6.2.2 Implementation of e-governance in areas of operation

- Institutional expenditure for e- governance implementation
- Screenshots of user interfaces of each module reflecting the name of the HEI
- Annual e-governance report approved by Governing Council
- Policy document on e-governance

Mahatma Education Society's
Pillai HOC College of Engineering and Technology, Rasayani

6.2.2 ERP

E-Governance

Areas of e governance	Name of the Vendor with contact details	Year of implementation
Planning and Development		
1. Lantiv scheduling studio 8	www.scheduling-studio.lantiv.com	2016
Administration		
1. AMS	Pillai center for software technology	2015
3. Student ERP Software	Pillai center for software technology	2009
4. MES Digital Resources	MES Digital library Team	2017
5. Integrated library system (Koha)	Koha Community	2016
Finance and Accounts		
1. HR and Payroll software	Sensys Technologies Pvt Ltd	2009
Student Admission and Support		
1. PHCET Students Portal	Pillai center for software technology	2016
2. EduRight	Pillai center for software technology	2009
Examination		
1. Tracmarks	Merittrack	2016

PRINCIPAL

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Mahatma Education Society's
Pillai HOC College of
Engineering and Technology.
Pillai's HOC Educational Campus
Rasayani, Tal. Khalapur
Dist. Raigad. Pin-410 207

Mahatma Education Society's
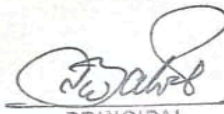## Pillai HOC College of Engineering and Technology, Rasayani

PROFORMA INVOICE
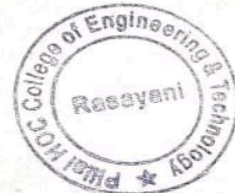
Tax Print Sales Corporation

177,PERIN NARIMAN STREET, (BAZAR GATE STREET), MUMBAI - 400001
Website : www.taxprintindia.com Tel.: 01-22-43470909

GSTIN: 27AAAFT5104A1ZU

To	M/s. MAHATMA EDUCATION SOCIETY	Order No.: 2017-2018 /7451
	Contact Person :MISS SHEENA	Proforma No.: 2017-2018 /7451

HOCL EDUCATIONAL CAMPUS, HOC COLONY
RASAYANI VIA, PANVEL,
DIST. RAIGAD,
TALUKA -KHALAPUR DIST RAIGARD
MUMBAI 410,207
MAHARASHTRA
Tel : 02192 - 252005

Proforma Date:03/12/2017

GSTIN :

POS : 27 Maharashtra

S. No.	Particulars	HSN/SAC	Units	Rate	Amount
1	Sensys EasyPay (Help Desk Charges for the period Nov 2017 To Oct 2018)	997331	1	4500.00	4500.00

Amount in words :FIVE THOUSAND THREE HUNDRED TEN ONLY

Total		4500.00
SGST @ 9%		405.00
CGST @ 9%		405.00
Amount Payable		5310.00

PAN : AAAFT5104A
GSTIN : 27AAAFT5104A1ZU

Payment Instructions Details

OPTION # 1 : FOR CHEQUE / DEMAND DRAFT /PAY ORDER

Beneficiary Name : TAX PRINT SALES CORPORATION
Beneficiary Address: As mentioned above

OPTION # 2 : FOR RTGS & NEFT PAYMENTS & CASH DEPOSITS

Bank Name: UNION BANK OF INDIA
Beneficiary Name: TAX PRINT SALES CORPORATION
Account Type and Bank Account Number: CURRENT ACCOUNT / 315701010030078
IFSC Code for NEFT & RTGS: UBIN0531570
Bank Branch / City: Fort , Mumbai-400001

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Dist. Raigad. Pin-410 207

PRINCIPAL
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Pillai HOC College of Engineering
& Technology, Pillai HOCL Educational
Campus, Rasayani, Taluka Khalapur.
Dist. Raigad, Pin. - 410 207

Tax Print

Tax Print
177, Perin Nariman Street, Bazaar Gate Street, Near VT Station, Fort,
Maharashtra India - 400001
Email : contact@taxprintindia.com
Website : www.taxprintindia.com

Phone No : 022-43470909
Fax :

PAN: AAAFT1278K   **GSTIN: 27AAAFT1278K1ZY**   **Location: Taxprint**

Proforma Invoice

Invoice No.	: P1/2435
Invoice Date	: 27/10/2018
Ref No.	:
Transport Mode	:

Place of Supply	: Maharashtra (27)
Reverse Charge	: No
Supply Type	: Intra-State
Vehicle No	:

Details of Receiver (Billed to)

