The college aims to regularly conduct a Green Audit of our college campus to assess ourstrengths and weaknesses to further our goals of long-term sustainability. A green audit is a useful tool to determine how and where most energy or water or resources are being used. Thecollege can then consider how to implement changes and make savings. It can determine the type and volume of waste. Recycling projects or waste minimization plans can be adopted. It will create health consciousness and promote environmental values and ethics. It provides a better understanding of the impact of eco- friendly practices on campus. Green auditing will promote financial savings through reduction of resource use.

The College will conduct Green Audit every two year to identify, quantify, describe andprioritize a framework of Environment Sustainability in compliance with the applicable regulations, policies and standards. A gardener and full time staff are appointed for the maintenance of clean and Green Campus.

14.8 An Energy Audit to be conducted as and when required to further reduce its carbon footprint. The importance of reducing energy consumption cannot be overstated. The energy audit, with its specialized tools will identify wastage of energy. Such an inspection often reveals several different flaws which cause a loss of significant amounts of energy which the college will not be able to detect. These flaws often have easy and affordable solutions and provide significant savings. PLASTIC-FREE CAMPUS

In alignment with the Government of India's initiative to combat the hazardous impact of plastic pollution, the college administration has taken a firm stance against single-use plastics, transforming the campus into a "Plastic Free Zone." The institution is committed to raising awareness about the harmful effects of single-use plastics and mandates all students torefrain from bringing non-biodegradable plastic items such as bags, cups, plates, small water bottles, straws, and sachets onto the premises.

To support this initiative, the college provides eco-friendly alternatives such as stainless steel, washable, and reusable tumblers at all water stations. Moreover, the canteen has been directed to exclusively use paper plates and cups, systematically eliminating plastic usage within the campus. The institution actively encourages students to educate their families aboutthe detrimental effects of plastics, promoting plastic-free households.

14.9 E-GOVERNANCE POLICY

Policy:

The College commits to integrating e-governance across all functions, emphasizing transparency and accountability.

Dr.B.V.Hiray College of Management Malegaon (Nasik) 423 105 Malegaon Camp

Scope:

This policy encompasses various aspects of the college's functioning, including:

1. General Administration
2. Student Admission
3. Examination
4. Library
5. Accounts and Finance
6. ICT Infrastructure

Objectives:

1. Implement e-governance in all college operations for enhanced efficiency andsimplicity.
2. Foster transparency and accountability throughout the institution.
3. Promote a paperless environment and facilitate easy access to information.
4. Establish a Wi-Fi-enabled campus.
5. Equip classrooms with ICT tools such as desktops, laptops, smart boards, andprojectors.
6. Automate the library system for enhanced accessibility.

The following policies and procedures will be adhered to:

Website:

1. Maintain an informative college website with updates on activities, notices, andcourses.
2. Appoint a dedicated service provider/web designer for website management.
3. Form a Website Committee for regular updates and maintenance.

Student Admission:

1. Utilize a University Admission Portal for managing admissions.
2. Publish admission guidelines on the website.
3. Adhere to the e-governance policy of the University for Admission Processes.

Accounts:

1. Maintain financial records through Tally software with regular training and updates.
2. Ensure secure online transactions (NEFT, RTGS, etc.) for payments and receipts.

Library:

1. Use KOHA cloud-based software for library management.

2. Incorporate e-learning resources and subscribe to new journals/books based on teacher and student recommendations.

Communication and Collaboration:

Utilize digital platforms like WhatsApp and official social media accounts for internal communication and information dissemination.

Administration:

1. Implement biometric attendance for staff.
2. Use Advanced Excel for efficient database management.
3. Strive for a paperless administration; explore automation opportunities.

Examination:

Adhere to the e-governance policy of the University for Examination Processes.

Alumni:

1. Create an alumni page on the website for registration, alumni profiles, feedback, etc.
2. Collaborate with the alumni association for regular updates and database management.

ICT TOOLS: Hardware Infrastructure:

1. Ensure an adequate number of desktops, laptops, and printers for students and staff.
2. Provide computers and printers in administrative areas.
3. Equip classrooms with projectors and multimedia devices.

Software Infrastructure:

1. Maintain LAN for efficient data transmission.
2. Regularly update antivirus software for cyber security.

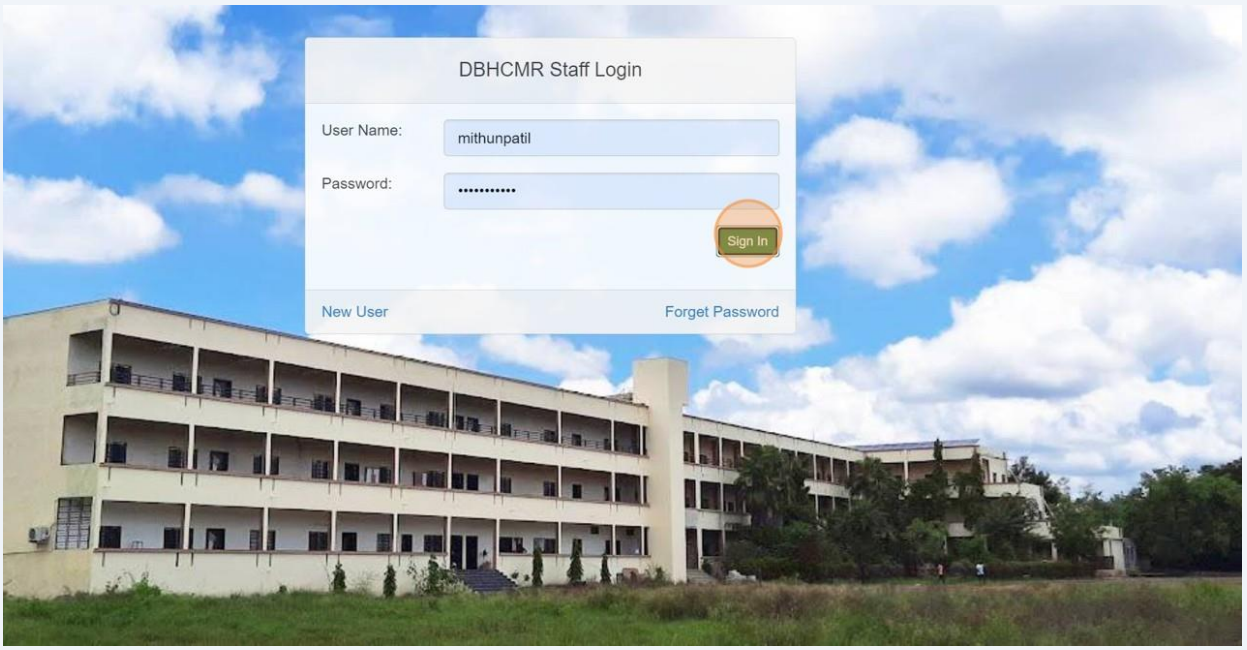
This E-Governance Policy reflects our commitment to integrating technology for streamlined operations, transparency, and accountability. Regular updates and training will ensure the effective implementation of these initiatives, fostering a progressive learning and working environment within the institution.

