written and signed complaints received through e-mails addressed to the institution.
2. Stakeholder having grievance, may approach Grievance Cell for guidance, if need be.
3. The written complaints, received through proper channel, are to be entertained submitted to the Cell.
4. The Cell shall fix date for hearing the complaint.
5. The Cell will submit its recommendations, if any, to the concerned Authority for suitable action or a possible redressal.
6. Results of the meeting to be communicated to the student.

## **6.3 Discipline Committee**

The committee will ensure that students obey rules and remain orderly and peaceful in pursuant of educational objectives/goals in the college campus. It shall be the duty of the Discipline Committee to ensure compliance with provisions of UGC Regulations on curbing the Menace and Indiscipline behaviour in the campus as well as to monitor and oversee the performance of the Disciplinary Squad in the prevention of in-disciplinary activity in the institution.

Additionally, this committee has to: -

- Consider the formal cases of indiscipline along with necessary documentation
- To recommend the action to be initiated depending upon the case

## 6.4 Attendance Committee

This committee monitors the attendance of students, so that they maintain “**minimum 75%**” mandatory attendance throughout the academic year in order to appear for the examinations. This committee also observes University directives and communicate through mentors to learners and PTA to parents.

### **Activities:**

- Calculate attendance - Total days - x and total days a student is present is y, percentage of attendance is  $[y/x*100]$
- Collect monthly and term-wise the defaulters' details from the subject teacher's class/ division wise
- Display defaulters list on notice board.

## 6.5 Anti-Ragging Committee

The College has constituted the Anti-Ragging Committee to prevent the incidents of ragging within college premises and establish and maintain healthy interpersonal relation among the students. During orientation programs and under continuous mentoring system, students are made aware about rules of discipline including rules, regulations and guidelines on code of conduct and anti-ragging measures.

- Consider the complaints received from the students, if any, and redress the same with by inflicting necessary punishments and rehabilitation of victims
- Arrange activities like webinars/guest-lectures and/or competitions such as essay writing, slogan writing, poster making etc. In order to create awareness among students on the issue of anti-ragging
- Conduct internal meetings as and when required for effective implementation of objectives
- Comply with the norms, if any, as desired by the Competent Authorities.

## 6.6 Learning Resource Centre

Library functions as a central repository to the access the learning and reading materials for the students.

### Features:

- SOUL 3.0 LMS for records
- Student enrolment supported with book inventory [between working hours 8:00am - 5:00pm]
  - ID card
  - Admission fee receipt / online fee receipt
- Students are required to adhere the guidelines at all time
- Library updates are communicated through various platforms such as College website, Notice board
- Multiple schemes are made available for ease of access and convenience [refer library notice board]

## 6.7 Gymkhana

### Students' Organizing committee:

- The applications are invited to become a member of Gymkhana committee from the students. A meeting of new members is conducted and students select the Secretary, Joint secretary and treasurer of Gymkhana committee.
- The planning of interclass competitions is done by the organizing committee.
- Committee members ensure proper handling, maintaining of sport equipment and collecting back of issued material from students.

### Budgeting:

- Annual budget is prepared by the gymkhana committee along with students' representatives at the beginning of the year after considering equipment already in stock.
- After preparation of budget, it is submitted to the authority for sanction.

### Purchase of Equipment:

- Prepare a list of equipment to be purchased as per requirement.
- Invite quotations from different sports shops/ vendors through college office.
- Select appropriate quotation and place purchase order to the vendor after finalizing the terms of purchase with the help of purchase committee.
- Verify equipment received from the vendor and confirm the specifications as per the Purchase order.
- Store the purchased equipment at designated place.

### Maintenance of Infrastructure and Equipment

- Adequate lighting, ventilation and sanitation is ensured for the gymkhana.
- Regular cleaning/ mopping of gymkhana is done by housekeeping staff.
- Need based maintenance is done for sport equipment.

- The college ensures maintenance of computers and printers.

#### Stock verification:

- Physical stock verification of all gymkhana and sports facilities is taken at the end of academic year.

#### Coaches

- The authority identifies appropriate coach considering qualifications, experience, work ethics and other terms and condition.
- The coaches are appointed for coaching the students.

#### Sports equipment for regular use:

- equipment which will be used for regular activities in the college.
- Student entering in the gymkhana, sign the register mentioning their details.
- Use of equipment by the students against submission of Identity card and signing the register.
- Student are allowed to take the equipment out of college premises with proper permission.

