Regn. No.: Mah 126/06/NGP Dt. 23.2.06 B.P.T. No.: F-22169 / NGP Dt. 13.2.07



# K.D.M. Education Society

103, "KDM House", Kachipura, Ramdaspeth, Nagpur-440 012
Tel: 0712-6639421 Mob.: 9370915346
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Ref No: KDM / 2 D2:1-22 | 33.

Date: 18 08 22

# APPROVAL OF E-GOVERNANCE REPORT

During the meeting of governing body members of KDM Education Society, Nagpur held on 18<sup>th</sup>August 2022, 11 am at KDM Education Society office, Ramdaspeth, Nagpur under the honorable chairman, the governing council approved the e-governance report of Vidarbha Institute of Technology.

Secretary SECRETARY



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# Report on implementation of E-Governance policy at institutional level

#### Preamble

E-Governance policy highlights the importance of Smart Governance for improving the internal organizational processes. The policy helps in achieving efficacy in various operations of the institution in an integrated manner ensuring clarity in different functionalities like E-administration, E-services related to Finance, Accounts, Student Admission and Support, Examination, Library and for the direct involvement of stakeholders in administrative and decision-making process. It aims at planning and facilitating any infrastructure for the deployment of cutting edge applications and deployment of solutions for seamless administration of the institute.

# Objectives of implementing E-Governance Policy

- 1. To enhance good governance in the Institution by attaining efficiency in the organizational processes through effective participation, transparency and
- 2. To promote paperless administration.
- 3. To provide easy access to information facilitating electronic mode of communication amongst all departments and stakeholders of the institution.
- 4.Implementation of E-governance in various functioning of the institution
- 5. Achieving efficiency in overall functioning
- 6. Promoting transparency and accountability
- 7. Achieving paperless administration of the institution
- 8. Facilitating online internal and external communication between various entities of the institution
- 9. Providing easy access to information
- 10. To maintain the Data on a secure environment.

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#### **Policy Statement**

VIT shall adopt E-governance to enhance good governance by enabling quick and transparent integration of internal organizational processes, promoting participation of all stakeholders, for the continuous advancement and global recognition of the institution.

#### Areas of Implementation of E-Governance

- 1. Administration
- 2. Finance and Accounts
- 3. Website & Social Media
- 4. Student Administration including Hostels
- 5. Examinations
- 6. Communication System
- 7. Library
- 8. Payment Systems
- 9. Placements and alumni system

#### Benefits of E-Governance

E-governance is an important tool to the governing body of the institute. In general, it provides following advantages to the administration:

- 1. Empowerment of faculties, students and encouragement of their participation in governance process.
- 2. Transparency and absolute clarity in administration, governing and admission process.
- 3. Increase efficiency of faculties and of administration process.

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**E-governance in following areas:** For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

#### 1. Administration

To provide a hassle-free environment for the overall administration of the institution, various organizational processes should be integrated with ICT based technology – a user-friendly Enterprise Resource Planning (ERP) solution to automatevarious modules of institutional functioning like:

• Biometric Attendance System: The centralized attendance monitoring system for all the staff of the Institution which is required to ensure error-free, easy access and better management of staff

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Biometric attendance machine

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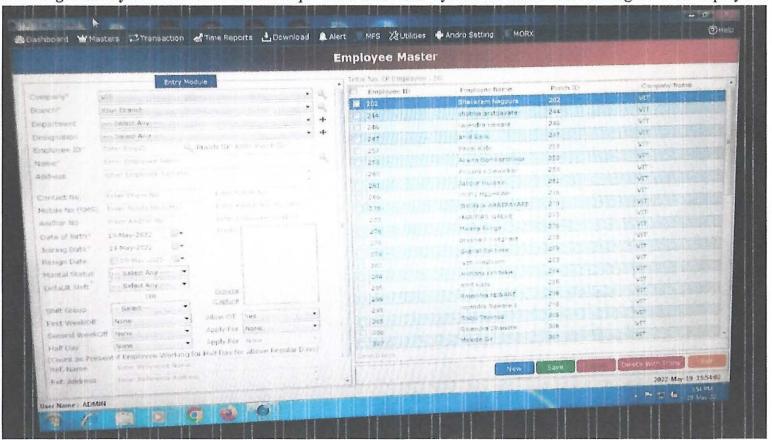
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• Leave Management System: Facilities should be provided in the ERP system for online leave management of employees.



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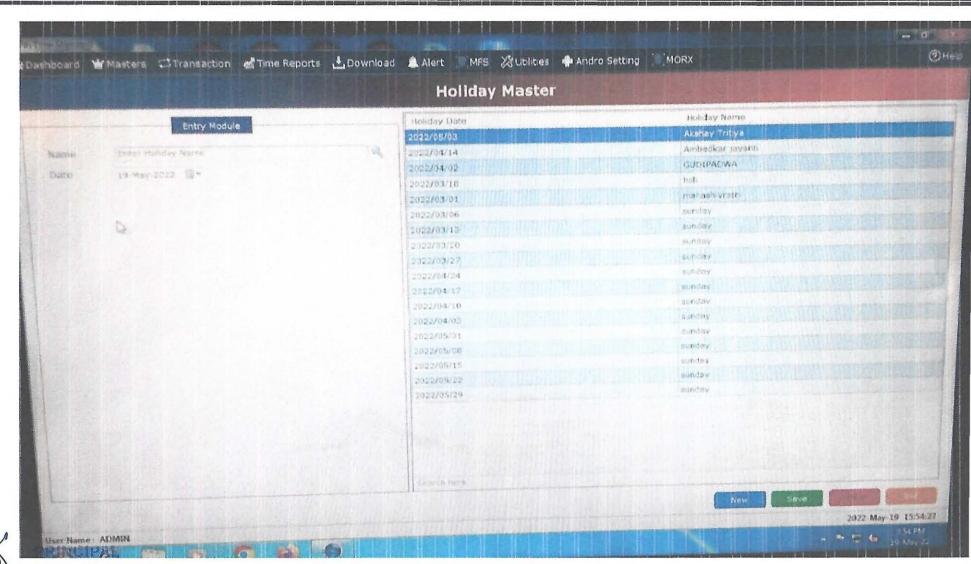


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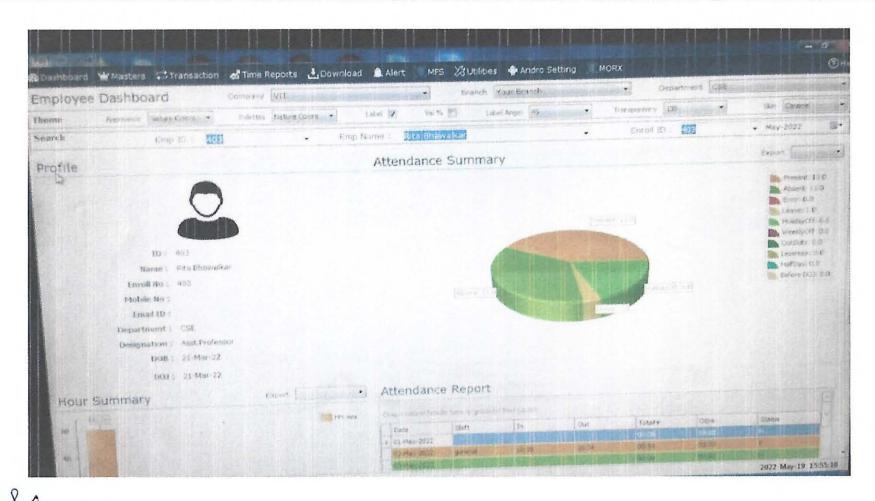


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• Student Admission and Support: The Institution has to process the student admissions using the ERP software. The data should be well organized and stored in centralized database for further use and should be made available to other required modules of ERP system for monitoring students' academic performance. An open and transparent strategy for the admission process is followed which is further

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strengthened by the ethical practices and regulations as opined by the University. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Institution to process admissions for programs, hostel, transport etc. using a Suitable ERP Solution. Students also must be able to obtain transfer certificates, bonafied certificates, etc. on an online mode.

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#### 2. Finance and Accounts

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the

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transactions. Training to the existing staff and updating of the existing software must be done regularly. Suitable financial software tool/ERP system should be used to handle institution's financial transactions and to maintain accounting information with utmost care. Appropriate security measures should be taken for maintaining the confidentiality of the transactions.





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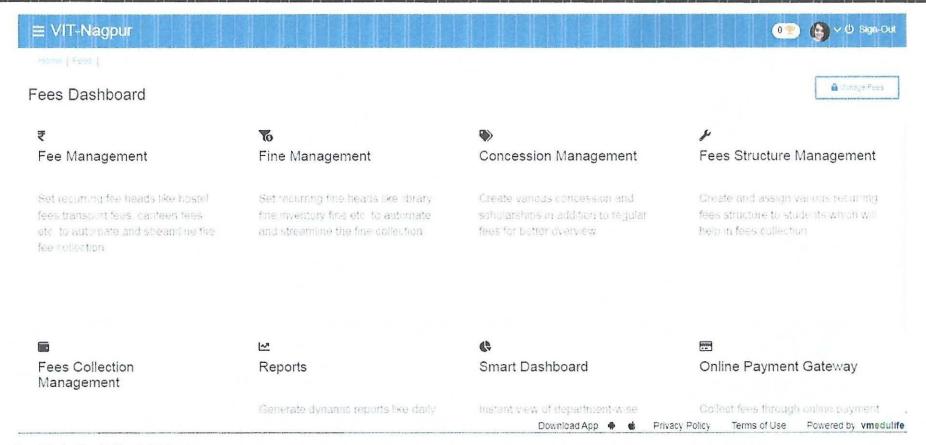


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#### 3. Website & Social Media

The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Along with it, training should be given to the existing staff

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ERP-Student Admission and Management module



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and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media.