Screenshot of ERP used for Administration

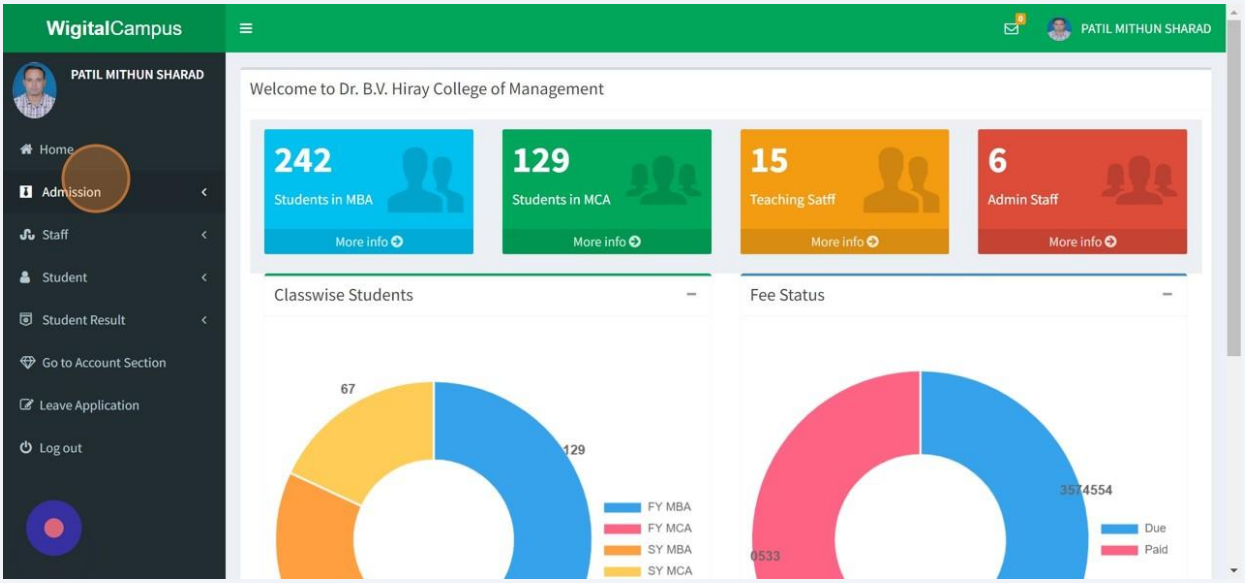
1 ERP Link : https://hiray.wigitalcampus.com/mba_index.htm