#### Interclass Competitions and Selection Trials:

- The notice for interclass competition is displayed on the Gymkhana notice board and published on college website as well as circulated in the classroom.
- Interested students enroll themselves for participating in various sport events.
- Any bonafide student can participate in the interclass competitions.
- Committee members/Referee is briefed regarding the rules of the interclass competitions.
- Winners of interclass competitions are noted down and selected for college teams at the university level.
- The winners are awarded with certificates and medals/Trophies.

#### University/State level competitions:

- The University sports calendar is communicated to the students by displaying on the notice board and college website.
- Trial round is conducted by the respective coaches for selected students in interclass competitions.
- Entries of selected students are sent to the university for various event.
- Practice sessions for university events are conducted by coaches.
- Sport wears and equipment's are made available to students as per university requirement. Sportswear is retained by the students.
- Travelling Allowance and Dearness Allowance are provided to participating students as per the University rule.
- The achievement of winners is recognized and awarded by the college.

## 6.8 National Service Scheme

The National Service Scheme is a value-based youth programme aimed at developing the personality of our educated youth by involving them in community development during their leisure hours by organising various programs. National Service Scheme was introduced by the College in 1992.

### Objectives:

- To understand the community in which they work
- To understand themselves in relation to their community
- To identify the needs and problems of the community and involve them in problem-solving
- To develop among themselves a sense of social and civic responsibility
- To utilize their knowledge in finding practical solutions to individual and community problems
- To develop competence required for group-living and sharing of responsibilities
- To gain skills in mobilizing community participation
- To acquire leadership qualities and democratic attitudes
- To develop capacity to meet emergencies and natural disasters and
- To practice national integration and social harmony

### Motto:

The Motto of NSS "Not Me but You", reflects the essence of democratic living and upholds the need for self-less service.

### Enrolment:

- The National Service Scheme of the college has two units having strength of 200 volunteers sanctioned by University of Mumbai.
- The applications are invited from the students interested in community services.
- The meeting of students who submitted application conducted by program officer and interviews are taken to test whether students are really interested in doing work in NSS.

- Final list is prepared and send to University of Mumbai.
- The Programme is for two years. The scrutiny and Evaluation are organized by District/Area Coordinator for the work /Projects completed by the students.
- The list of those students completed minimum 120 hours in different projects during the year will be forwarded to Director, NSS for verification for the grant of benefit of 10 grace marks in the examination.

#### Resources to conduct Activities:

The grant to conduct regular activities and Special Camping Programme receiving from the University of Mumbai, But the grant received for Special Residential Camp is not sufficient to conduct the camp at Adopted Area and therefore College/ Management provided the assistant for the smooth conduct of Special Camp and Activities in the Camp

#### Programmes:

There are two types of programmes - the Regular Activity Programme and Special Camping Programme. The Regular Activities are organized throughout the academic year and the Special Camping Programme, which is organized at the adopted village for seven days, these programmes are planned and executed in the light of guidelines framed by the Central and State Governments, with the view to develop the personality of the students and to develop the community at large.

#### Regular Activities

##### A. Environment Enrichment Programs

1. Tree Plantation
2. Anti-plastic campaigns.
3. Waste Management Programme
4. Rainwater harvesting.
5. Conservation of Power

**B. Health and Hygiene Awareness Programmes:**

1. Anti – Drug Campaign.
2. First – Aid Training Programme
3. Blood – Donation campaign
4. AIDS Awareness Programme.
5. Organ Donation Campaigning
6. Oral Health check-up
7. Health and Nutritious diet
8. Medical camps
9. Immunization Programme
10. Street play on Health Awareness

**C. Educational Programmes**

1. Development of Library in Adopted Area
2. Self Defence Training
3. Computer Literacy programme
4. Consumer Awareness Programme
5. Voters Awareness
6. Human Rights Awareness Programme
7. Career Guidance Programme
8. Traffic Awareness Programme.
9. Value Education Programme
10. Personality Development & Leadership.
11. Stress /Disaster Management Programme.
12. Energy Conservation Programme.
13. Preparation of Competitive Examination
14. Road Safety Program