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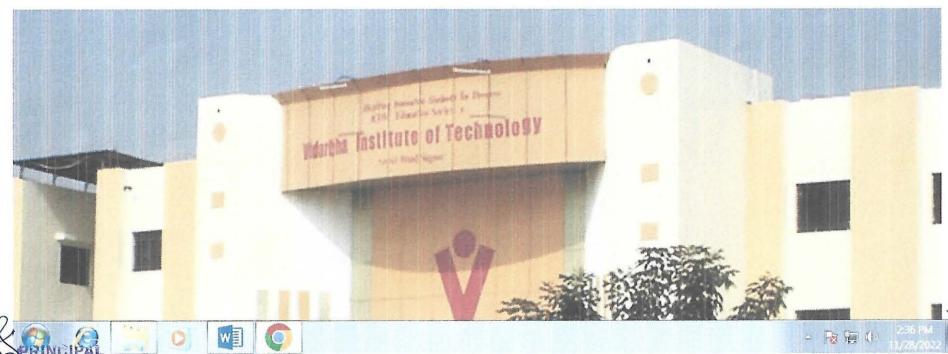
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#### 4. Examination

There should be well-designed Internal Assessment evaluation modules in the ERP system. Course-wise lesson plan, timetable, question papers, scheme of valuation, internal assessment marks, attendance entry, should be made available in the ERP system. Provision should be made for students and parents to verify the IA marks, attendance and academic progress through ERP system.

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5. Electronic mode of Communication

**ERP-Examination module** 

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Email and messaging is a common communication method for sharing information with all stakeholders. To transmit documents and other information, the institution has extend email and messaging facility to all the departments and staff thereby encouraging reduced paper usage and promoting carbon-free campus.

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6. Library

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Student communication module



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Library is an integral part of the learning process to promote effective teaching-learning. All the Library functions should be automated with standard library management software. Barcoding system is installed for easy and fast access to library resources. Provisions should are planned in the library for having access to Digital Library through the software. Library should be equipped with high-speed Internet facilities for the access of e-Resources. There should be an anti-plagiarism tool in place intended for use by the faculty & students. Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus. Access to e-journals & E-resources to be provided within the campus.

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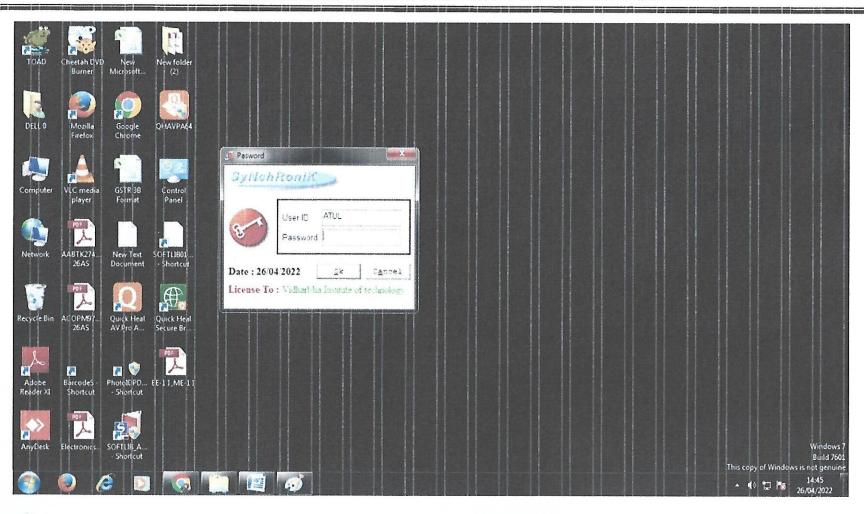


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ERP-Library management module



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"NAAC ACCREDITED COLLEGE"

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Uti, UmrerRoad, Nagpur (M.S.) 441 209

(Approved by AICTE, New Delhi, Govt. of Maharashtra & Affiliated to RTM Nagpur University, Nagpur) & Dr. BabasahebAmbedkar Technological University, Lonere. (DBATU, Lonere)

"NAAC ACCREDITED COLLEGE"

E-mail: kdmsociety@gmail.com, www.vitnagpur.in, www.vitnagpur.edu.inPhone:9665492314, 9370054748



# 7. Payments

Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.

#### 8. Placements

In order to strengthen the industrial network, a separate placement portal should be started providing facilities like registration, information of college activities, recruiters, recruited students, trainings and support towards placements, prominent alumni, milestones achieved by alumni and their feedback. For this purpose, a separate placement coordinator at the college level be appointed to take care of the entire activity.

VIDARBHA INSTITUTE OF TECHNOLOGY
HI (Bhiwapur), Umrer Road, Na



# KAMDI KHEDEKAR & COMPANY CHARTERED ACCOUNTANTS

#### **AUDITORS' REPORT**

To, The Trustees of KDM Education Society, Nagpur

#### Report on the audit of the financial statements

#### Opinion

We have audited the accompanying financial statements of Vidarbha Institute of Technology, Nagpur (Engineering Course) ("the Trust") [a unit of KDM Education Society, Nagpur], which comprise the Balance Sheet as at March 31, 2022, and the Income & Expenditure Account and Receipt & Payment Account for the year then ended, and notes to the financial statements.

In our opinion and to the best of our information and according to the explanations given to us, the aforesaid financial statements give the information required in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India, of the state of affairs of the Trust as at March 31, 2022, its excess of expenditure over income for the year ended on that date.

#### Basis for opinion

We conducted our audit in accordance with auditing standards generally accepted in India. Our responsibilities under those principles are further described in the auditor's responsibilities for the audit of the financial statements section of our report. An audit includes examining, on test basis evidence supporting the amounts and the disclosures in the financial statements. We are independent of the Trust in accordance with the code of ethics issued by the Institute of Chartered Accountants of India together with the ethical requirements that are relevant to our audit of the financial statements and we have fulfilled our other ethical responsibilities in accordance with these requirements and the code of ethics.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Key audit matters

Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

#### Trustee's responsibility for the financial statements

The Trustees are responsible for the matters with respect to the preparation of these financial statements that give a true and fair view of the financial position, financial performance of the Trust in accordance with the accounting principles generally accepted in India. This responsibility also includes maintenance of adequate accounting records in accordance with the

Venkatesh Nagar, Nandanvan, Nagpur, Maharashtra 440024 CONTACT NO.: 9422101630.



# KAMDI KHEDEKAR & COMPANY CHARTERED ACCOUNTANTS

generally accepted principles for safeguarding of the assets of the Trust and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statement that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, Trustee are responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Trustees either intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

#### We report that:

- (a) We have sought and obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit;
- (b) In our opinion, proper books of account as required have been kept by the Trust far as it appears from our examination of those books;
- (c) The balance sheet, Income & Expenditure Account, and the Receipt & Payment Account dealt with by this report are in agreement with the books of account.

For Kamdi Khedekar & Company

Chartered Accountants

Chartered Accountants
Kamdi Khedekar & Company

(CARupali Bele) (CARupali Bele)

Partner

Membership No. 158949 949

Firm Reg No. - 139259W

Place: Nagpur Date: 19.09.2022

UDIN: 22158949AVJWHH7367

OFFICE ADDRESS: Plot No. 39, Flat No. 102, above Reliance Smart Point, Near K.D.K. College, Venkatesh Nagar, Nandanvan, Nagpur, Maharashtra 440024 CONTACT NO.: 9422101630.

EMAIL:- kamdikhedekar@gmail.com

#### VIDARBHA INSTITUTE OF TECHNOLOGY . NAGPUR (ENGINEERING COURSE)

(Financial Year :- 2021-22)

#### **Sundry Creditors**

Particular	Amount
Alliance Digitech Pvt.Ltd.	110,720
Jaimal Singh Lamba & Co	32,498
Kamdi Khedekar & Associates	126,000
Maheshwari Computers	127,661
Mukesh Agrawal	270,000
Ocean Computers	23,600
Perpetua Venture	713,439
Rupali Bele	126,000
Security Services	8,000
S.S.M. Builder & Developers	18,520,777
Technology Solution Inc.	1,351,123
Unity Electronic Systems	141,750
Total	21,551,568

#### Exam fees & Scholarship Payable

Particular	Amount
Exam Fees Payable (GOI)	4,719,468
Total	4,719,468

#### Other Payable

Particulars	Amount
Professional Charges Payable	106,875
Provisional Admission	121,750
Salary Payable Non Teaching (Provision)	1,263,225
Salary Teaching & Non - Teaching Payable (Provision)	2,822,206
Total	4,314,056

#### Loans And Advances (Asset)

Particular	Amount
Nav Vidya Niketan Institute of Technlogy	145,000
Sneha Gawai	410,000
Total	555,000

#### Deposits

Particular	Amount
Building Fund	20,000
Reserve Fund	20,000
Total	40,000

#### Fees & Scholarship Recoverable - Scholarship

Particular	Amount
Scholarship Recievable 2021-2022	62,628,339
Scholarship Recievable EBC 2021	3,194,660
Total	65,822,999

#### Fees & Scholarship Recoverable - Tuition Fees

Particular	Amount
Tuition Fees Recoverable	56,198,584
Total	56,198,584

PRINCIPAL.