2 ERP Home Page

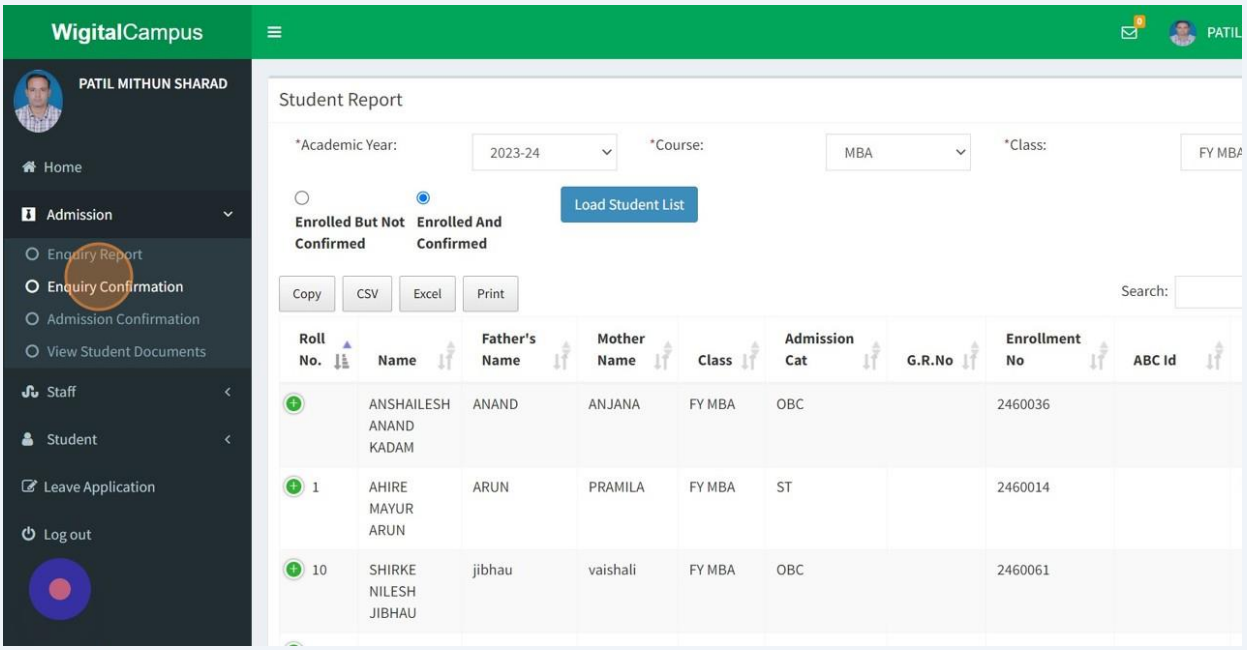
3 Staff Login Page



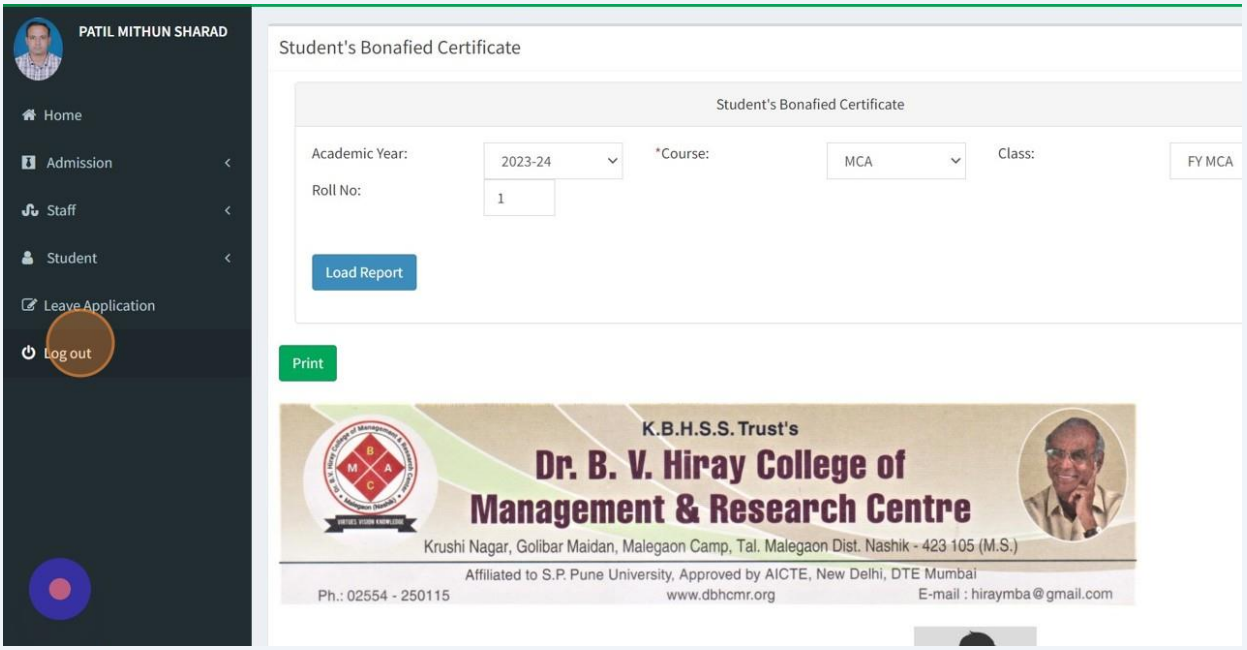
4 Admin Dashboard



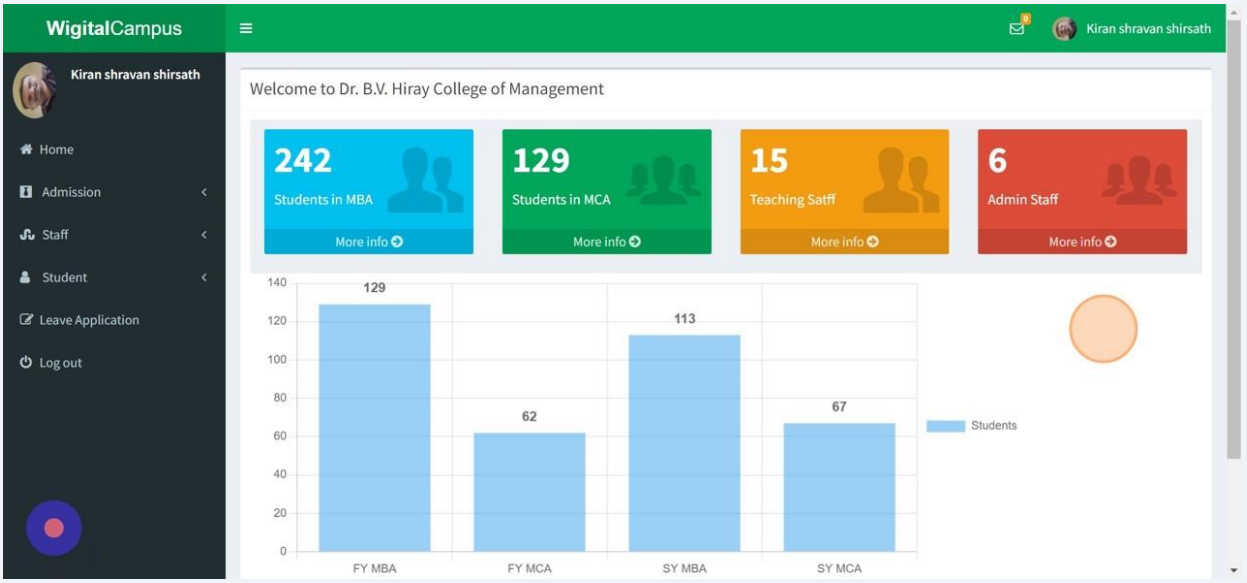
5 Student Report



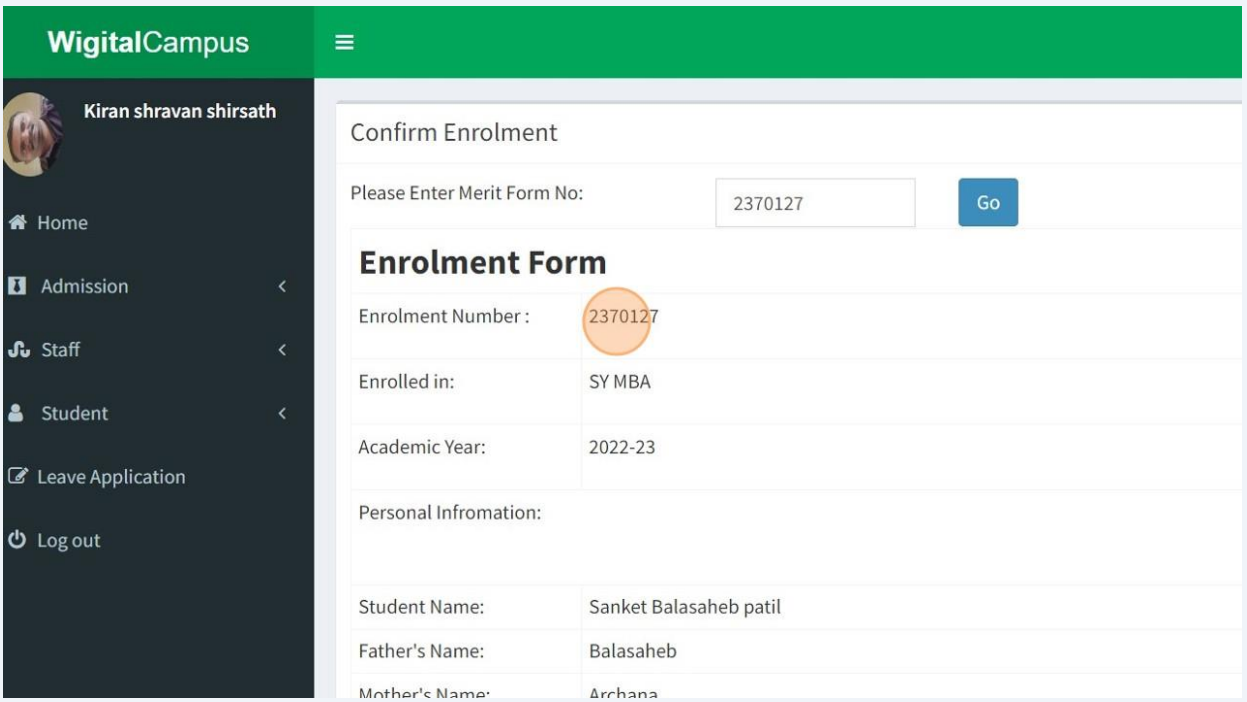
6 Student Bonafide Certificate Generation



