

**ધી સર્વોદય નાગરીક સહકારી બેંક લી.  
મહિલા આર્ટ્સ કોલેજ**

વિજાપુર રોડ, મહેતાપુરા, પો.સવગઢ, તા.હિંમતનગર  
૩૮૩૨૨૦. જિ.સાબરકાંઠા, ગુજરાત.  
ફોન અને ફેક્સ : ૦૨૭૭૨ - ૨૨૨૧૪૨, ૨૨૨૮૪૭



I./C. Principal - Dr. Nazima R. Shaikh  
Mo. 94264 27048

**The Sarvodaya Na. Sah. Bank Ltd.  
Mahila Arts College**

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**ERP Implementation for E-Governance in College Operations**

The college has successfully implemented e-governance across several key areas to enhance efficiency, transparency, and accessibility by using the following vendors: NextGen, HNGU ERP (ngu.ac.in), Cogent, and PFMS.

**Areas of Implementation:**

**1. Administration:**

The administration section is governed using NextGen ERP software, implemented during the academic year 2023-2024. This system enables seamless integration and monitoring of administrative functions such as faculty management, student records, and scheduling.

**2. Finance and Accounts:**

To ensure transparency and accuracy in financial transactions and accounting processes, NextGen ERP software has been adopted for finance and account operations, including fee management and financial reporting. The CHEI portal, provided by Cogent, handles payroll. Additionally, the institution utilizes the Public Financial Management System (PFMS) for effective tracking and management of government funds, along with access to the Government e-Market for procurement needs. The administrative department maintains financial records and budget-related documents for grants received or receivable from various agencies and for fee collection. To ensure accountability, the principal and the governing body monitor these records through annual audits, reinforcing the institution's commitment to maintaining high standards of financial integrity.

**3. Student Admission and Support:**

The college, affiliated with Hemchandracharya North Gujarat University (HNGU), has streamlined its student admission and support processes. Since implementing a partial online process in 2012, the college has enhanced its admission procedures and student services, ensuring an efficient interface for students to access essential resources in accordance with university guidance. As of 2023-24, the college employs a fully online admission process using the 'College Management System' software, facilitating online registrations and fee payments. Students can conveniently submit their applications and required documents through the online portal, ensuring efficient data collection and verification for a smooth admission experience.

In compliance with HNGU's admission norms, the college promotes transparency and accessibility throughout the admission process. Information regarding admissions is disseminated via notice boards, the college prospectus, and the website. Additionally, a dedicated counselling center assists parents and prospective students with inquiries about courses, eligibility criteria, and admission procedures prior to

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the announcement of higher secondary examination results. The college also provides various student support services, including the issuance of transfer certificates, bonafide certificates, and ID cards, all facilitated through dedicated software. A comprehensive course detail brochure, outlining the institution's vision, mission, and goals, is available on the college website, along with course outcomes.

#### 4. Examination:

The college leverages the ERP platform (ERP.ngu.ac.in) provided by HNGU to manage examination-related processes such as exam scheduling, result publication, and student performance tracking. Implemented in 2023, this system streamlines examination workflows and enhances efficiency.

In alignment with the academic calendar of our university, the institute conducts preliminary examinations and retests, as well as assigns and evaluates students' work. Faculty members guide students to answer questions accurately, ensuring a comprehensive assessment of their understanding. The examination system is closely monitored and controlled by the appointed convener, who has the autonomy to oversee all assessment-related activities. This includes managing examination logistics, hall tickets, question paper security, as well as the collection of assessments and timely declaration of results. The convener is also responsible for issuing statements of marks and implementing remedial measures for students needing additional support in major subjects.

  
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Himatnagar