# College Operating Expenses VIDARBHA INSTITUTE OF TECHNOLOGY, NAGPUR (ENGINEERING COURSE) Financial Year 2021-2022

Particular	Amount
Building Expenses	612,614
Campus Development & Expenses	1,855,512
Canteen Expenses .	3,000,750
Cleaning & Sweeper Charges	1,635,263
Committee Expenses	6,547,000
Computer Repairs & Maintenance	1,779,057
Conferance Expenses	1,245,860
Electrical Repair & Maintenance	1,313,067
Electricity Expenses	738,500
Exam Fee Paid(University)	974,979
Exam Expenses	550
Extra Circular Expenses	1,312,624
Festival expenses	1,510,910
Furniture Repair	528,624
Garden Repairs & Maintainance	1,338,269
Generator Diesel & Repair Maintananace	1,721,520
Ground Maintenance	746,131
Guest Lecture Expenses	1,579,068
Hostel Expenses	525,170
Journal & Periodical Expenses	475,476
Laboratary Expenses	1,025,410
Liabrary Expenses	1,110
Printing & Designing Expenses	83,562
Printing & Stationery & Designing Expenses	84,942
Prize & Award expenses	84,624
Repairs & Maintainance ( Building & Land)	786,200
Repairs & Maintainance (Others)	611,400
Road Maintenance	147,233
Supervision Expenses	125,820
Training & Placement Expenses	1,055,000
Uniform Exp.(Dress V I T )	1,242,450
University Affilation Expenses	630,864
University DTE & Facilation Center	873,520
University & DTE & Other Expenses	855,953
University Practical & Theory Expense	8,500
Vehical Repair, Maintenance & Diesel Expenses	2,571,681
Workshop Expenses	1,051,280
Xerox Expenses	456,624
Total	41,137,118

### Salary & Allowances

Particular	Amount
Salary & Incentives	9,473,556
Teaching Staff	41,964,813
Sneha Sawarkar	214,000
Non Teaching Staff	14,086,628
Total	65,738,997



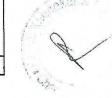
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# Other Operating Expenses

Particular	Amount
Accounting Charges	256,300
Advertisement Expenses	169,227
Bank Comm. & Charges	12,456
Carting Charges	49,020
Convenyance & Travelling Expenses	11,718
Donation Expense	1,000
Induction Programe	4,000
Internet Charges	503,272
Medical Expenses	740
MIS. Expenses	60,748
News Paper & Magzine Exp.	64,152
Office Expenses	636,994
PNS Processing Expenses	86,500
Pooja Mandir Expenses	39,780
Postage / Courier Expenses	100,508
Project Charges	551,120
Promotional Activity	1,664,985
Refreshment & Meeting Expenses	370,478
Telephone Expenses	142,501
Transportation Charges	2,600
Travelling Expenses	1,088,123
WebSite Expenses	3,464,250
Consultancy Charges	233,200
Grampanchyat Tax	83,626
Insurance Expenses	184,035
Interest on Provident Fund	5,607
Legal Expenses	38,500
MSBTE Affiliation Fees	30,000
Processing expenses	10,019
security Expenses	517,153
security Salary	53,161
shikshan shulk samiti	3,500
Professional Charges	115,000
Total	10,554,273

# **Grant From Government**

Particular	*	Amount
Schlorship OBC		13,434,072
Schlorship SBC		1,758,746
Schlorship Sc		17,665,000
Schlorship ST		4,338,500
Schlorship VJNT		4;830,493
Scholarship EBC 21		29,184,730
Total		71,211,541



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# KAMDI KHEDEKAR & COMPANY CHARTERED ACCOUNTANTS

#### VIDARBHA INSTITUTE OF TECHNOLOGY, NAGPUR (ENGINEERING COURSE)

#### Significant Accounting Policies & Notes to the Accounts

#### Basis of Preparation

The College is a unit of KDM Education Society, Nagpur. The said society is the parent body of the college. The financial statements are prepared in accordance with Indian Generally Accepted Accounting Principles (GAAP) under the historical cost convention on accrual basis. The College follows mercantile system of accounting except for building rent and recognizes income and expenditure on accrual basis.

#### Fixed Assets

Fixed Assets are stated at historical cost. Depreciation on fixed assets is charged and provided on the written down value at the rates as approved by the Board of Trustees of trust. The rates are duly disclosed in the Schedule - Fixed Assets forming part of this financial statements.

#### Revenue Recognition

Tuition & other student fees are recognized on mercantile basis at the time of admission taken, Forfeiture of Tuition fees net of refund give on cancellation of admission has been recognized as revenue on cancellation of admission. The scholarship or grants dues recoverable from the respective government are recognized on mercantile basis as per relevant laws at the time of admission of students.

#### Inventories

Inventories are mainly in the nature of consumables and stationery and the same are charges to revenue in the year of purchase.

#### Others

- 1) There are no Contingent Liabilities as on the Balance sheet date.
- There are no Capital Commitments as on the Balance sheet date.
- 3) In the opinion of the Trustees and to the best of their knowledge and belief, the value on realization of current assets, loans and Advances in the ordinary course would not be less than the amount at which they are stated in the Balance Sheet.
- 4) In the opinion of the board, the provisions for all known liabilities are adequate and not in excess of the amount reasonably necessary.
- 5) Balances appearing in loans taken, advances given, Tuition fees recoverable, sundry creditors, recoverable from GOIS and other credit and debit balances of parties are subject to confirmation.

Trustee

For Kamdi Khedekar & Company **Chartered Accountants** 

For and on behalf of Trust

Kamdi Khedekar & Company

(CA Rupali Bele) Chartered Accountants Partner

Membership No. - 158949 Firm Reg No. - 139259W

Place: Nagpur

Date: 19.09.2022

UDIN: 22158949AVJWHH7367

OFFICE ADDRESS: Plot No. 39, Flat No. 102, above Reliance Smart Point, Near K.D.K. College, Venkatesh Nagar, Nandanvan, Nagpur, Maharashtra 440024 CONTACT NO.: 9422101630.

EMAIL: - kamdikhedekar@gmail.com

Trustee

# Vinod Bhakta & Associates Chartered Accountants



#### **AUDITORS' REPORT**

To,
The Trustees of
KDM Education Society, Nagpur

#### Report on the audit of the financial statements

#### Opinion

We have audited the accompanying financial statements of Vidarbha Institute of Technology, Nagpur (Engineering Course) ("the Trust") [a unit of KDM Education Society, Nagpur], which comprise the Balance Sheet as at March 31, 2020, and the Income & Expenditure Account and Receipt & Payment Account for the year then ended, and notes to the financial statements.

In our opinion and to the best of our information and according to the explanations given to us, the aforesaid financial statements give the information required in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India, of the state of affairs of the Trust as at March 31, 2020, its excess of expenditure over income for the year ended on that date.

#### Basis for opinion

We conducted our audit in accordance with auditing standards generally accepted in India. Our responsibilities under those principles are further described in the auditor's responsibilities for the audit of the financial statements section of our report. An audit includes examining, on test basis evidence supporting the amounts and the disclosures in the financial statements. We are independent of the Trust in accordance with the code of ethics issued by the Institute of Chariered Accountants of India together with the ethical requirements that are relevant to our audit of the financial statements and we have fulfilled our other ethical responsibilities in accordance with these requirements and the code of ethics.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Key audit matters

Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

#### Trustee's responsibility for the financial statements

The Trustees are responsible for the matters with respect to the preparation of these financial statements that give a true and fair view of the financial position, financial performance of the Trust in accordance with the accounting principles generally accepted in India. This responsibility also includes maintenance of adequate accounting records in accordance with the generally accepted principles for safeguarding of the assets of the Trust and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies: making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring

HEAD OFFICE: 102, Ulhas Nagar, Manewada Road, Nagpur - 440027. Contact No.: 9850304058, 9766726018

# Vinod Bhakta & Associates

Chartered Accountants

presentation of the financial statement that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, Trustee are responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Trustees either intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

#### We report that:

- (a) We have sought and obtained all the information and explanations which to the best of our-knowledge and belief were necessary for the purposes of our audit;
- (b) In our opinion, proper books of account as required have been kept by the Trust far as it appears from our examination of those books;
- (c) The balance sheet, Income & Expenditure Account, and the Receipt & Payment Account dealt with by this report are in agreement with the books of account.

WITH &

For Vinod Bhakta & Associates

Chartered Accountants

(CA Chetan Ambulkar)

Partner

Membership No. - 158118

Firm Reg No. - 137646W

UDIN: 20158118AAAAHX4661

Place: Nagpur

Date: 17th December 2020

VIDARBHA INSTITUTE OF TECHNOLOGUM (Bhiwapur), Umrer Road, Nagpu

# VIDARBHA INSTITUTE OF TECHNOLOGY, NAGPUR (ENGINEERING COURSE)

(Financial Year :- 2019-20)

### **Sundry Creditors**

Particulars	Amount
Rangoli Marketing	50,000
Akhtar Bhai Decorators	33,338
Adish Aluminium	174,300
Aditi Creation	51,550
Anshika Steel	40,183
Anup Publicity	194,268
Apex Infragreens	47,373
Central Book Stall	24,470
Eros Motors Pvt Ltd	32,725
G.R.Borewell	64,429
G.R.Electrical	5,700
Jaimal Singh Lamba & Co	101,575
Jp Broadband Internet	6,000
Knv Incorporation	882,498
Manoj Plywood & Hardware	36,763
Narendra Oil Agency	122,214
Poonam Digital Photo Studio	6,900
Shahu Traders	2,701
Shubham Sales	79,535
Siddhesh Steel	496,371
S.S.M. Builder & Developers	22,127,577
Super Deluxe Cusion Works	18,200
Technology Solution Inc.	7,706,596
Techno Marketing Centre	2,374,650
Unitech Engineering •	5,267
Total	34,685,183

### Exam fee & Scholarship Payable

Particulars	Amount
Exam Fees Payable (GOI)	4,728,012
Total	4,728,012

#### Other Payables

Particulars	Amount
Audit & Professional Charges Payable	225,000
Provisional Admission	121,750
Salary Payable Non Teaching( Provision)	676,206
Salary Teaching & Non teaching Payable (Provisio	3,988,171
Salary Payable Non Teaching Poly	5,138,116
Salary Teaching Staff Poly	5,056,000
TDS on Salary	21,726
Provident Fund Payable	368,362
Total	15,595,331





# <u>VIDARBHA INSTITUTE OF TECHNOLOGY, NAGPUR</u> (ENGINEERING COURSE)

(Financial Year :- 2019-20)

### **Deposits**

Particulars	Amount
Building Fund (University Deposits)	20,000
Reserve Fund	20,000
Total	40,000

# Loans & Advances

Particulars	Amount
Atul Lambat	200,000
Kumar Wasi Chugani	200,000
Nimish Laddhad	1,500,000
Shree Hari Enterprises	100,000
Nitin Gaur	1,500,000
Prasanna Pardhi	821,000
Innoventure	1,000,000
Nav Vidya Niketan	145,000
PG Tradelinks	2,000,000
Sneha Gawai	300,000
Total	7,766,000

# Fees & Scholarship recoverable

Particulars	Amount
Tuition Fees Receivable	9,477,335
Yuva Kalyan Parishad Receivable	3,346,000
Scholarship Receivable 2019-20	24,925,008
Scholarship Receivable 2018-19	3,437,639
Scholarship Receivable 2017-18	8,107,846
Scholarship Receivable 2016-17	2,089,400
Total	51,383,227