## 7. Administrative Services

Sr. No.	Office services to students	Procedures
1	No Objection Certificate NOC	To get No Objection Certificate from the college office, students have to write an application or request letter to issue NOC mentioning the reason. Normally, NOC is required for admissions, for that students have to apply for NOC on paper and attach their all marksheets Xerox copy. Students have to pay Rs.20/- to Office verification of application and documents. Staff concerned prepares NOC and issue to the student during three days.
2	Transfer Certificate T.C.	Students seeking admission to other college needs Transfer Certificate. To avail the T.C. from the college, students' needs to apply through their respective new college T.C. Application form duly filled and signed by respective authorities along with XIIth Leaving and all exam marksheet Xerox copies. After verifying the application and document student have to pay Rs.100/- for T.C. charges. After payment, college staff verifies the document and prepares T.C. on University site and also print their Enrollment Eligibility. T.C is sent to the respective college during 8 days
3	Bonafide Certificate	To get Bonafide Certificate for Scholarship, Education Loan, Bus Pass, Railway Pass etc student have to apply with valid reason along with Xerox copy of Fee Receipt and I.D. card. After applying for Bonafide Certificate student have to pay Rs.20/- as Bonafide Charges at College Cash Counter. After verifying the student's data college staff issues the Bonafide to the student within 2 days.
4	Transcript	Academic <b>Transcripts</b> are among the most important documents <b>needed</b> to apply for admissions in colleges for higher education both nationally and internationally. Usually, a <b>transcript</b> covers educational history of the student in the <b>college</b> . An official <b>transcript</b> is given in printed form. To apply for Transcript student, have to submit one handwritten application with all their details i.e., name, address, mail id, contact number and their last attended year, reason for Transcript, name of university applying for and the name of course. Along with application all the Xerox copies of marksheets should be attached. After verification of application and document at college counter students have to pay Rs.1000/- at cash counter. After verification of all the documents, transcript is issued from office after 10 to 15 days from the date of application.
5	Duplicate Fee Receipt	Most of the time when students lose their original fee receipt of the college then they have to apply for the same with handwritten application at college counter. Concerned clerk verifies it and after information students have to pay Rs.50/- at cash counter only. Student gets Duplicate Fee Receipt i.e. fine receipt.

6	Duplicate Identity Card	If student lose their I.Card then student should write an application along with FIR copy and submit the same at college counter. College staff verifies it and give their remark and student have to pay Rs.50/- at cash counter. After 10 days student gets his/her Duplicate I Card.
7	Private Scholarship	<p>Many Private Organizations/educational trusts offer scholarship to needy students who are financially weak so the students come with any Private Trust application /form along with Original Fee Receipt .Office staff fills the necessary information and after duly signed by authorities Student gets the application /form the next day.</p> <p>Once the application/form is endorsed by the college authorities the student gets the benefit of private scholarship.</p>
8	Bus Concession	Students should produce their I.Card and duly filled Bus Concession Form from Bus Stand (Office). After verifying all the details on the form college stamp and authority signature are given. On presenting the complete form at the bus stand the student gets the bus concession.
9	Railway Concession	Those students who are residing at out of station can apply for Railway Concession from the residing station to the college station. The students have to produce their current I-Card and Railway Concession Pass. After verifying documents, requisite information on railway concession form duly signed by Authority and stamp is issued to student. On presenting the complete form on the station counter, the student gets concession in railway fare.

॥ विद्या विनयेन शोभते ॥

SHETH T. J. EDUCATION SOCIETY'S

**SHETH NANJIBHAI KHIMJIBHAI THAKKAR THANAWALA COLLEGE OF COMMERCE &  
SHETH JAYANTILAL TRIBHOVANDAS THANAWALA COLLEGE OF ARTS**

Kharkar Ali, Thane (W) - 400 601

A Linguistic Minority Institute, Recognized under 2(f) and 12(b) of the UGC act 1956

Tel.: 25431119, Website : [www.nktdegreecollege.org](http://www.nktdegreecollege.org) Email:- [nktdg@yahoo.co.in](mailto:nktdg@yahoo.co.in)

Re-Accredited by NAAC with CGPA 2.62, B+ Grade (3<sup>rd</sup> Cycle)

ISO 9001: 2015 Certified

Dr. DILIP M. PATIL

M.Sc. Ph.D.

PRINCIPAL

**POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS**

**Preface:**

The strategy on offering monetary support to the teaching staff to attend international/national/state/university and college level conferences/workshops organized towards registration fees and membership fees of professional bodies.

**Objectives:**

- To support the teaching staff to promote teaching-learning, research and governance through participation in conferences and workshops.
- To encourage the teaching staff for presentation of research papers in conferences and workshops.
- To help the teaching staff obtain opportunities for discussing the developments in the area, emerging challenges and future perspectives in their fields of interest

**Forms of Financial support:**

- Registration fees for participating in workshops, seminars and conferences.
- Enrolling for a professional development course.
- Traveling and accommodation allowances in case of outstation seminars, workshops, conferences and Faculty Development Program.
- Membership fees for professional bodies.
- Publishing Research papers in journals.