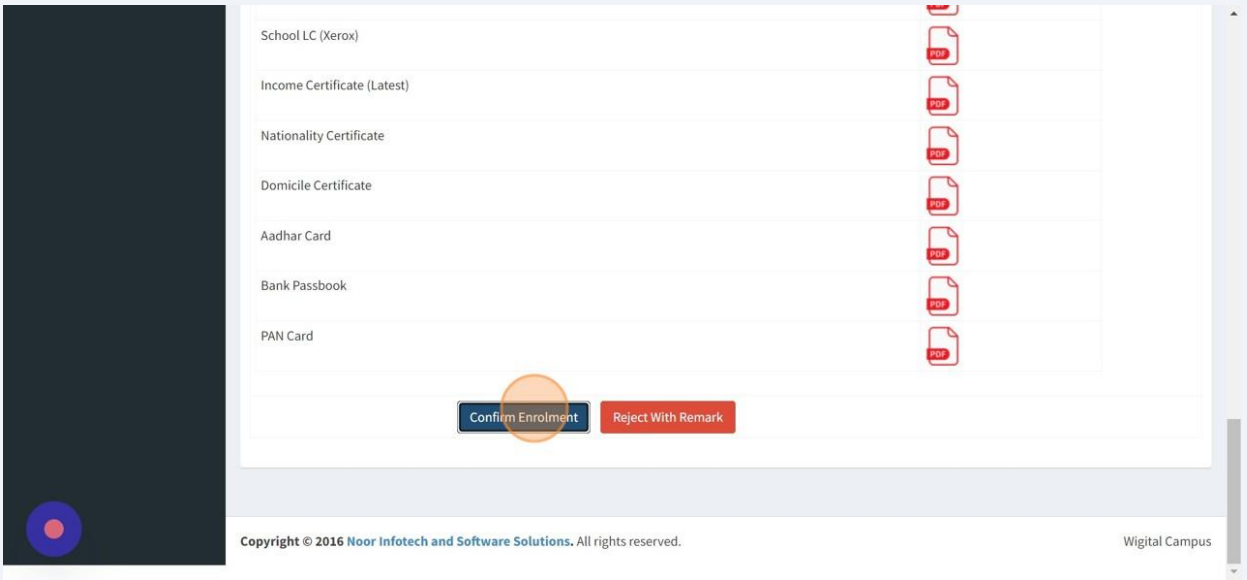
7 Student Admission Clerk Dashboard



8 Student Admission Confirmation by Admission Clerk Step1



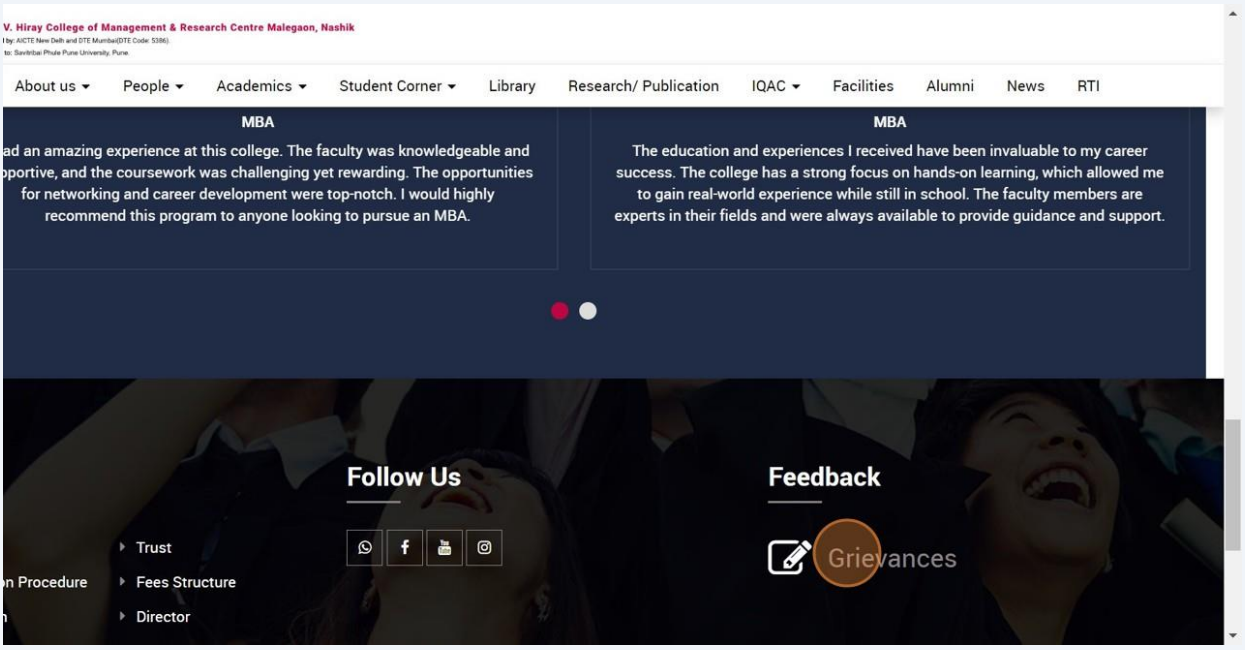
9 Student Admission Confirmation by Admission Clerk Step2



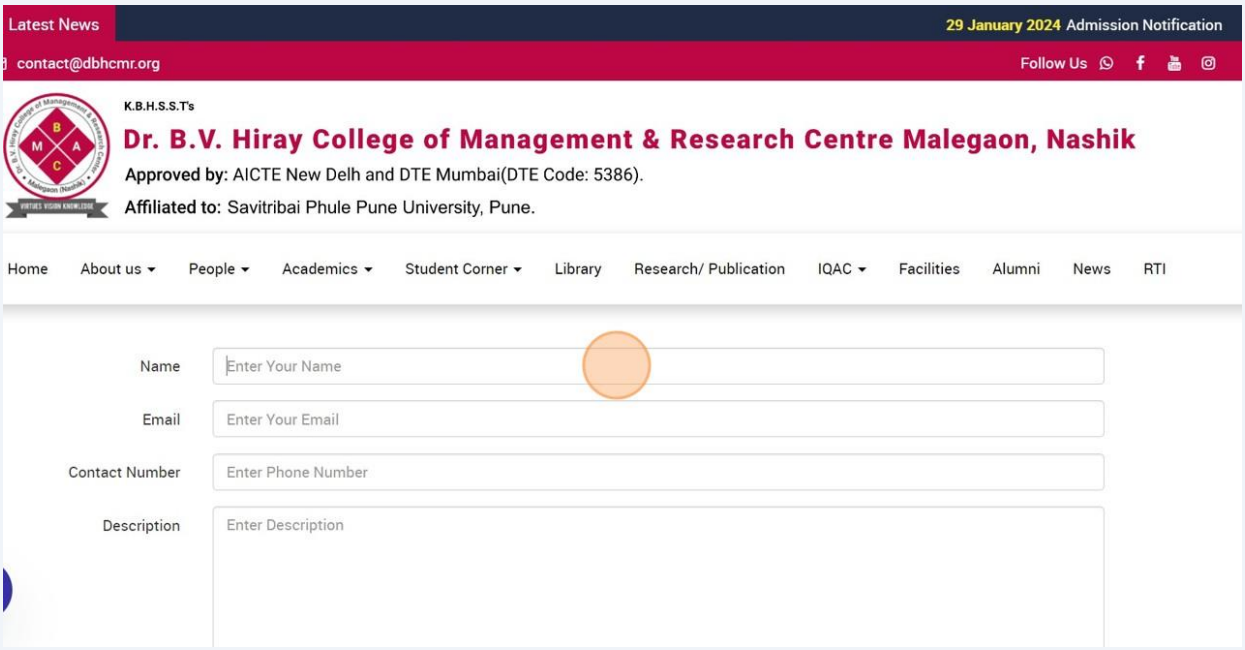
Student Complaint / Grievance Screen Shot on DBHCMR Website