#### Bank balances

VIDARBHA INSTITUTE OF TECHNOLOG

Particulars The Akola Urban Bank A/c No 1225		Amount 5,833
Union Bank	(442401010035996)	358
Union Bank	(442401010035846)	4,768,081
Union Bank	(442401010035910)	107,758
Union Bank of NSS		25,241
State Bank of India		56,571
Total		5,572,823



# VIDARBHA INSTITUTE OF TECHNOLOGY, NAGPUR (ENGINEERING COURSE)

(Financial Year :- 2019-20)

# Tution & Other Fees

Particulars	Amount
Exam Fees	2,464,488
BE	12,559,100
M. Tech	3,308,500
BE Iind yr Student Fees 2017-18	61,000
AI Fees	30
Identity Card Fees	50
Received From Student	80,798
Sports Fee	100
Student Aid Fund	300
UMIS Fees	2,400
Total	18,476,766

# Receipts from University

Particulars	Amount
Exam and Other Received From University	228,390
Interview Fees	13,200
MSBTE Fees	3,925
Received From MSBTE	64,990
Received From NAAC	79,055
Received From University FC	242,044
Total	631,604

# **Government Grants**

	Amount
Scholorship EBC	16,099,016
Scholarships	18,232,779
Total	34,331,795

# Salary Expenses

		Amount
Salary Teaching Staff	•	51,762,015
Salary Non Teaching Staff		15,831,266
Total		67,593,281





# VIDARBHA INSTITUTE OF TECHNOLOGY, NAGPUR (ENGINEERING COURSE)

(Financial Year: - 2019-20)

# College Operating Expenses

	Amount
Binding Exp.	590,780
Campus Development & Expenses	3,229,807
Canteen Expenses	660,591
Cleaning & Sweeper Charges	1,475,624
Computer Repairs & Maintaince	1,060,758
Electrical Repair & Maintenance	967,833
Electricity Expenses	1,351,740
Garden Repairs & Maintainance	1,294,827
Ground Maintainance	958,824
Hostel Expenses	1,394,493
Laboratory Expenses	653,911
Liabrary Expenses	1,129,205
Practical Expenses	669,236
Printing, Stationery & Designing Charges	1,862,896
Repairs & Maintainance	2,621,994
Road Maintainance	637,476
Security Expenses	1,264,080
Sports Expenses	816,581
University Affilation Fees	363,311
University Dte & Facilation Centre	645,007
University Practical& Theory Expenses	161,575
Vehicle Repair, Maintainance & Diesel Expens	4
Xerox Expenses	479,784
AICTE Work Exp.	130,023
Campus Interveiv Expenses	5,080
Committee Expenses	575,084
Conferance Expenses	691,957
Cultural & Technical Event Program	900,870
Gathering Expenses	861,450
Extra Caricular Expenses	707,941
Guest Lecture Expenses	2,578,327
industrial Visit Expenses	555,686
Journal & Periodical Expenses	504,889
Prize And Award Expenses	638,092
Student Welfare Expenses	916,443
Supervision Charges	479,636
Fraining And Placement Expenses	798,364
Uniform Exp.(Dress V I T')	1,396,013
Workshop Expenses	908,975
	686,498
Festival Expenses	The state of the second
Furniture Repairs	756,780
Generator Diesel & Repair Maintananace	1,357,850
Exam Fee & Other expenses (University)	3,127,464



# <u>VIDARBHA INSTITUTE OF TECHNOLOGY, NAGPUR</u> (ENGINEERING COURSE)

(Financial Year :- 2019-20)

# Other Operating Expenses

	Amount
Office Expenses	866,321
Refreshment& Meeting Expenses	947,838
Telephone Expenses	1,045,783
Carting Charges	607,253
City Office Expenses	756,800
Conveyance & Travelling Expenses	983,571
Transportation Charges	716,214
Water Charges	1,500
Web Site Exp.	86,265
Accounting Charges	258,354
Advertisement Expenses	1,056,494
Bank Comm. & Charges	2,712
Donation Expenses	8,500
Internet Charges	766,207
Interview Expenses	319,347
Medical Expenses	707,422
Mis. Expenses	654,344
News Paper & Magzine Exp.	674,276
Pns Processing Expenses	94,983
Pooja, Mandir Expenses	38,940
Postage/ Courier Exp.	373,851
Project Charges	537,729
Promotional Activity	2,216,055
Law & Legal Charges	396,193
Proposal Expenses	338,572
Travelling Expenses	968,820
Total	15,424,344



ADARBHA INSTITUTE OF TECHNOLOG Uti (Bhiwapur), Umrer Road, Nagp.

# VIDARBHA INSTITUTE OF TECHNOLOGY, NAGPUR (ENGINEERING COURSE)

# Significant Accounting Policies & Notes to the Accounts

## **Basis of Preparation**

The College is a unit of KDM Education Society, Nagpur. The said society is the parent body of the college. The financial statements are prepared in accordance with Indian Generally Accepted Accounting Principles (GAAP) under the historical cost convention on accrual basis. The College follows mercantile system of accounting except for building rent and recognizes income and expenditure on accrual basis.

#### **Fixed Assets**

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#### Revenue Recognition

Tuition & other student fees are recognized on mercantile basis at the time of admission taken. Forfeiture of Tuition fees net of refund give on cancellation of admission has been recognized as revenue on cancellation of admission. The scholarship or grants dues recoverable from the respective government are recognized on mercantile basis as per relevant laws at the time of admission of students.

#### Inventories

Inventories are mainly in the nature of consumables and stationary and the same are charges to revenue in the year of purchase.

#### Others

- 1) There are no Contingent Liabilities as on the Balance sheet date.
- There are no Capital Commitments as on the Balance sheet date.

Chartered

- 3) In the opinion of the Trustees and to the best of their knowledge and belief, the value on realization of current assets, loans and Advances in the ordinary course would not be less than the amount at which they are stated in the Balance Sheet.
- 4) In the opinion of the board, the provisions for all known liabilities are adequate and not in excess of the amount reasonably necessary.
- 5) Balances appearing in loans taken, advances given, Tuition fees recoverable, sundry creditors, recoverable from GOIS and other credit and debit balances of parties are subject to confirmation.

For Vinod Bhakta & Associates

Chartered Accountants

(CA Chetan Ambulkar)

Partner

Membership No. - 158118 Firm Reg No. - 137646W

Place: Nagpur

Date: 17th December 2020

UDIN-20158118AAAAHX4661

For and on behalf of Trust

Human

Trustee

ors '

Trustee

VIDARBHA INSTITUTE OF TECHNOLOGY

# AGRAWAL HUSAIN & ASSOCIATES **Chartered Accountants**



OPP. NATRAJ TALKIES, ZHANDA CHOWK MAHAL, NAGPUR MAHARASHTRA 440002

e-mail: canooruddin52@gmail.com

## AUDITOR'S REPORT

To. The Trustee of, KDM Education Society. Nagpur.

We have audited the attached Balance Sheet of 'VIDARBHA INSTITUTE OF TECHNOLOGY, Dist -Nagpur' as at 31st March 2019 together with the Income & Expenditure as on that date annexed thereto and report that:

- a. Balance Sheet as on 31st March 2019
- b. Income & Expenditure Account for the year ended on 31st March 2019
- c. Receipt & Payment Account for the year ended on 31st March 2019

agrees with the books of account maintained and reflect a true and fair view of their state of affairs.

For Agrawal Husain & Associates

Chartered Accountant ausain a

Memberahip H 158813

Nooruddin S. Husal

Partner

Mem.No. 158813

FRN:138084W

Place: Nagpur Date: 27<sup>th</sup> August 2019

SCHEDULES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2019 SCHEDULE "I"

#### SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS

#### A. SIGNIFICANT ACCOUNTING POLICIES

#### 1. Basis of Presentation:

The financial statements have been prepared under the historical cost convention in accordance with the generally accepted accounting principles.

Entity follows the mercantile system of accounting except for building rent and recognizes Income and expenditure on accrual basis.

#### 2. Fixed Assets:

Fixed Assets are stated at historical cost. Depreciation on fixed assets is provided on the written down value method at the rates as approved by the Board of Trustees of the trust. The rates of depreciation are as follows.

Particulars	Rate
Building	2.50%
Furniture & Fixture	10%
Library Book	25%
Computer & Application	25%
Laboratory Equipments	10%
Borewell	10%
Electrical Installations	. 10%
Generator	10%
Air Conditioner	10%
Attendance System	10%
Cooler	. 10%
Fax Machine	10%
Fridge	10%
Television	10%
Water purifier	10%
Bus & Vehicle	10%

## 3. Revenue Recognition:

Tuition & other student fees are recognized on mercantile basis. Forfeiture of tuition fees on cancellation of admission has been recognized as revenue on cancellation of admission.





#### 4. Inventories:

Inventories are mainly in the nature of consumables and stationary and the same are charged to revenue in the year of purchase.

#### B. NOTES TO ACCOUNTS

- 1. There are no contingent liabilities as on the Balance Sheet date.
- 2. There are no Capital Commitments as on the Balance Sheet date.
- VIDARBHA INSTITUTE OF TECHNOLOGY is a unit of KDM EDUCATION SOCIETY, a Registered Public Charitable Trust.
- 4. The account of the Sanstha is pending for confirmation and reconciliation.
- 5. The GOIS accounts are pending for confirmation and reconciliation from respective authorities.

For Agrawal Husain & Associates

Membership No.