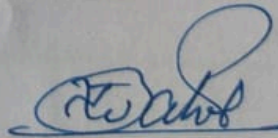| Name | : MAHATMA EDUCATION SOCIETY |
Address	: HOCL EDUCATIONAL CAMPUS, HOC COLONY RASAYANI VIA, PANVEL, DIST, RAIGAD, TALUKA -KHALAPURDIST RAIGARD MUMBAI - 410207
GSTIN	: 27AAATM5536H1Z3 [Maharashtra (27)]
Contact Person	: MISS SHEENA (9869022274)

Details of Consignee (Shipped to)

Name	: MAHATMA EDUCATION SOCIETY
Address	: HOCL EDUCATIONAL CAMPUS, HOC COLONY RASAYANI VIA, PANVEL, DIST. RAIGAD, TALUKA - KHALAPURDIST RAIGARD MUMBAI - 410207
GSTIN	: 27AAATM5536H1Z3 [Maharashtra (27)]
Contact Person	: MISS SHEENA (9869022274)

Sr. No	Description of Goods (HSN/SAC)	Qty. (UOM)	Rate (per item)	Total	Other Charges	Taxable value	CGST Amt	SGST Amt	IGST Amt	Cess Amt
1	Sensys EasyPay (997331) [For the Period of 01/11/2018 to 31/10/2019)	1 (QTY)	4,500	4,500	0	4,500	405 (9%)	405 (9%)	0	0
Total :		1		4,500	0	4,500	405	405	0	0

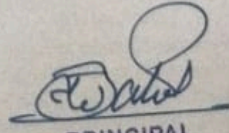| Other Charges Details	Amount

Bank Details
Name: UNION BANK OF INDIA A/C No: 315701010030039,
IFSC Code: UBIN0531570

Total Invoice Amount in Words
Five Thousand Three Hundred and Ten Only.

Terms and Conditions

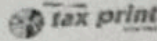| Total Amount Before Tax | : | 4,500.00 |
Other Charges	:	0.00
Add - CGST	:	405.00
Add - SGST	:	405.00
Add - IGST	:	0.00
Add - GSTCESS	:	0.00
Tax Amount : GST	:	810.00
Total Amount After Tax	:	5,310.00
GST Payable on Reverse Charge	:	0.00
Rounding Off	:	-0.22
Total Payable	:	5,309.78

. Certified that the particulars given above are correct.
For, Tax Print

Authorised Signatory

PRINCIPAL
Mahatma Education Society's
Pillai HOC College of Engineering
& Technology, Pillai HOCL Educational
Campus, Rasayani, Taluka Khalapur,
Dist. Raigad, Pin. - 410 207.

Tax Print

PAN: AAAFT1278K	GSTIN: 27AAAFT1278K1ZY	Location: Taxprint

Proforma Invoice

Invoice No.	: PU583	Place of Supply	: Maharashtra (27)
Invoice Date	: 02/11/2019	Reverse Charge	: No
Ref No.	:	Supply Type	: Intra-State
Transport Mode	:	Vehicle No	:

Details of Receiver (Billed to)		Details of Consignee (Shipped to)	
Name	: MAHATMA EDUCATION SOCIETY	Name	: MAHATMA EDUCATION SOCIETY
Address	: HOCL EDUCATIONAL CAMPUS, HOC COLONY RASAYANI VIA. PANVEL, DIST. RAIGAD, TALUKA -KHALAPURDIST RAIGARD MUMBAI - 410207	Address	: HOCL EDUCATIONAL CAMPUS, HOC COLONY RASAYANI VIA. PANVEL, DIST. RAIGAD, TALUKA - KHALAPURDIST RAIGARD MUMBAI - 410207
GSTIN	: 27AAATM5536H1Z1 [Maharashtra (27)]	GSTIN	: 27AAATM5536H1Z1 [Maharashtra (27)]

| Contact Person | : MISS SHEENA (5869022274) | Contact Person | : MISS SHEENA (0860022274) |

Sr. No	Description of Goods (HSN/SAC)	Qty. (UOM)	Rate (per item)	Total	Other Charges	Taxable value	CGST Amt	SGST Amt	IGST Amt	Cess Amt
1	Servcys EasyPay (997331) (For the Period of 01/11/2019 to 31/10/2020)	1 (QTY)	7,500	2,500	0	7,500	675 (9%)	675 (9%)	0	0
Total :		1		7,500	0	2,500	675	675	0	0

Other Charges Details	Amount

Total Amount Before Tax	:	7,500.00
Other Charges	:	0.00
Add - CGST	:	675.00
Add - SGST	:	675.00
Add - IGST	:	0.00
Add - GSTCESS	:	0.00
Tax Amount : GST	:	1,350.00
Total Amount After Tax	:	8,850.00
GST Payable on Reverse Charge	:	0.00
Rounding Off	:	-0.22
Total Payable	:	8,849.78

Bank Details
Name: UNION BANK OF INDIA A/C No: 315701010030015
IFSC Code: UBIN0531570
Total Invoice Amount in Words
Eight Thousand Eight Hundred and Fifty Only.