1 Navigate to https://dbhcmr.org/

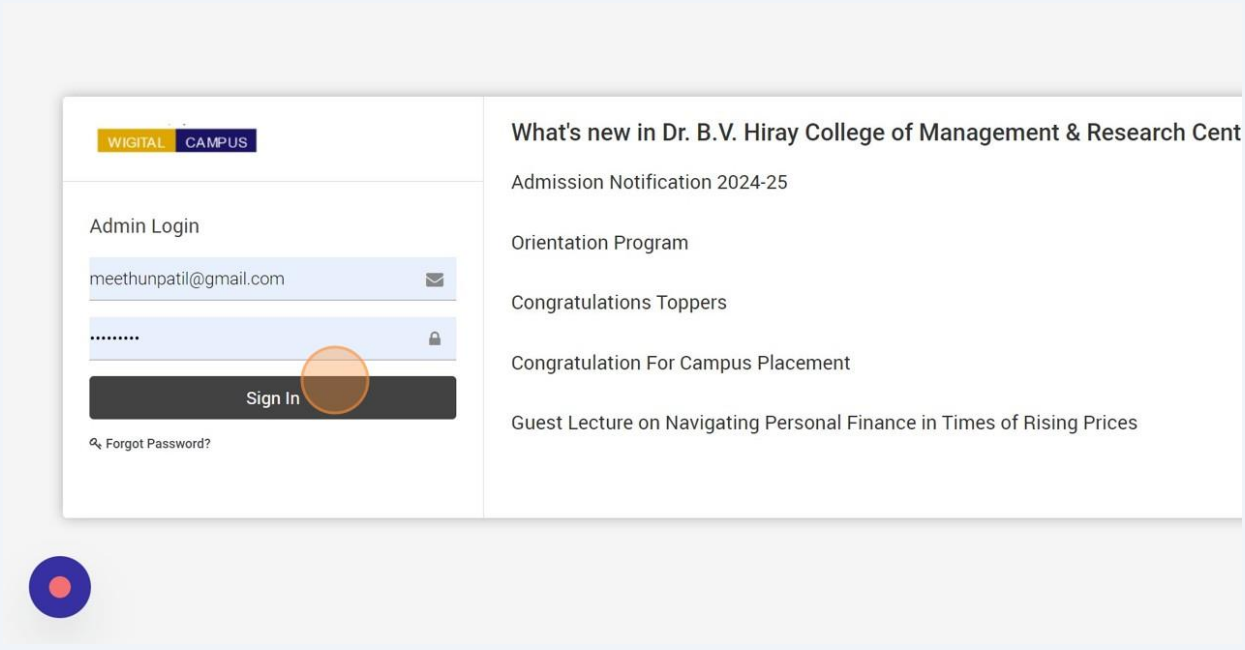
2 "Grievances" link



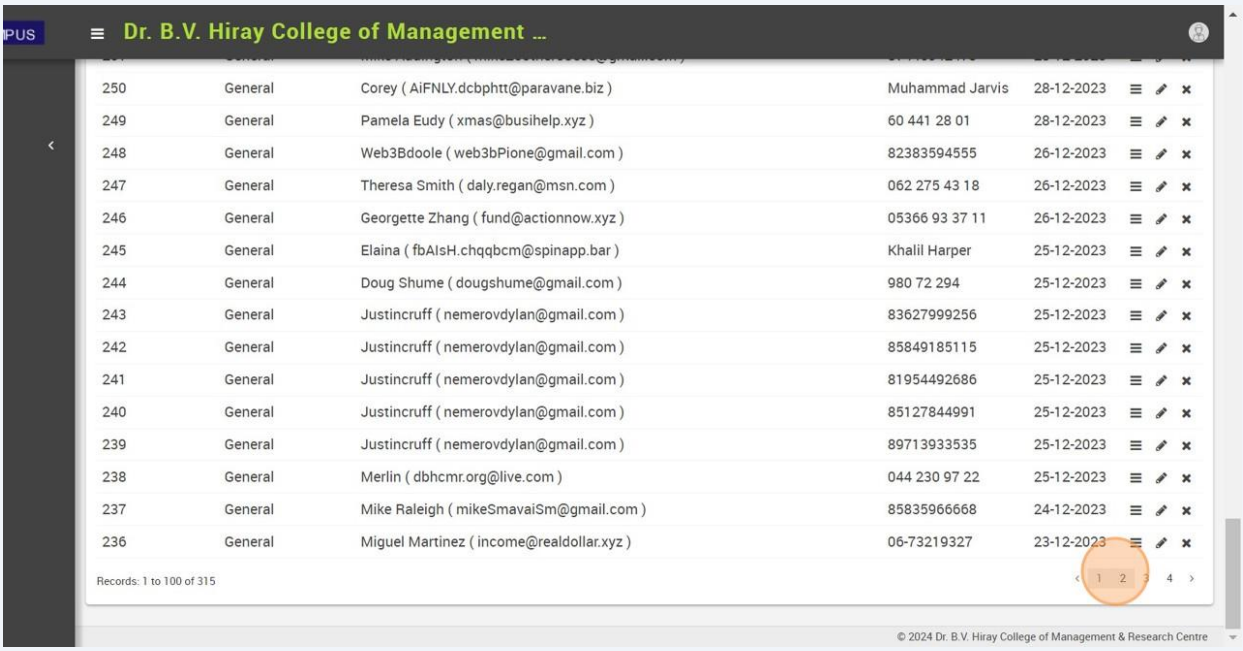
3 Complain Form



4 Complain Report Login Page

