

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY PUNE

(UG & PG DEGREE PROGRAMME)

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ANNUAL E-GOVERNANCE REPORT

E-Governance is the use of information and communication technologies is a need of an hour in today's world of education, which provides user services, to improve work efficiency and transparency.

MSIHMCT Pune is in the forefront to keep pace with the recent applications of the e-governance. Faculty members use latest technological advancements in the delivery of the courses.

A well-equipped computer lab and Wi-Fi campus support smooth functioning of the institute.

• **Planning and Development**

- Official communication with all the stakeholders i.e. industry, parents and students regarding visits, seminars, workshops, FDP's, events invites etc. are communicated via emails.
- Communication through emails to all Government agencies
- Proactive disclosure of important information on its web-page,
- Usage of google classrooms
- Dedicated WhatsApp group for each class has been created for sharing orders, information's, direction and discussions on a common platform.

• **Administration**

- Supervision of various scholarship schemes,
- Maintenance & disclosure of comprehensive information on its web-page,
- Development of ICT based infrastructure in the College,
- Wi-Fi campus and biometric attendance system,
- Partially computerized office and academic departments,
- Conduction of seminars/workshops/trainings on digital literacy,
- Organization of computer awareness programs,
- Management of e-resources in library,
- Issuance of salary slips,
- Disbursement of EPF
- Salary payment to employees through net-banking,
- Management of College web-site (www.msihmctrs.in),
- Promotion of Cashless transactions & payments





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Management & Catering Technology
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• Finance and Accounts

The payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Below are some of the major assignments being performed digitally at Institute level-

- All kind of payments including salaries to staff-members,
- Online payments for all purchases through NEFT/RTGS
- Online payment of examination and admission fees,
- Pay bill preparation & management of various scholarship schemes,
- Disbursement of salary slips & accounting of EPF,
- Disclosure of audited report and budget on its web-page.

All the accounts are being maintained in nationalized banks with maintenance of proper ledger at Institute level.

• Students' Admission and Support

Entry level admission to BHMCT & MHMCT courses is carried out through online process which is managed and regulated by the CET Cell Government of Maharashtra through its website – www.mahacet.org.

Activity include

- Disclosure of admission rules/schedule on web-page,
- Verification of documents, payment of fees & other admission formalities.
- Admission related data management through CET cell website.
- Management of different scholarship schemes for students.
- Students-centric information on web-site.
- Wi-Fi campus & Availability of internet/e-resources in library,
- Conduction of computer awareness/digital literacy programs for students.
- ICT based teaching in smart class-rooms, and

• Examination System

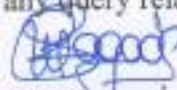
The institute is affiliated to Savitribai Phule Pune University.

The affiliated University publishes the schedules related to examination which include filling up of examination forms by students, publishing of exam schedules, online declaration of results. The institute receives an online link from SPPU to download and print question paper half an hour prior for the theory examination on their official portal.

The digital features of exams include.

- Online filling of exam forms, fee payments and issuing of hall tickets.
- Online marks entry system on SPPU official portal.
- Online grievance system of SPPU to support students for any query related to examinations.




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