Terms and Conditions
Any changes required should be brought to our notice within 8 days from
date of this invoice.

Certified that the particulars given above are correct.
For, Tax Print

Authorised Signatory

PRINCIPAL
Mahatma Education Society's
Pillai HOC College of Engineering
& Technology, Pillai HOCL Educational
Campus, Rasayani, Taluka Khalapur,
Dist. Raigad, Pin. - 410 207.

TAX INVOICE

INVOICE #INV-21-22/05022

Invoice Date	: 01/12/2021	Place Of Supply	: Maharashtra (27)
Terms	: Due on Receipt		
Due Date	: 01/12/2021		
P.O.#	: PI/346		

Bill To

Mahatma Education Society
Sheena
Hocl Educational Campus, HOC Colony, Rasayani,
Vie. Panvel, Dist. Raigad, Taluka Khalapurd
Raigadh 410207
Maharashtra India
Phone
9869022274
sheenarai2686@mes.ac.in
GSTIN 27AAATM5556H1ZI
FY 21-22 LUT Bond No.

#	Item & Description	HSN /SAC	Qty	Rate	CGST %	Amt	SGST %	Amt	Amount
1	Easy Payroll AMC (For the Period of 01/11/2021 to 31/05/2022)	997331	1 No	3,437.50	9%	309.38	9%	309.38	3,437.50

Sub-Total		3,437.50
CGST9 (9%)		309.38
SGST9 (9%)		309.38
Rounding		-0.26
Total		**₹4,056.00**
Balance Due		**₹4,056.00**

Total In Words
Rupees Four Thousand Fifty-Six Only
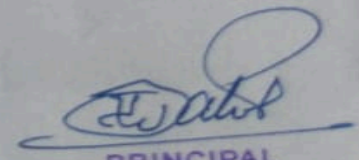
You can order online on
www.taxprint.com

Bank Details
A/c Holder Name: TAX PRINT
Bank Name: UNION BANK OF INDIA
Branch: BAZAR GATE
Account Number: 315701010000035
IFSC Code: UBIN0531570

Terms & Conditions
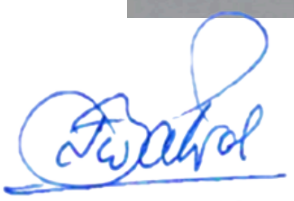As per Rule 48(4) of CGST Rules, e-invoicing is not applicable.

In due reference of the Notification No. 21/2012 (F.No.142/10/2012 – SO (TPL)] S.O. 1323 (E), dated 13-06-2012, no deduction of TDS under section 194 J for the invoice of software Board of Direct taxes, We, M/S. Tax Print, do hereby declare that we have deducted TDS under section 194 J for the invoice of software which is transferred to you. We hereby declare that the above information is correct to the best of our knowledge and belief. We fully understand that any information furnished above, if proved incorrect or false will render us liable for any penal action consequences as may be prescribed in law or otherwise warranted.

We Declare that this invoice shows the actual price of the goods and services described and that all particulars are true and correct.

SUBJECT TO MUMBAI JURISDICTION

TAX PRINT

TAX INVOICE

Invoice No: MV-22-23/76949

Invoice Date	16/04/2022		
Due Date	Due on Receipt	Place Of Supply	Maharashtra (27)
P.O.#	16/04/2022		
Bill To	Pune		

Mahatma Education Society

#	Item & Description	HSN/SAC	Qty	Rate	CGST %	Amt	SGST %	Amt	Amount
1	Tax Print AMC For the Period of 01/04/2022 to 31/03/2023	997331	1 No	9,962.18	9%	808.41	9%	808.41	9,980.00

Total in Words:
Rupees Eleven Thousand Seven Hundred Seventy Nine Only

Sub Total	9,962.76
CGST9 (9%)	808.43
SGST9 (9%)	808.43
Rounding	-0.36
Total	**₹11,779.26**
Payment Made	(-) 11,779.26
Balance Due	**₹0.00**

You can order online on
www.taxprint.com

Terms & Conditions:
As per Rule 46(2) of CGST Rules, e-invoicing is not applicable.