**Chartered Accountant** 

Nooruddin S. Husain,

Partner

Mem.No. 158813

FRN:138084W

Place: Nagpur Date: 27<sup>th</sup> August 2019

VIDARBHA INSTITUTE OF TECHNOLOGY
Uti (Bhiwapur), Umrer Road Name

#### VIDARBHA INSTITUTE OF TECHNOLOGY

## Schedules Forming part of Accounts for the year ended 31st March, 2019

[Figures in Rupees]

14,000

49,960 75,335

696,371 7,988,096

6,480

43,191 55,342

2,403,070

29,327,577

43,099,232

SCHEDULE "A"

1] Current Liabilities & Provisions

POONAM DIGITAL PHOTO STUDIO

Technology Solutions INC

Techno Marketing Centre

Unitech Engineering

VISHWA ENTERPRISES

Wood Wool India

S.S.M. Builder & Developers

Sub - Total

Roma Refrigeration

Shubham Sales SIDDHESH STEEL

Amount **Particulars** a)Sundry Creditors: 246,300 Adish Aluminium 101,550 Aditi Creation ABSTRACT IT GROUP 4,500 103,338 Akhtar Bhai Decorators 115,183 ANSHIKA STEEL 238,344 Anup Publicity 97,373 47,390 Apex Infragreens CHAVHAN BOOK DEPOT 82,725 **EROS MOTORS PVT LTD** 26,439 JAIMAL SINGH LAMBA & CO 6,469 Iftekhar Printers 1,082,498 KNV Incorporation 25,350 MAISI SERVICE Manoj Plywood & Hardware 136,763 32,995 Mantaar 92,593 NARENDRA OIL AGENCY



VIDARBHA INSTITUTE OF TECHNOLOG Uti (Bhiwapur), Umrer Road, Nagpo

b) Towards Staff	
Salary Payable Teaching	655,510
Salary Payable Non Teaching	6,757,029
Sub- Total	7,412,539

c) Towards Students/university	Change and the state of the sta
Exam fees payable	4,728,012
Identity Card Fees	-
Scholership EBC	5,200,065
Sub- Total	9,928,077
Total (a+b+c)	60,439,848

2] Provisions	
Professional Tax Payable	871,023
Provisional Admission	121,750
TDS	108,065
Professional charges payable	165,000
Provident Fund Payable	508,479
Sub-Total	1,774,317
Total (1+2)	62,214,165

Particulars	Amount
AICTE deposits	1,400,000
Building Fund ( University Deposits)	20,000
Reserve Fund	20,000
Advance Salary	675,400
Atul Lambat	200,000
Nimish laddhad	500,000
Nitin Gaur	1,500,000
Shree Hari Enterprises	100,000
Prasanna Pardhi	821,000
Innoventure	1,000,000
I.T.I Ramakona	15,000
ALISHAN	10,000
FEONA CERAMIC PVT .LTD.	108,614
ICON CEREMIC PVT LTD	125,000
KUMAR WASI CHUGANI	200,000
M/S.S.N.GLASS PLYWOOD & HARDWARES	44,250
MUTIMONEY FOREX LTD	19,570
NAV VIDYA NIKETAN	145,000
Percept Web Solutions Pvt. Ltd.	4,580
Poonam Petroleum ( Bus Diesel )	60,413
Prime Roofings	11,604
RANGOLI MARKETING	325,000
SHRIRAM ENTERPRISES	100,836
Vit Polytechnic	92,225,638
Total	99,631,905

Schedule -"D"	
Income Outstanding	
Particulars	Amount
Tution Fees	61,239,068
Total	61,239,068



VIDARBHA INSTITUTE OF TECHNOLOGY
UH (Bhiwapur), Umrer Road, Nagpu

## **VIDARBHA INSTITUTE OF TECHNOLOGY**

# Schedules Forming part of Accounts for the year ended 31st March, 2019

[Figures in Rupees]

## SCHEDULE-"E"

Expenses Incurred On Property (Repairs & Maintenance)

Particulars	Amount
Building Maintenance	2,084,449
Computer Maintenance	1,025,776
Ground Maintainace	833,760
Electricals Repairs & Maintenance	836,734
Road Maintainance	554,327
Furniture Maintenance	711,614
Garden Maintenance	1,149,929
Total	7,196,589

### SCHEDULE - "F"

Salaries & Allowances

Particulars	Amount
Salary Teaching	44,029,
Salary Non Teaching	16,658,739
Total	60,688,095

SCHEDULE - "G"

**Operating Expenses** 

Particulars	Amount
ACCOUNTING CHARGES	228,960
ADMISSION EXPENSES	-
ADVERTISEMENT EXPENSES	1,019,153
AICTE Work Exp.	608,852
AUDIT FEES	32,000
Bank Comm. & Charges	148,151
Binding Exp.	554,803
CAMPUS DEVELOPMENT & EXPENSES	3,045,683
CANTEEN EXPENSES	564,620
CARTING CHARGES .	526,046
CITY OFFICE EXPENSES	722,292
CLEANING & SWEEPER CHARGES	1,295,566
COMMITTEE EXPENSES	473,517
CONFERANCE EXPENSES	601,441
CONVEYANCE & TRAVELLING EXPENSES	948,009
Cultural & Technical Event Program	725,931
ELECTRICITY EXPENSES	1,096,700
EXAM EXPENSES	10,272
Exam Fees Expenses	10,054
Exam Fee Paid(University)	4,079,894
EXTRA CARICULAR EXPENSES	615,601
FESTIVAL EXPENSES	626,526
GARDEN LABOUR SALARY	6,625
GATHERING EXPENSES	973,247
Generator Diesel & Repair Maintananace	1,189,924
Grampanchyat Tax	24,027
GUEST LECTURE EXPENSES	2,239,846
Hostel Exp.	1,289,020
INDUSTRIAL VISIT EXPENSES	483,205
INTEREST ON LOAN	7,934
INTERNET CHARGES	752,186
INTERVIEW EXPENSES	277,693
JOURNAL & PERIODICAL EXPENSES	Membership No. 158813

ABORATORY EXPENSES ,LAW & LEGAL CHARGES	567,618
LIABRARY EXPENSES	344,516 981,062
MEDICAL EXPENSES	611,063
MIS. EXPENSES	
MSBTE AFFILIATION FEES	568,995 30,000
News Paper & Magzine Exp.	589,931
OFFICE EXPENSES	883,517
POOJA, MANDIR EXPENSES	126,403
POSTAGE/ Courier Exp.	326,413
PRACTICAL EXPENSES	581,944
PRINTING & DESIGNING CHARGES	525,611
PRINTING & STATIONERY AND DESIGNING CHARGES	1,077,117
PRIZE AND AWARD EXPENSES	697,595
PROFESSIONAL CHARGES	5,400
Project Chriges	467,590
PROPOSAL EXPENSES	294,410
REFRESHMENT& MEETING EXPENSES	802,290
Repairs & Maintainance ( Others)	33,233
SECURITY EXPENSES	1,117,685
SPORTS EXPENSES	742,120
SHIKSHAN SHULK SAMITI	3,210
STUDENT WELFARE EXPENSES	784,677
SUPERVISION CHARGES	417,075
TELEPHONE EXPENSES	875,868
TRAINING AND PLACEMENT EXPENSES	690,751
TRANSPORTATION CHARGES	644,233
TRAVELLING EXPENSES	856,788
Uniform Exp.(Dress V I T )	1,056,963
UNIVERSITY AFFILATION FEES	58,940
UNIVERSITY & DTE & OTHER EXPENSES	346,393
UNIVERSITY PRACTICAL& THEORY EXPENSES	246,573
VEHICLE REPAIR, MAINTAINANCE & DIESEL EXPENSES	3,131,497
WATER CHARGES	20,719
Web Site Exp.	79,574
WORKSHOP EXPENSES	788,986
XEROX EXPENSES	417,613
Total .	47,411,185

# SCHEDULE - "H" Fees & Other Income

ADARBHA INSTRUME OF TECHNOLOGY out (Bhiwapur), Umrer Road, Nagon

Particulars	Amount
Tuition Fees:	
Tuition Fees	34,319,098
Exam & Other Fees	3,150,993
Other Receipt	11,000
Total	37,481,091



# TECHNO MARKETING CENTRE

52, Akshay Apartment, Khare Town Dharampeth, NAGPUR 440 010

· Ph:- 0712 3241255.

Email:- tmcngp@yahoo.com

Date :- 02/01/2013 Bill No. 12-13/007

PO No. VIT.12.JULY.021

To,

Vidharbha Institute Of Technology Nagpur- Umred Road, Village UTI Nagpur VAT No.

# **TAX INVOICE**

ITEM CODE	PARTICULARS	QTY.	RATE	AMOUNT
Tally	Tally ERP 9.0 - Single User Licenses	1	15,200	15,200
. 1				0
•				
	•			, с
	•			
	•			
	SUB TOTAL	. 5		15,200
	Value Add	ed Tax.	5%	760
GRAND TOTAL				
	Tally	Tally Tally ERP 9.0 - Single User Licenses  SUB TOTAL	Tally Tally ERP 9.0 - Single User Licenses 1  SUB TOTAL 5  Value Added Tax.	Tally Tally ERP 9.0 - Single User Licenses 1 15,200  SUB TOTAL 5 Value Added Tax. 5%

V.A.T.Tin No.27730697898 V C.S.T.Tin No.27730697898 C For Techno Marketing Centre (Authorized Signatory)

Orphande PHINLIPAL VIDARBHA INSTITUTE OF TECHNOLOG Uti (Bhiwapur), Umrer Road, Nagpu



CO CIN U74120MH2011PTC216352

Accounting Taxation

Finance

Tally.ERP 9

Training

Audio/Video

1st Floor, 75, Lendra Park, Ramdaspeth, Nagpur - 440010. Ph.: (0712) 2456043, 2447357 www.indradnanu.imb

Invoice No. 119-028 Ref No.

Dated 26-Apr-2019

# Tax Invoice

Party: Uptech Engineering Agencies

KSM. House Plot No. 103, Behind Kusumtai Wankhede Hall Ramdaspeth Near by Nagpur

Central Mall Nagour

GSTIN/UIN

27ACOPM9778K1ZH

State Name

Maharashtra, Code: 27

SI	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
No.	Tally.Net Subscription for 1 Year Baton: 745292547	997331	1 No. 1 No.	3,600.00	No.	3,600.00
		CGST SGST				324.00 324.00

Total

1 No.

₹ 4.248.00

ESOE

Amount Chargeable (In words)

NR Four Thousand Two Hundred Forty Eight Only

	HSNISAC		Taxable	Cen	tral Tax	Sta	e Tax	Total
			Value	Rate	Amount	Rate	Amount	Tax Amount
997331		1.0	3,600.00	914	324.00	9%	324.00	648.00
		Total	3,500.00		324.00		324.00	648.00

Company's GSTIN/UIN Company's PAN

Tax Amount (in words) INR Six Hundred Forty Eight Only

27AACC15831J1ZG AACCI5831J

Bank Name

Company's Bank Details

IOB CC A/c 030202000001737

A/c No

030202000001737

Branch & IFS Code Ramdaspeth & IOBA0000302

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct for INDRADHANU CONSULTING PVT. LTD.