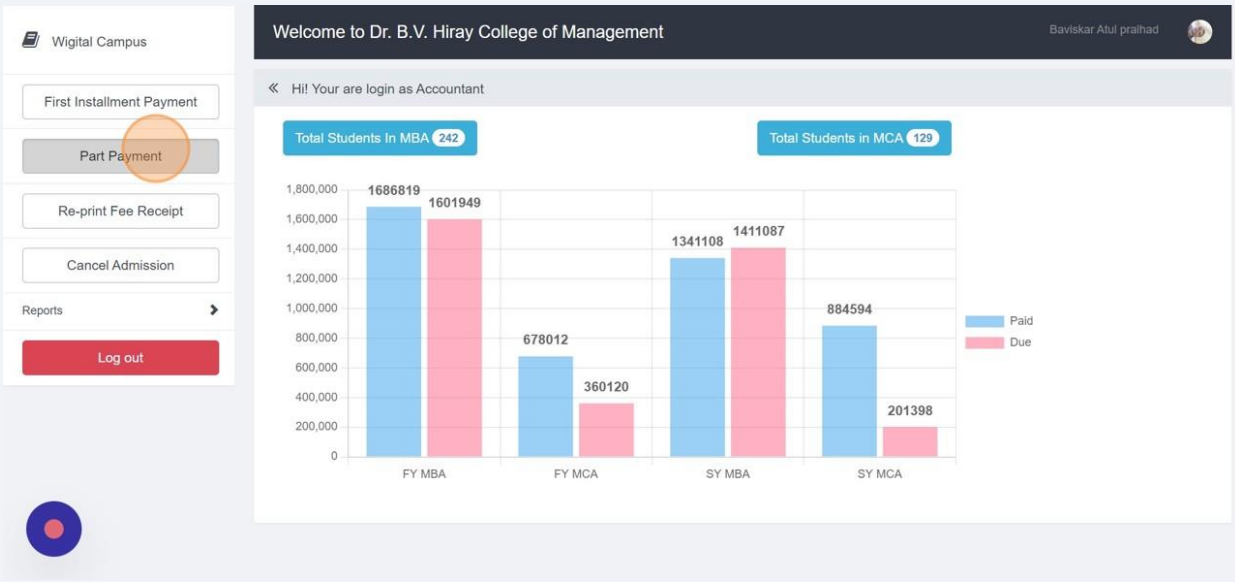


5 Complain Report

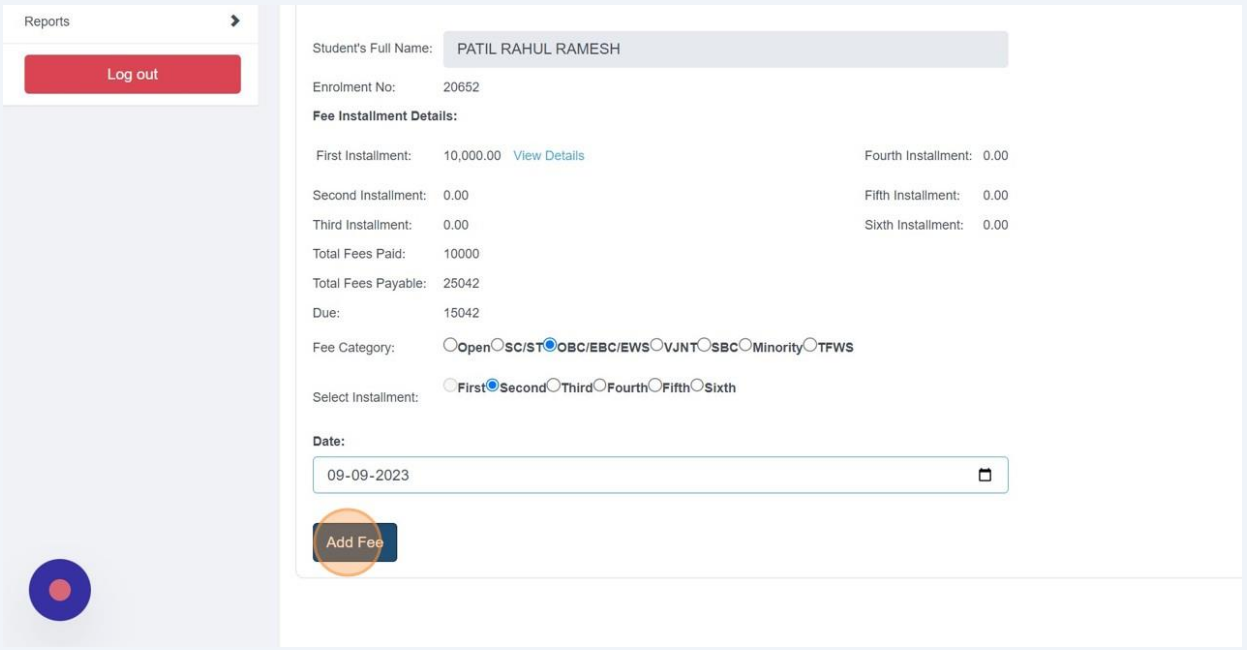


1 ERP Finance and Account Screen Shot.

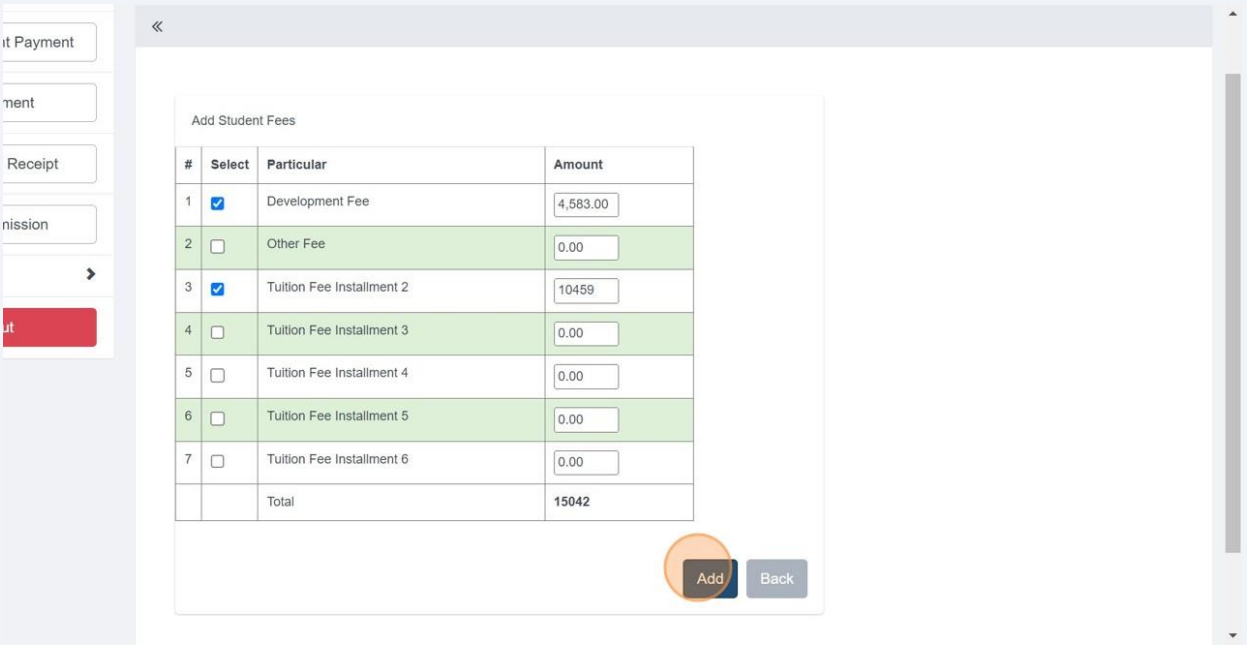
2 Account Finance Dashboard.