In due reference of the Notification No. 21/2012 (F.No.142/10/2012 – SO (TPL) (SLD. TXLF.B), dated 13-04-2012 issued by the central Board of Direct Taxes, We, M/S. Tax Print, do hereby declare that we have deducted TDS under section 194 J for the invoice of software which is transferred to you, we hereby declare that the above statements is correct to the best of our knowledge and belief, we fully understand that any information provided above, if proved incorrect or false will render us liable for any penal action consequences as may be prescribed in law or whichever warranted.

We Declare that this invoice shows the actual price of the goods and services described and that all particulars are true and correct.

6.2.2 Implementation of e-governance in areas of operation

Good higher education institutions are required in overall development of nation. Governance can be explained in terms of participation, transparency and accountability. In PHCET e-governance is implemented to facilitate institute stockholders. Online grievance facility is available for students to register their complaints and suggestions. MES digital resources facility is developed by MES digital library team to provide study and research resources online for students and faculty. Student's portal and Eduright is available with administration and office staff. Faculty members are using Trackmack to evaluate university exam papers within the campus.

PHCET students portal allow students to fill their exam forms and tuition fees online.

EduRight
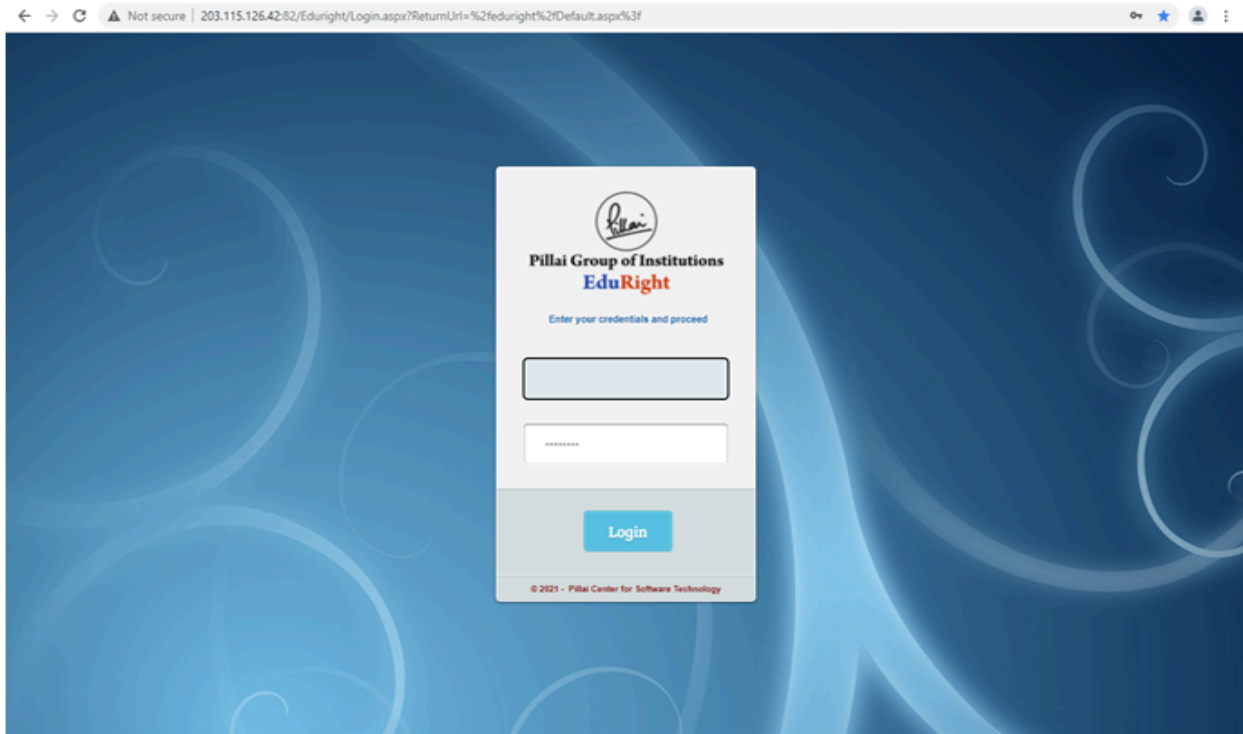
https://phcet.ac.in/about/statutory-bodies/grievance-redressal/

Grievance Redressal Mechanism

College Grievance Redressal Cell

Member of Committee	Designation
Dr. Jagdish W. Bakal	Chairperson (Principal)
Dr. Manvendra Vashistha	Member
Dr. Mansi Subhedar	Member
Ms. Pranita Chavan	Member
Ms. Rohini Bhosale	Member Secretary
Mr. Siddhant Kamble	Student Member