Authorised Signatury

This is a Computer Generated Invoice



Tally (India) Private Limited #331-336, Raheja Arcade, Koramangala Bengaluru Karnataka, India - 560095 CIN: U72200KA2005PTC037716

Invoice No. I/ON/57963/17-18

Dated

11-03-2018

Payment mode : Credit Card

Transaction ID: 201015546828

Bill To

uptech engineering agencies

Nagpur - 440010 Maharashtra, India phone:9823054748 Email:uptechengg@gmail.com Terms of Delivery

Online download only. No physical delivery of package / CD.

No.	E de la constant de l					
	Description of Products	HSN/SAC	Quantity	Unit	Rate(Rs.)	Amount(Rs.
	Tally Software Services - Silver For Sl.No.745292547	998313		Year	3,600,00	3,600.00
	IG	ST			18.00%	648.00
	TOTA					4,248.0

Amount Chargeable (in words )

# INR Four Thousand Two Hundred And Forty Eight Only

	NOVALE NOVALE			IGST		
	HSN/SAC		Taxable Value	Rate	Amount	
998313			3600	18.00%	648.00	
		Total	3600		648.00	

Tax Amount (in words ): INR Six Hundred And Forty Eight Only

Company's PAN : AACCT3705E

Company's GSTIN/UIN: 29AACCT3705E1ZJ Euger's GSTIN/UIN: 27ACOPM977BK1ZH

Preferred Pariner:

Techno Marketing Center
YASHODEEP, 310, Laxminagar, Nagpur.
Nagpur - 440022
Maharashtra. India
Email: tmcngp@yshoo.com

AD NOTPAL
ADARBHA INSTITUTE OF TECHNOLOG
THI (Rhiwapur), Umrer Road, Napor



Software Technology Park, B-025, Dattatray Nagar, Nagpur, Maharashtra 440024 Email: softsysworld@gmail.com Web: www.softsysworld.com Mobile No: 7744817906

## INVOICE

To:

The Principal

M/s.: Add1:

Vidarbha Institute Of Technology (Vit)

Add2:

209, Umred Rd, Nagpur, Maharashtra

440024

City:

Invoice No.:

SW/2022/05/ref-1390

Invoice Date:

10-05-2022

Order No.:

Order Date:

09/06/2020

Payment Terms: 100% against invoice

GSTIN:

1 yr	12mth	1,000/-	40,000,00
			12,000.00
1	1	3000/-	3000.00

TotalAmount ₹

15,000.00

In words: Fifteen thousand Rupees only Signature of Authorized Signatory: Mr. Amit Chaudharl



OF TECHNOLOG



Software Technology Park, B-025, Dattatray Nagar, Nagpur, Maharashtra 440024 Email: softsysworld@gmail.com Web: www.softsysworld.com Mobile No: 7744817906

### INVOICE

To:

M/s.:

The Director

Invoice No.:

SW/2020/01/ref-1388

Add1:

Vidabha Institute of Tech.

Invoice Date:

20-07-2020

Add2: City:

Nagpur -400705

Order No.: Order Date:

14/03/2020

Payment Terms: 100% against invoice

GSTIN:

Sr.no.	Code:	Particulars	Quantity	Unit	Rate	Amount INR	
1.	998314	Design and development of Collage Management Software for "VIT" with WCAG 2.0 Level AA including one year hosting ,IP , ,email and support Conatain:  1. Dashboard Board 2. Admission 3. Search Student 4. Fees Collection 5. BATU Fees 6. Miscellaneous Fees	1	1	45,000.00	45000.00	
		7. University Fees 8. MSBTE Fees 9. Payments Voucher 10. Send SMS 11. Reports 12. Add Staff					
		Live date from : July 15, 2020 Renewal Date: Jily15, 2021, * conditional  FOR PAYMENT NEFT / RTGS BANK DETAILS BELOW: A/c name : Bank : IDBI Bank Account Name : SOFTSYSWORLD Account No : 0599102000002967 Branch : Warora					
		IFSC Code : IBKL0000599					

TotalAmount ₹

45,000.00

In words: Sixty Five thousand only

Signature of Authorized Signatory:



/IDARBHA INSTITUTE OF TECHNOLOG
IN (Bhiwapur), Umrer Road, Nappr

#### ORIGINAL FOR RECIPIENT

#### VM EDULIFE PRIVATE LIMITED

**Tax Invoice** 

vmedulife<sup>-</sup>

2nd Floor, EFC Business Center, Rajiv Gandhi International Infotech Park Phase I, Hinjewadi, Pune Maharashtra 411057 IN +91-9623964758 sales@vmedulife.com www.vmedulife.com

GSTIN: 27AAECV5149A1ZH PAN No. AAECV5149A CIN: U74900PN2013PTC147943

BILL TO

K.D.M. Education Society, Vidharbha Institute of Technology, Umred Road ,Nagpur Gram UTI, Umred Road Nagpur, Maharashtra 441209 India

State Code: 27

PLACE OF SUPPLY 27 - Maharashtra

INVOICE NO.

DATE

TOTAL DUE

DUE DATE

ENCLOSED

VM21205

13/06/2022

₹1,80,000.00

13/06/2022

ACTIVITY

India's Unique Integrated OBE-Accreditation, Academic Management, and Office Automation Software

vmedulife is registered trademark of VM EDULIFE Pvt. Ltd., vmedulife is next generation software organisation working towards Green Nation by promoting an unique online integrated platform by digitizing education across horizons for ng every individual in exploring learning resources.

AMOUNT Part payment invoice

18.0% 1,80,000.00

**GST** 

TAX

Details are as per proposal number vmedulife/2022-23/107 dated 19th May 2022

CGST @ 9% on 152542.37 SGST @ 9% on 152542.37

13,728.82 13,728.81 1,80,000.00

TOTAL

**BALANCE DUE** 

₹1,80,000.00

Rupees One Lakh Eighty Thousand Only

#### VM EDULIFE PRIVATE LIMITED

2nd Floor, EFC Business Center, Rajiv Gandhi

International Infotech Park Phase I, Hinjewadi, Pune Maharashtra 411057 IN +91-9623964758

sales@vmedulife.com www.vmedulife.com GSTIN: 27AAECV5149A1ZH

PAN No. AAECV5149A

CIN: U74900PN2013PTC147943

ADDRESS

K.D.M. Education Society, Vidharbha Institute of Technology, Umred Road

.Nagpur

Gram UTI, Umred Road Nagpur, Maharashtra 441209

India

State Code: 27 PLACE OF SUPPLY 27 - Maharashtra

PROFORMA INVOICE

NO. 2062 DATE

EXPIRATION DATE

**Proforma** 

Invoice

05/10/2022

14/10/2022

WHY

AMOUNT 1,20,000.00 Due payment invoice

India's Unique Integrated OBE-Accreditation, Academic

Management, and Office **Automation Software** 

Details are as per proposal number vmedulife/2022-23/107 dated 19th May 2022

Total amount to be received is INR 3,00,000/-

Received amount is INR 1,80,000/-

Due amount is INR 1,20,000/-

Make all cheques payable to: VMEDULIFE PRIVATE LIMITED

Banker: IDBI Bank Ltd.

IDBI Bank, Sector No. 25, Nigdi Pradhikaran, Pune

411044

Account no.: 0087102000035459 IFSC Code: IBKL0000087

CGST @ 9% on 101694.92

SGST @ 9% on 101694.92

TOTAL

9,152.54

vmedulife

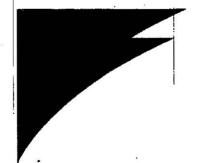
9,152.54

**₹1,20,000.00** 

Rupees One Lakh Twenty Thousand Only

Accepted By

Accepted Date



# Infokart India Pvt. Ltd.

S – 20, 1<sup>st</sup> Floor Janta Market Rajouri Garden . New Delhi - 110027

www.infokartindia.in info@infokartindia.in Ph: 011 - 4559 1010 011 - 3500 5959

14-06-2022

Vidarbha Institute of Technology, Nagpur Uti (Bhivapur) Umrer Road, Nagpur – 441209 Maharashtra

Subject: Order Acknowledgement And Payment Receipt

Dear Sir,

We acknowledge receipt of your order for annual subscription for CheckForPlag (Anti Plagiarism Software).

We also confirm receipt of payment of Rs 70,800/- dated 13-06-2022 vide Ref. No. 000579878800.

Thanks for your association for annual subscription of CheckForPlag (Anti Plagiarism Software).

Yours Sincerely,











S – 20, 1<sup>st</sup> Floor Janta Market Rajouri Garden New Delhi - 110027

www.infokartindia.in info@infokartindia.in Ph: 011 - 4559 1010 011 - 3500 5959

				0.00	Original for	Recipient		
					Duplicate for Supplier			
					Triplicate for Supplier			
	ы			i.	GSTIN: 07AADCJ3174A1ZZ			
	<b>†</b>				Date: 18/04/2022			
				Invoice No : INV/VITKDM/22010				
	ha Institute of Te		pur					
			ur – 441209 Maharashtra					
Cust GSTIN:				PO Date:- 1	3-04-2022			
tate : I	Maharashtra		State Code : 27		PO No.:- VIT/LIB/2022-23/4/			
S. No	Product Name	HSN/SAC	Term	Mode	Currency	Rate	Total	
1	CheckForPlag	997331	18th APR, 2022 to 17th APR, 2024	Online	INR	60,000.00	60,000.00	
		,'	TOTAL				60,000.00	
			IGST @18%				10,800.00	
527	Total							
	Total	Invoice Amount	in Words :- Seventy Thousand E	ight Hund	red Rupees C	Only		
		N:			: 6	or-Infokart Ir	ndia Pvt. Ltd	
					MOWN	028	***	
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		•			101 17%	Authoris	ed Signatory	
			3 8		Con Contract	1.1	(E & OE	
	W100000 CA			- 300	NEW DELHE ST	<i>j</i>		







vitkdm 4193 <vitkdm4193@gmail.com>

# Congratulations! Your Institute VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR is now an NDLI Club.

1 message

NDLI CLUB <ndl.club@iitkgp.ac.in> To: Pravin <vitkdm4193@gmail.com>, club-support@ndl.gov.in Wed. Apr 7, 2021 at 11:43 AM



# Your Institute VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR is now is now a part of the NDLI Club

Dear Pravin.