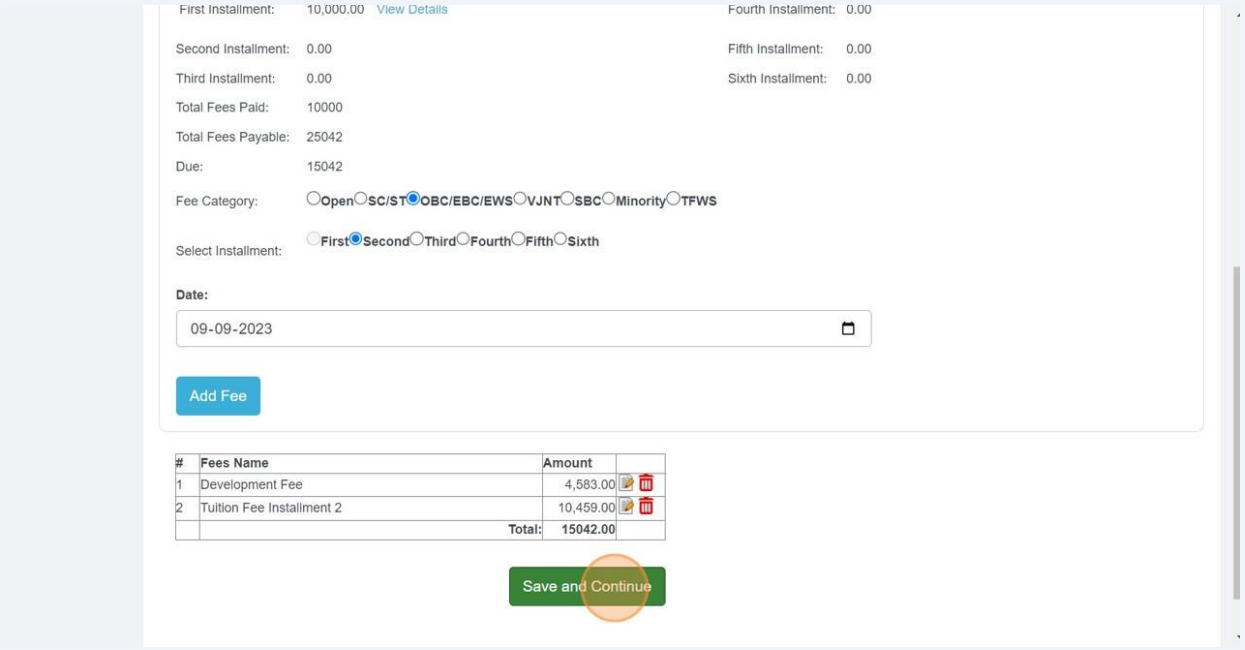
3 Student Fee Receipt Generation Step1.



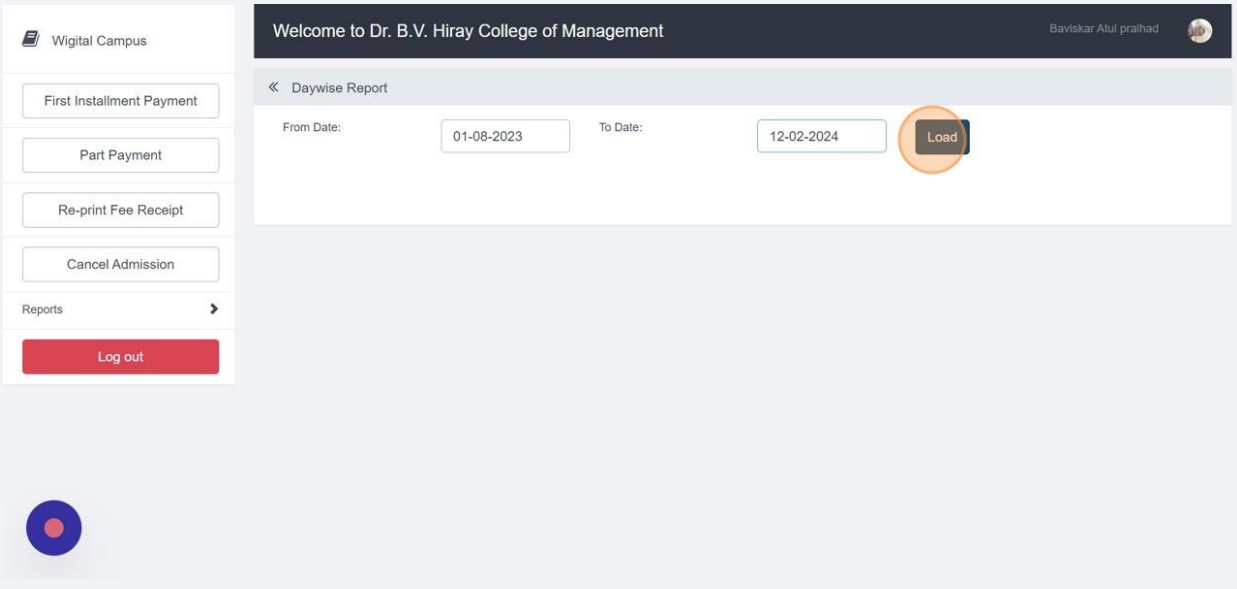
4 Student Fee Receipt Generation Step2.



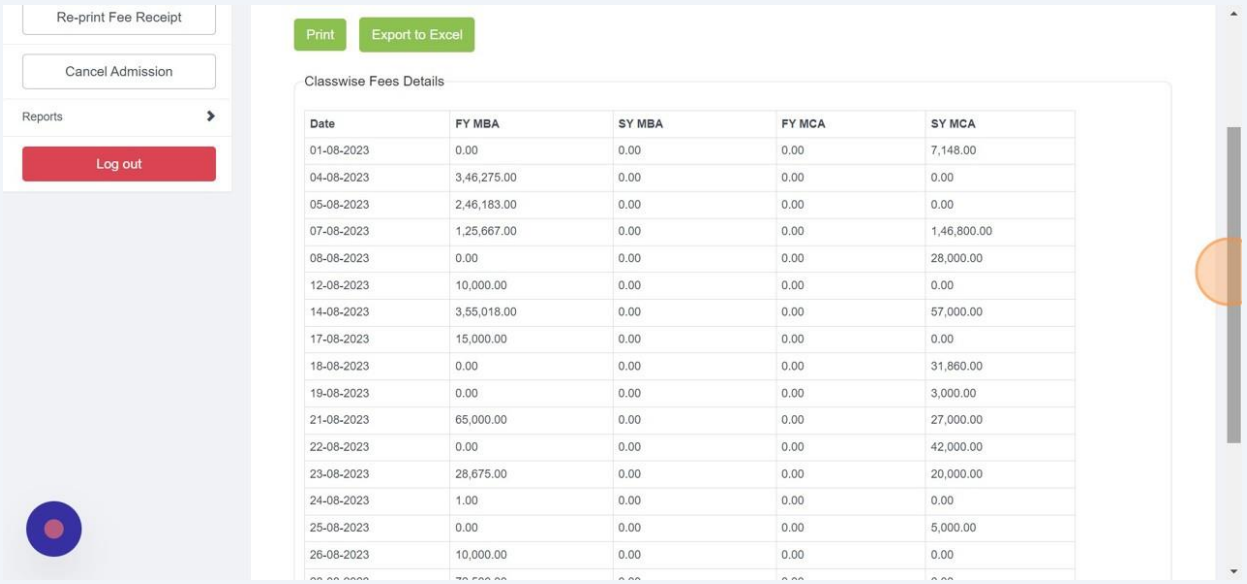
5 Student Fee Receipt Generation Step3.