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Online Paper checking software

Login

Evaluator ▼

User Id

Generate OTP

Download IE Settings

Tracmarks

Evaluator Login   Admin Login

Login

Phone number

Enter Phone Number

OTP

Generate OTP

Version 5.0

Script Availability
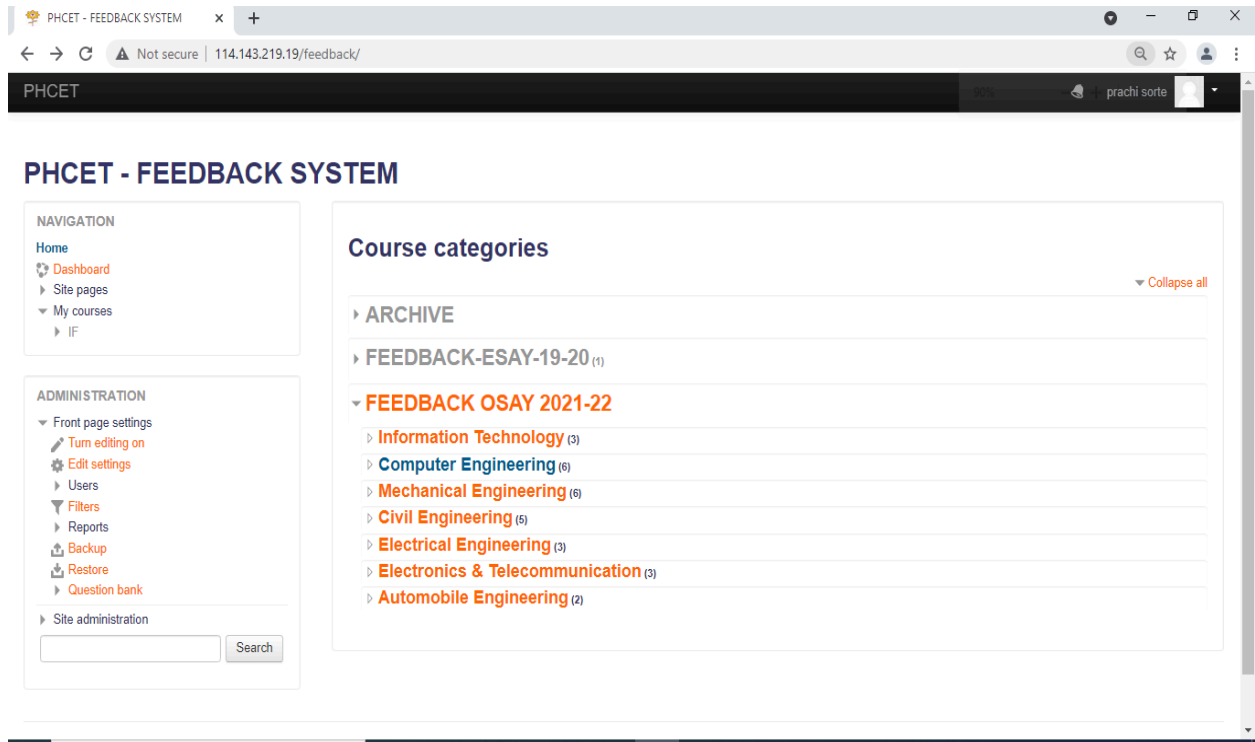
OPAC (Online Public Access Catalog)

OPAC is one of the Modules of Library Management Software, KOHA. KOHA is open source software for Automation of Library activities. OPAC facilitates to search availability of books, quantity of books and Shelf Location of books. It is an Union Catalog, where books from all libraries of Pillai's HOC Campus & Pillai's Panvel Campus can be searched. Remote Access Facility is provided for the same.

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Rasayani, Tal. Khalapur,
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Screenshot of Online Public Access Catalog

Digital Library - LIBSPACE

Library has created Digital Library (Institutional Repository) for Comprehensive Study materials like Lecture Notes, PPTs, Lab Manuals, Assignments, and Experiments, Syllabus, Question Papers and all the other Academic relevant materials required by the users. Moodle an Open Source Online Learning Management System, is used for developing the Digital Library. A dedicated Rack Server with remote access Facility is provided for the purpose.

URL: http://114.143.219.19/libspace/

Screenshot of Digital Library

E-resources Subscribed

1) J-Gate Engineering & Technology

J-Gate contains 4842 Full-text E-journals. This covers all branches of Engineering, Applied Sciences & Humanities. Remote Access Facility is provided for the same. Users may contact Library for User Name and Password.