The request of VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR to set up NDLI Club at the institute has been approved. All interested students, faculty members and employees of VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR can now enroll themselves as members of VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR NDLI Club, using the passkey given below:

Passkey: - 961d54d7-e711-4b23-859f-7fc1ee1725d4

Club Registration Number: INMHNC4FJWJSPDB

You are requested to share the Passkey with all your students, faculty members and employees via e-mail and advise them to visit

https://club.ndl.iitkgp.ac.in/sign-up to enroll themselves as member of the NDLI Club using their e-mail id and the Passkey. You may also take a printout of the enclosed document and paste it on the notice boards of VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR so that the students, faculty members and employees can view the details about the NDLI Club and enroll themselves as members of the Club by scanning the QR Code indicated in the page.

You will be able to download a Certificate of Registration for NDLI Club of VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR from the NDLI Club portal club url once you conduct 1st event of your NDLI Club (which may be NDLI User Awareness Session) within the next 30 days and that is attended by at least 100 members of the NDLI Club of VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR.

This NDLI Club Certificate of Registration is valid for 12 Month and will be renewed every 12 Month, subject to the NDLI Club of VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR conducting at least 6 reading/knowledge related Events and 4 Global Events conducted by others online within the next 12 months and at least 100 members of your Club attending.

The best performing NDLI Clubs at District/ State/ National level will be recognized appropriately.

We look forward to your continued support.

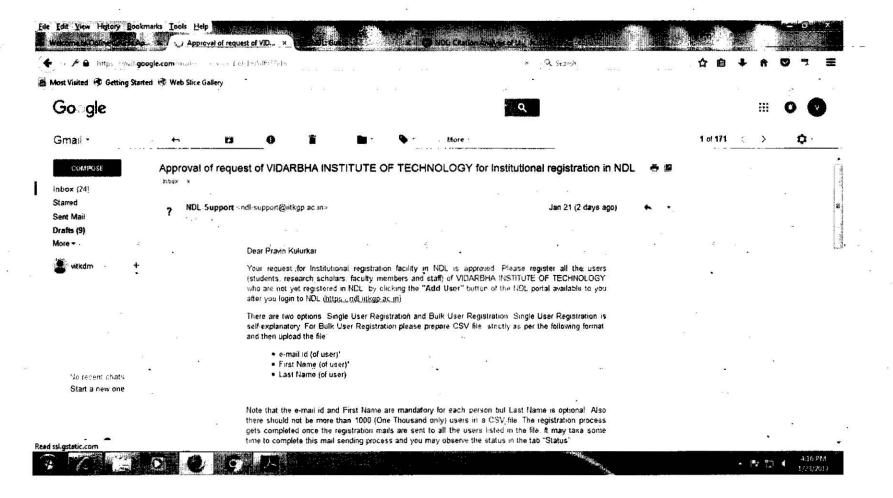
To verify your Club role, please Click Here. In case of any difficulty in accessing the above link please click on the url below

**Not Applicable** 

\_4/8/2021

Gmail - Congratulations! Your Institute VIDARBHA INSTITUTE OF TECHNOLOGY NAGPUR is now an NDLI Club.

Best Regards, NDLI Club Team, IIT Kharagpur.





# INVOICE

To, The Principal, Vidharbha Institute of Technology Nagpur

Invoice No : 19-20/05 Invoice Date : 25/06/2019

With reference to your Work Order No. Verbal dated

Sr. No.	Particulars	Rate	Qty	Amount
l.	Annual Maintenance Charges for providing online services for Library Software (SoftLib 5.0) for the Period from 01/07/2019 to 30/06/2020	Rs. 12,000/-	1 No.	Rs. 12,000/-
		Total An	nount :	Rs. 12,000/-

(Rupees Twelve Thousand Only)

(All inclusive)

Subject to Nagpur Jurisdiction

For SyNchRoniK Inc.

[Rupesh Kumar Bhattad]

Director

Note: Please take regular backup on external non-connected drive also. We won't take your data backup with us.

Please pay all payments through RTGS/NEFT also send the intimation with UTr No. of payment through mail on rup.bhattad@gmail.com to record the payment made by you.

Bank Details:

A/c Name : Synchronik Inc.
Bank Name : State Bank of India

A/c No.: 30824164335 IES Code: SBIN0004872

Branch: Dharampeth, west high court road, shastri chowk, Nagpur

ERP software Sackinfo for automation of various activities of an Academic institutions like Student Section, Fee Collection, Academic Monitoring, Exam Section, Purchase & Central Stores, Attendance & Leave Management, Library, Establishment & Pavroll, Committee & Meetings, Event Management, T&P, Estate, Feedback, Hostel, Transport, Android App etc...



Ref. No.: - SNRK/19-20/17

Date: 25/06/2019

To,
The Principal,
Vidharbha Institute of Technology
Nagpur

Sub :- Release A.M.C. of library automation software **SoftLit** . Dear Sir/Mam,

As per the terms & condition set between us, you have to pay A.M.C. (Annual Maintenance Contract) charges for the academic year 2019-20 i.e from 01/07/2019 to 31/06/2020 to us (i.e. SyNchRoniK Inc). The amount you have to pay is Rs. 12,000/- per academic year as an A.M.C. charges. This includes 3 free visits of as per your need & on line support as and when require.

To avail the best of our service throughout the year please provide the consent letter mentioning your option & D.D. of the amount as early as possible.

All payments should be either by RTGS to SyNchRoniK Inc. A/c or through D.D. payable at Nagpur, in favor of SyNchRoniK Inc. Payment in no other form is acceptable. All the payments must be in advance & a separate invoice will be provided for each service.

We also deals in College ERP software, please call us for Demo.

Thank you.

For SyNchRoniK Inc.

Rupesh Bhattad

Director





Phone

Office: 2/8, Priyadarshini Nagar, Near R.T.O. office, Nagpur Works: 56 B, Ameya Apartment, Beside Dr. Vaidya's Hospital,

Near Trimurty Nagar Post Office, Nagpur - 09 : +91 98222 36917 ; +91 712 2567 467; 92252 48455

Fax : +91 712 2567 467

e-mail: info@synchronik.co.in; support@synchronik.co.in

Visit us: www.synchronik.co.in



Mini ERP software SackInfo for automation of various activities of an Academic Institutions like Student Section, Fee Collection, Academic Monitoring, Exam Section, Purchase & Central Stores, Attendance, Library, Establishment & Payroll etc...

# INVOICE

To,

The Secretary,

K.D.M. Society's

Vidharbha Institute of Technology

Ramdaspeth, Nagpur.

Invoice No : 08-09/003 Invoice Date: 20/03/2009

of following software is installed in the library of your institution. - With references to your Purchase Order No. :

Sr. No.	Particulars	Rate	Qty	Amount
1,	Library Automation software (DigiSoftLib Ver 5.0) Server & Client	55,000/-	1 No.	55,000/-
*		Total An	ount:	55,000/-

(Rupees Fifty Five Thousand Only)

'The cost is inclusive of all taxes.

For SyNchRonik Inc.

[Rupesh Kumar Bhattad] Director

Received Charlesi

Encl: Installation Report, Training Report.

Office: 56 B. Amey., Apartment. Beside Dr. Vaidya's He

Near Trimurty Nagar Post Office, Nagpur - 09

Phone : +91 98222 36917 : -91 712 2567 467

Fax : +91 712 2567 467
E-mail : info@synchronik co.in
Website : www.synchronik co.in

Inc



Mini ERP software State of automation of various activities of an Academic Institutions like Student Section, Fee Collection, Academic Monitoring, Fram Section, Purchase & Central Stores, Attendance, Library, Establishment & Payroll etc...

Ref. No.: - SNRK/10-11/015

Date: 10/04/2010

To.

The Director.

Vidharba Institute of Technology

Nagpur

Sub - A.M.C. of library automation software Softlin.

Du Su.

As you are aware that the Library Automation software SoftLib is installed by us in war

We havely recommend you to have the Annual Maintenance Contract for maintaining a section. We can offer the services for the period of 1 year from 1st Apr 2010 to 31st Mar 2 with very nominal charges of Rs. 10,000/- (Rupees Ten Thousand Only). A separate bill for the services of Rs. 10,000/- (Rupees Ten Thousand Only).

Trequest you to release the same & the previous outstanding Rs. 30,000/- (Rupees This Phousens Only) as early as possible to avail the best of our services.

# AMC and other terms & Conditions

The services at this low cost are only possible because of latest technology available by meanwhich we can provide services through Internet and Internet connection in your Institute
essential. However, it is known that with Internet connection, there is very high threat of V
attacks, which may destroy the operating system, software or data too. For this it is necessary
that a good licensed Anti-Virus (daily upgradable) installed on all terminals. Along with this
also necessary that a good power backup UPS for server which can provide ample amountime to finish all incomplete transactions and provides time required for proper shut-down
least 30 min). We will be able to provide the effective services only after fulfillment of these properties (i.e. Anti-Virus, Power Backup, Internet connection)

Apart from this, depending upon the situation, we are also ready to provide the on-site supposed when required, throughout the year.

### Lerms & Conditions

1 100% payment must be released at the start of AMC period.

2 All payments are payable at Nagpur in the name of Synchronik Inc.

3. A letter of annual maintenance contract must be given in the name of SyNchRonik Inc.

Thank you Sincerely,

For SyNchRonik Inc.