**Procedure:**

The teachers required to follow the procedure to availing the financial support as follows:

- The teacher should submit the application through Heads of the Department/Convener of the committee for granting permission for participating in the workshop/seminar.
- Principal depute the teacher for attending the seminar or workshop.
- The teachers should submit receipt and certificate of participation.
- The amount is reimbursed through signing on voucher after approval by the principal.



Vision: Committed and persuasive efforts towards holistic education

  
Principal  
SHETH T.J. EDUCATION SOCIETY'S  
SHETH N.K.T.T. COLLEGE OF COMMERCE &  
SHETH J.T.T. COLLEGE OF ARTS, THANE (W)

## e-Governance Policy

### Policy Statement:

The primary objective of E-Governance Policy is to implement e-governance in various areas of operations of the institution for better efficiency, transparency. It shall apply to the areas of Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

### Objectives:

- To install user-friendly software's solution to automate various functions of institution.
- To provide a simple and efficient system of governance within the institution and stakeholders.
- To make available Internet Facility on campus.
- To develop and upgrade college website.
- To make Classrooms ICT Enabled.
- To make an automated Learning Resource Centre.
- To provide easy and quick access to information
- To achieve and create a paperless environment.

### Administration:

- Biometric is used by Administrative Staff and Teaching Faculty to record and track Attendance.
- Administrative Office uses CAS software for generation of TC/ Bona fide Certificate.
- For digital communication, whatsapp/emails are used for real time information sharing with parents, students and staff about circulars, holidays and other information.
- Administrative information is uploaded on the college website.
- Convenient and smooth process, administration of the college is made paperless by making use of Technology.
- CCTV Cameras are installed in classes and at various places in the campus.

### Finance:

- Customised CAS software is installed for maintaining students records and Fee receipt generation.



Vision: Committed and persuasive efforts towards holistic education.

  
PRINCIPAL

SHETH T. J. EDUCATION SOCIETY'S  
SHETH N.K.T.T. COLLEGE OF COMMERCE &  
SHETH J.T.T. Sr. COLLEGE OF ARTS, THANE (W)



**SHETH NANJIBHAI KHIMJIBHAI THAKKAR THANAWALA COLLEGE OF COMMERCE &  
SHETH JAYANTILAL TRIBHOVANDAS THANAWALA COLLEGE OF ARTS**

Kharkar Ali, Thane (W) - 400 601

A Linguistic Minority Institute, Recognized under 2(f) and 12(b) of the UGC act 1956

Tel.: 25431119, Website : [www.nkttdgreecollege.org](http://www.nkttdgreecollege.org) Email:- [nktttdg@yahoo.co.in](mailto:nktttdg@yahoo.co.in)

Re-Accredited by NAAC with CGPA 2.62, B+ Grade (3<sup>rd</sup> Cycle)

ISO 9001: 2015 Certified

**Dr. DILIP M. PATIL**

M.Sc. Ph.D.

PRINCIPAL

- Software is updated and upgraded to the latest version from time to time.
- The Financial statements of the institution are maintained and generated through Tally ERP software.
- All payments/transactions are encouraged through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Training is provided to new as well as existing staff on updated versions of software
- Advanced Excel is used for Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, and Provident Fund.

**Student Admission and Support:**

- **Adme** software is used to manage all student data including application for admission for various programme and payment of fees
- College website is updated for real time and sharing information
- Online Registration of Alumni on college website.
- Share Digital Brochure, video, social media posts on programme details, schedule of admission facilities during admission time.
- Teach Us App to deliver online lectures.
- Integrated library management services are provided through SOUL 3.0.

**Examination:**

- RESO software is used for online application, generation of hall tickets and declaration of result.
- Examination related notices and scheduled are uploaded on college website.
- Teach Us Application is used to conduct online Examination.
- The Examination process is regulated by the University thus e-governance policy of the University is adopted in this regard.

**Procedure:**

Various vendors are identified as per requirements and called for demonstration as well as quotations then comparative statements with unique features are prepared, shortlisted and procured the necessary support to promote and practice e governance.



  
Principal

SHETH T. J. EDUCATION SOCIETY'S  
SHETH N.K.T.T. COLLEGE OF COMMERCE &  
SHETH J.T.T. Sr. COLLEGE OF ARTS, THANE (W)