URL: https://jgateplus.com/search

Screenshot of J-Gate Engineering & Technology

IEEE Xplore Digital Library

IEEE contains 200 Full-text E-journals and 383 E-Books. Users may contact Library for details and access.

URL: https://ieeexplore.ieee.org/Xplore/home.jsp

ERP (Enterprise Resource Planning) Document

Our management provides us with necessary funds so that we can promote different learning methodologies for students. We also are looking forward to generate revenue through industry level projects, consultancies, research grants. Most of the transactions are in non-cash mode and is done using Tally ERP 9 Software. SensysEasyPay from Sensys Technologies Pvt. Ltd., is used for salary related computations and disbursement and also for Income Tax purposes including generating of Form XVI. The salary of each employee is directly credited into their bank accounts and Easy Pay is used to generate the quarterly income tax returns of the taxes deducted at source for various activities including monthly salary.

HR and Payroll software
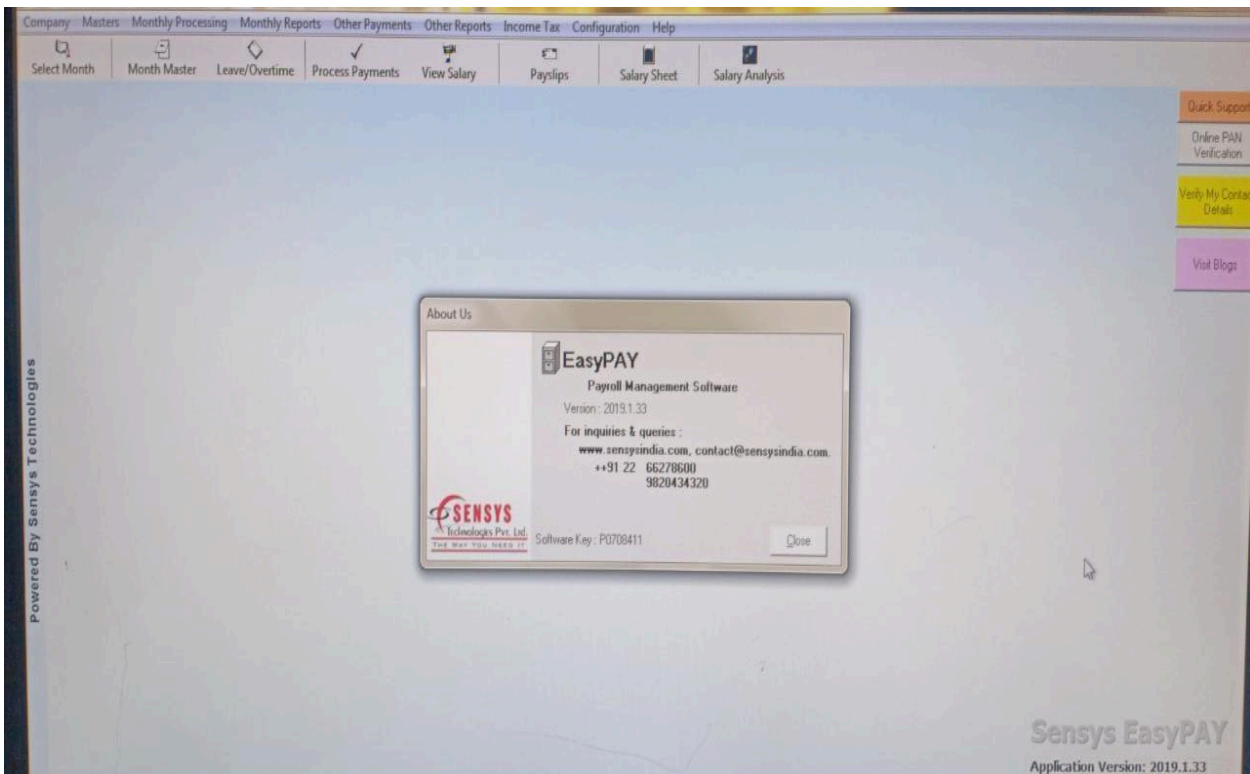
Lantiv scheduling studio: To makeTimetable

Mahatma Education Society's
Pillai HOC College of Engineering and Technology, Rasayani

ANNUAL E-GOVERNANCE REPORT 2022-23

The Policy of E Governance has been drafted by the IQAC for the effective functioning and development of administrative and academic activities of the college.