Director

[Rupesh Kumar Bhattad]





# **DELNET- Developing Library Network**

Jawaharlal Nehru University Campus Nelson Mandela Road, Vasant Kunj New Delhi-110070

State Name: Delhi, Code: 07

## Receipt

Received with thanks from: Vidarbha Institute of Technology

**UTI, UMRER ROAD** 

Inter Bank Transfer

**NAGPUR** 

(DELNET MEM NO. IM- 4134)

The sum of

: Indian Rupees Thirteen Thousand Five Hundred Seventy Only

Ву

; Vidarbha Institute of Technology; State Bank of India (India)

587.422065982426

24-Feb-22 13,570.00

Remarks

AMOUNT RECEIVED TOWARDS ANNUAL INSTITUTIONAL MEMBERSHIP FEES

FOR THE PERIOD 03.03.2022 TO 02.03.2023

\*\*₹ 13,570.00/-

\*\*Subject to Realisation

Autho



February 28, 2022

DELNET/IM-4134/mh/VITN/MEM/2022

Sub: DELNET Membership Renewal

Dear Mrs. Lonare,

We acknowledge with thanks the receipt of ₹ 13.570 (₹ Thirteen Thousand Five Hundred Seventy only) received through NEFT dated 24.2.2022 made towards the DELNET Annual Institutional Membership Fee for the period 3.3.2022 to 2.3.2023. The receipt no. 68372 dated 28.2.2022 is enclosed for the office records.

You are requested to access DELNET databases through the World Wide Web using the following procedure:

Web Address: http://www.delnet.in

Click onto "New Discovery Portal". Since the IP address provided by you is not static (broadband), you are requested to use following login & password to access the new discovery portal of DELNET.

Login

: mhvitn

Password

: vitn4134

Kindly note your Inter Library Loan (ILL for Books) Password is "mhvitnlib" to be used while registering a request. You are also welcome to send us the bibliographical references at sangs@delnet.ren.nic.in, sangskaul2003@yahoo.co.in for the resources needed by you. We will try our best to locate these resources, Also, a complete user manual on how to access DELNET online databases is available at the Discovery Portal. We would further like to inform you that Usage Report can be generated through "USAGE STATISTICS" link which appears at the top side of the landing page of the discovery portal. Kindly use the password as 4134\*\*\*1992 to download the pdf, containing usage report of your institution.

I would like to mention that DELNET provides access to more than three crore catalogue records of books, journals, articles, etc. through Discovery Portal and also more than one crore and fifty lakh full-text e-books, e-journals & e-articles through Knowledge Gainer Portal. DELNET also provides Delplus software free of charge for library automation purpose. DELNET Guest House facility at New Delhi can also be availed by member-libraries on payment basis.

I would also like to inform you that DELNET shall be glad to organise a one hour webinar on DELNET Networked Resources and Services at a mutually convenient date and time for the students, faculty, researchers and scholars of "Vidarbha Institute of Technology, Nagpur. Maharashtra". It will help in the effective utilisation of DEI NET resources

I am enclosing a poster on DELNET and a Certificate of Membership, Please kindly let us know if you wish to get any books on ILL or the journal articles.

With kind regards,

Yours sincerely.

Sangeeta Kaul

Mrs. Chanda Jay Lonare Librarian Vidarbha Institute of Technology Uti. Umrer Road Nagpur-441209 Maharashtra

Encl: (1) Receipt no. 68372 dated 28.2.2022 of ₹13,570

(2) Tax Invoice

(3) DELNET Poster

(4) Certificate of Membership

#### Tax Invoice



DELNET- Developing Library Network Invoice No.

Jawaharlal Nehru University Campus Nelson Mandela Road, Vasant Kunj

New Delhi-110070

GSTIN/UIN: 07AAAAD2288G1ZV

State Name: Delhi, Code: 07

Dated

DEL/2021-22/3072 28-Feb-22

Mode/Terms of Payment

DELNET MEM. No.

Other References

IM-4134 dt. 28-Feb-22

Buyer's Order No

Dated

Buyer (Bill to)

Vidarbha Institute of Technology

UTI, UMRER ROAD, NAGPUR, (DELNET MEM NO.

IM-4134)

State Name

: Maharashtra, Code: 27

Place of Supply

Amount Chargeable (in words)

998431

Maharashtra

Terms of Delivery

SI No.	Particulars	HSN/SAC	GST Rate	Rate	per	Amount
1	IM FEE 2022-2023	998431	18 %			11,500.00
	IGST DAVARI	E		1	8 %	11,500.00

Total ₹ 13.570.00 E. & O.E. Indian Rupees Thirteen Thousand Five Hundred Seventy Only Taxable Integrated Tax Total Value Rate Amount Tax Amount 11,500.00 2,070.00 2,070.00 18%

Tax Amount (in words) Indian Rupees Two Thousand Seventy Only

HSN/SAC

**DELNET's Bank Details** 

A/c Holder's Name

DELNET

11,500.00

Bank Name

Total

: Cental Bank of India

A/c No.

1065410992 (Saving Bank)

Branch & IFS Code Khan Market Branch & CBIN0280310

for DELNET- Developing Library Network

2,070.00

**Authorised Signatory** 

2,070.00

**DELNET-Developing Library Network** 



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#### "NAAC ACCREDITED COLLEGE"

E-mail: kdmsociety@gmail.com, www.vitnaqpur.in, www.vitnagpur.edu.in Phone:9665492314, 9370054748

Ref.: VIT/ GB/ 2015-2016/

Dated: 01/08/2015

#### STANDING ORDER 5.0

# **E-Governance policy**

#### Preamble

E-Governance policy highlights the importance of Smart Governance for improving the internal organizational processes. The policy helps in achieving efficacy in various operations of the institution in an integrated manner ensuring clarity in different functionalities like E- administration, E-services related to Finance, Accounts, Student Admission and Support, Examination, Library and for the direct involvement of stakeholders in administrative and decision-making process. It aims at planning and facilitating any infrastructure for the deployment of cutting edge applications and deployment of solutions for seamless administration of the institute.

## Objectives of implementing E-Governance Policy

- 1. To enhance good governance in the Institution by attaining efficiency in the organizational processes through effective participation, transparency and
- 2. To promote paperless administration.
- To provide easy access to information facilitating electronic mode of communication amongst all departments and stakeholders of the institution.
- 4. Implementation of E-governance in various functioning of the institution
- 5. Achieving efficiency in overall functioning
- 6. Promoting transparency and accountability
- 7. Achieving paperless administration of the institution
- 8. Facilitating online internal and external communication between various entities of the institution
- 9. Providing easy access to information
- 10. To maintain the Data on a secure environment.

#### **Policy Statement**

VIT shall adopt E-governance to enhance good governance by enabling quick and transparent integration of internal organizational processes, promoting participation of all stakeholders, for the continuous advancement and global recognition of the institution.

## Areas of Implementation of E-Governance

1. Administration



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- 2. Finance and Accounts
- 3. Website & Social Media
- 4. Student Administration including Hostels
- 5. Examinations
- 6. Communication System
- 7. Library
- 8. Payment Systems
- 9. Placements and alumni system

#### Benefits of E-Governance

E-governance is an important tool to the governing body of the institute. In general, it provides following advantages to the administration:

- Empowerment of faculties, students and encouragement of their participation in governance process.
- 2. Transparency and absolute clarity in administration, governing and admission process.
- 3. Increase efficiency of faculties and of administration process.

**E-governance in following areas:** For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

#### 1. Administration

To provide a hassle-free environment for the overall administration of the institution, various organizational processes should be integrated with ICT based technology – a user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning like:

- Biometric Attendance System: The centralized attendance monitoring system for all the staff of the Institution which is required to ensure error-free, easy access and better management of staff
- Leave Management System: Facilities should be provided in the ERP system for online leave management
  of employees.
- Student Admission and Support: The Institution has to process the student admissions using the ERP software. The data should be well organized and stored in centralized database for further use and should be made available to other required modules of ERP system for monitoring students' academic performance. An open and transparent strategy for the admission process is followed which is further strengthened by the



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ethical practices and regulations as opined by the University. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

#### 2. Finance and Accounts

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done regularly. Suitable financial software tool/ERP system should be used to handle institution's financial transactions and to maintain accounting information with utmost care. Appropriate security measures should be taken for maintaining the confidentiality of the transactions.

#### 3. Website & Social Media

The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media.

#### 4. Student Administration

Institution to process admissions for programs, hostel, transport etc. using a Suitable ERP Solution. Students also must be able to obtain transfer certificates, bonafied certificates, etc. on an online mode.

#### 5. Examination

There should be well-designed Internal Assessment evaluation modules in the ERP system. Course-wise lesson plan, timetable, question papers, scheme of valuation, internal assessment marks, attendance entry, should be made available in the ERP system. Provision should be made for students and parents to verify the IA marks, attendance and academic progress through ERP system.

#### 6. Electronic mode of Communication

Email and messaging is a common communication method for sharing information with all stakeholders. To transmit documents and other information, the institution must extend email facility to all the departments and staff thereby encouraging reduced paper usage and promoting carbon-free campus.



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#### 7. Library

Library is an integral part of the learning process to promote effective teaching-learning. All the Library functions should be automated with standard library management software. Bar coding system is installed for easy and fast access to library resources. Provisions should are planned in the library for having access to Digital Library through the software. Library should be equipped with high-speed Internet facilities for the access of e-Resources. There should be an anti-plagiarism tool in place intended for use by the faculty & students. Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus. Access to e-journals & E-resources to be provided within the campus.

#### 8. Payments

Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.

#### 9. Placements

In order to strengthen the industrial network, a separate placement portal should be started providing facilities like registration, information of college activities, recruiters, recruited students, trainings and support towards placements, prominent alumni, milestones achieved by alumni and their feedback. For this purpose, a separate placement coordinator at the college level be appointed to take care of the entire activity.

Copy to

1. KDM office

2. Principal

3. Registrar

4. All HODs

Chairman
KDM Education Society
PRESIDENT
K.D.M. EDUCATION SOCIETY
NAGPUR.

<sup>\*</sup>Standing order number 1.0 dictates that its Section 1 of policy document original version without any updated versions, for 1.1 its first policy with 1<sup>st</sup> version or first amendment