Implementation of e-governance in areas of operation:
E-governance is being implemented at Pillai HOC College of Engineering & Technology in Rasayani with the aim of streamlining processes and making the best use of the available resources. E-governance is anticipated to improve the workflow in the college through computerized operations and make correct data and information accessible to users. As a result, there will be less paperwork, less time spent moving documents and files during official business, and more effective use of human resources. In the 2021-22 financial year, E Governance was implemented in our college in the areas of Finance and Accounts, Student Portal & Administration, Library, and Examination Management.

1. Planning and Development

- Website: The website acts as an information center which reflects about the college, all its activities, important notices, programmes offered, etc.
- Separate team appointed for the administration of the college website.

- The team will look after the process of updating, maintaining and working of the website on a regular basis.
- The committee will also look for other changes that are required on the website.
- The college strives to showcase its vibrant self and activeness through its website.
- All the important information go on the website as and when they are released.
- The vision and mission statement is uploaded on the institutional website.
- Further development strategies, too are uploaded on the website.

2. Administration

- The Principal liaises with Governing Body members as well as the teaching and non-teaching staff through email.
- All important administrative information including notices is regularly published on the website.
- The college is connected through high-speed internet of bandwidth 500 MBPS.
- Fully automated, wireless office with 24x7 internet facility.
- The salary of the staff members is done through the software.
- Biometric attendance for all staff members based on which monthly reports are generated.
- Administrative Office uses Advanced Excel and File Management System Tools to maintain an effective database and also to provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students are able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.

3. Finance and Accounts

- The office continues to maintain its account on Tally.

- Latest versions of the software are purchased and used by the college.

- Advanced features help the staff to maintain financial records effectively and efficiently.

- Profit and loss balance sheets are generated through this software only. All the analysis reports are also generated through Tally.

- The College also uses 'Sensys' to manage the Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system.

- Reports can be generated for all staff members.

- Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

- The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques.

- The payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system.

- Online payment of examination and admission fees

- Pay bill preparation & management of various scholarship schemes

- The specific advantage that we may gain from the automation process is that we could keep track of the fees that we collect from students on a daily and monthly basis for reconciliation and accounting.

- This has aided us in developing more precise cash flow management and forecasting systems for the college's financial management

4. Student Admission and Support

Student Admission:

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University of Mumbai.
- The college brings out its brochure which is displayed on the website that has guidelines for the admission process.
- An Admission Portal to be used to manage the admissions in the college.
- Number of students applying to each course, withdrawals, fee submission, all is managed through this portal.
- Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose online software EDURIGHT to be used by the Administrative Department.
- On the college website, the institute has an Online Admission Enquiry Form, wherein students can register their enquiries for admission.
- The admissions tab on the website also has admissions eligibility, procedure, rules and brochure of the institution.

Students' Portal

- The college has a Students' Portal which can only be accessed by students' MES ID.
- In this portal, students can pay fees, check results, apply for ATKT examinations etc.
- Online admission includes the following as such disclosure of admission rules/schedule on the portal.
- Payment of fees & other admission formalities.
- Management of different scholarship schemes for students.
- Disclosure of students-centric information/data/materials on web-site.
- Above digital functions are released online through the internet with support of ICT based infrastructure available in the college.

Alumni:

- The college has registered an Alumni Association to maintain constant interaction with alumni.
- In order to strengthen our alumni relationships, a separate alumni page is created on the website providing facilities like details of Alumni Meet, Alumni Report and Alumni Events.
- Alumni association is consulted for regular updates and database management.

4. ICT TOOLS

- Hardware Infrastructure.
- The college ensures that it has an adequate number of desktops and laptops for students and staff.
- Computers and printers are made available in the administrative block.
- Projectors and other multimedia devices are provided in the auditorium.
- The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.
- Software Infrastructure.
- The college maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus are purchased and updated regularly.
- ICT enabled classrooms

5. Examination

- The college uploads semester and examination timetables and internals and practical examination timetables on the website.

- The college has adopted an online system where students access their results, can view their marks at the end of each semester and can report discrepancies, if any.
- The Examination Cell uses in house developed 'exam marks entry software' and 'Form Presenter' for proctoring the exam.

6. Library:

- The college has a well-stocked, well equipped library.
- College adds more and more e-learning resources for the benefit of the teachers and the students.
- The college has a Digital foot fall record maintenance system introduced in the library.
- The Library has KOHA- ILMS, Library Space-Institutional Repository, N list-National Library & Information Services Infrastructure for Scholarly Content database -which provides access to e-resources to students, researchers & faculty of college.
- To encourage original writing among students and teachers, the library has TURNITIN software for plagiarism check.

ERP system used in institutes at various levels is as follows,

1. Administration: Eduright software: Software used for record of student information, attendance, billing and fees update.
2. Finance and accounts: Tally ERP 9 and 'Sensys' Easy pay enterprise.
   Tally ERP 9 is accounting software that has been used to record several financial transactions and events. **Sensys Easy PAY** a complete Payroll Management Software for employee Management, salary Management, leave Management, loan & advance management, PF etc.
3. Students' admission and support: Student portal: Student portal is a portal for students where they can access their Results, Exam Forms and also they can pay their fees online. https://phcetstudentportal.mes.ac.in/

4. Examination: Software used to mark entry and result preparation.

WEBSITE LINK

https://phcet.ac.in/

E-GOVERNANCE POLICY

Pillai HOC College of Engineering and Technology
Rasayani, Taluka – Khalapur
Dist. Raigad, 410 207, Maharashtra, India
Tel: 02192 – 669000 / 669001 / 669003
Website: www.phcet.ac.in

Mahatma Education Society's

PILLAI HOC COLLEGE OF ENGINEERING & TECHNOLOGY

DTE Code : 3223

Pillai HOCL Educational Campus, HOC Colony, Rasayani, Via. Panvel, Dist. Raigad. Pin 410207
Tel: 02192 - 669000 / 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 Website : www.phcet.ac.in Email : principal.phcet@mes.ac.in

Accredited with 'A' Grade by National Assessment and Accreditation Council (NAAC)
National Board of Accreditation for Mechanical and Computer Eng.(NBA)

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

- To implementation E-governance in all functioning of the institution in order to provide efficient governance system within the institution
- To promote transparency and accountability in all functions
- To achieve and create a paperless environment in the institution
- To provide easy and quick access to information
- To make campus Wi-Fi enabled
- To make classrooms ICT enabled having desktops, laptops, smart boards, projectors, etc.
- To establish a fully automated library

Policy:

Institute will implement e-governance in all aspects of functioning like library, accounts, admissions, administration and teaching. The policy is designed and framed to make each and every function transparent and accountable.

Institute decides to make the following policies and procedure:

Website:

The website acts as an information center which reflect all significant information about PHCET, programmes offered, curriculum, question papers, books details, all its activities, important notices, etc. For this purpose, a separate service provider/web designer has been appointed. Training is given to the administrative and teaching staff to make important updates on the website. Separate teams are appointed for the administration of the website. The team looks after the process of updating, maintaining and working of the website on a regular basis. The committee looks for other changes that are required on the website. All the important notifications have to go live on the website as and when they are released.

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Accredited with 'A' Grade by National Assessment and Accreditation Council (NAAC)
National Board of Accreditation for Mechanical and Computer Eng.(NBA)

Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as pined by the University of Mumbai. PHCET brings out its brochure which is displayed on the website that has guidelines for the admission process. In addition, an admission portal is used to manage the admissions. Students are required to submit a separate online application form for taking admission online software is used by the admission coordinator.

Accounts:

The office continues to maintain its account on Tally. The institution uses the latest version of the software in Accounts department. The advanced features help the staff to maintain financial records effectively and efficiently. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training the existing staff and updating the software are carried out regularly. PHCET uses 'Sensys' to manage Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

PHCET has a well-stocked library. The institutional library subscribes to new journals and books regularly. Recommendations are taken from the teachers while subscribing to the resources. Teachers can apply to get books of different authors for the subjects they are teaching. The Library has KOHA- ILMS, Library Space-Institutional Repository, N list-National Library & Information Services Infrastructure for Scholarly Content Database-which provide access to e-resources to students, researchers & faculty members.

The library has TURNITIN software for plagiarism check which encourages the students and faculty members to write quality research papers.

Administration:

Student teaching learning feedback and infrastructure feedback portal is used for student satisfaction survey in each semester. The administrative staffs use Advanced Excel and File Management System tools to maintain effective database, and also to provide a hassle free, convenient and smooth process.

PHCET looks into opportunities to automate some of its functions related to administration. Adequate training is given to them to keep them abreast with the new technology.

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Examination:

PHCET has adopted an online system where students can view their university results, internal assessment marks at the end of each semester and can report discrepancies, if any.
Revaluation forms, etc are filled by students through student portal.

Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni, feedback and many other aspects. Alumni association is consulted for regular updates and database management.

ICT Tools:

Hardware Infrastructure:

PHCET makes sure that it has adequate number of computers for students and staff. The institution has ICT enabled classrooms, seminar halls, R and D Centre, Computer centre, laboratories and auditorium.

Software Infrastructure:

PHCET maintains adequate configuration of servers to allow fast transmission of data to the various computers and updates office automation packages like Open MS Office and Antivirus software regularly.

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