6 Account Finance Day wise Fee Collection Report Page1.

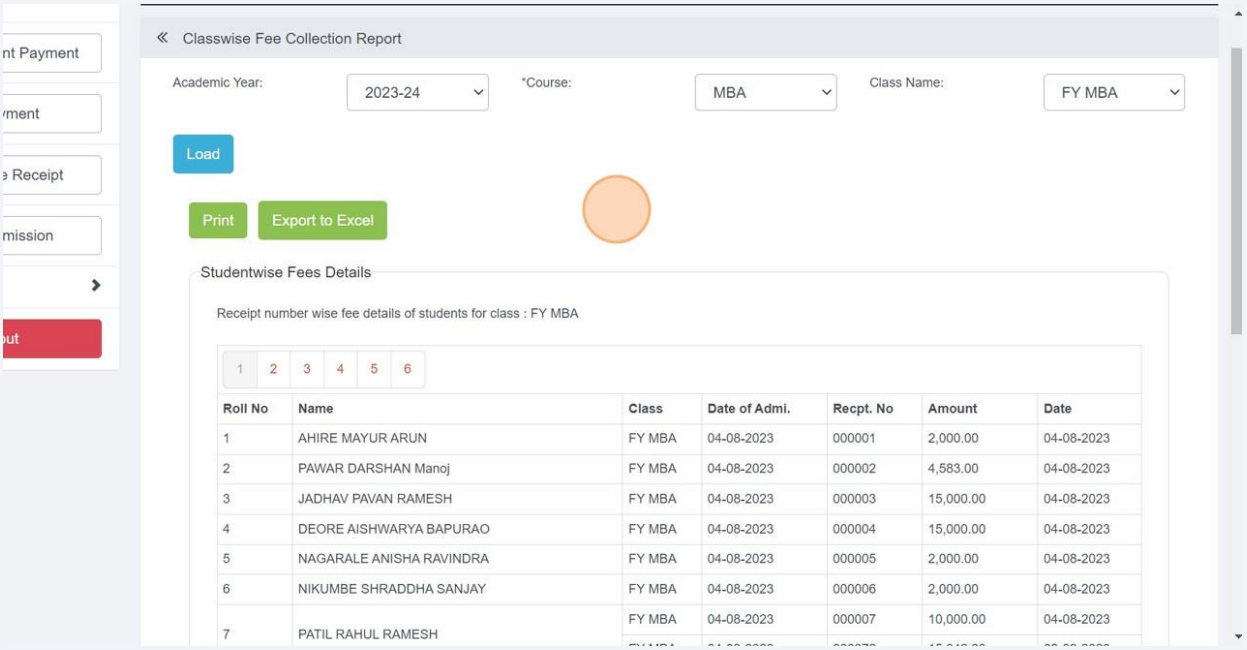


7 Account Finance Day wise Fee Collection Report Page2.



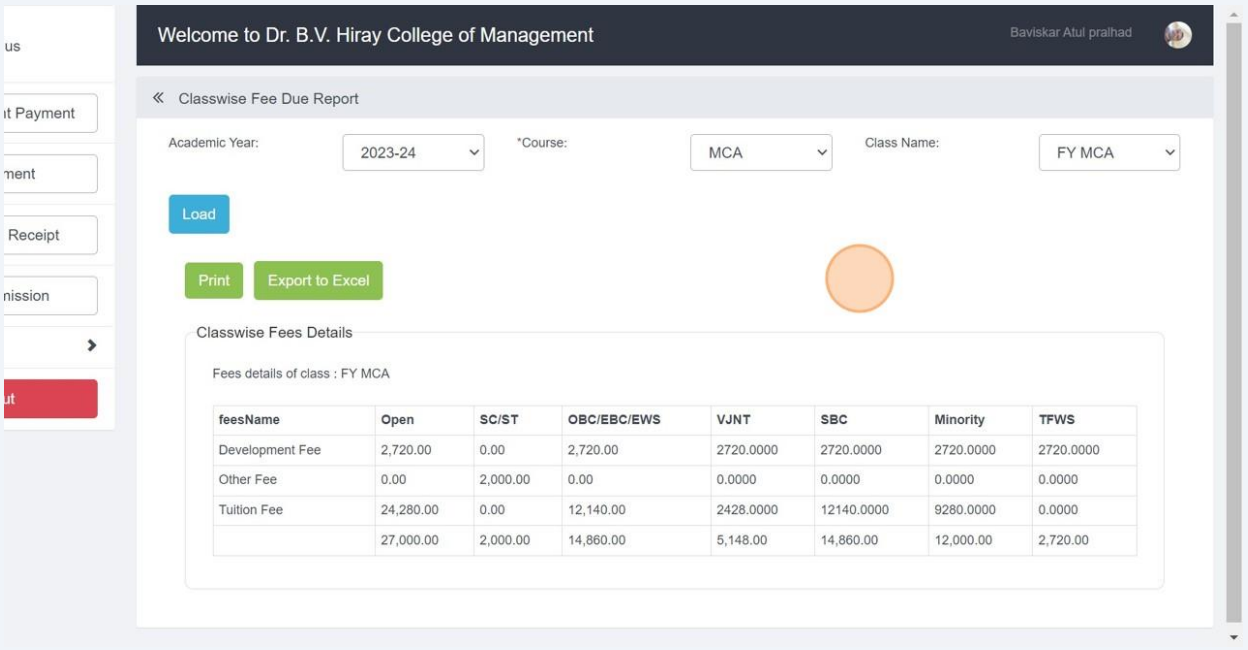
Date	FY MBA	SY MBA	FY MCA	SY MCA
01-08-2023	0.00	0.00	0.00	7,148.00
04-08-2023	3,46,275.00	0.00	0.00	0.00
05-08-2023	2,46,183.00	0.00	0.00	0.00
07-08-2023	1,25,667.00	0.00	0.00	1,46,800.00
08-08-2023	0.00	0.00	0.00	28,000.00
12-08-2023	10,000.00	0.00	0.00	0.00
14-08-2023	3,55,018.00	0.00	0.00	57,000.00
17-08-2023	15,000.00	0.00	0.00	0.00
18-08-2023	0.00	0.00	0.00	31,860.00
19-08-2023	0.00	0.00	0.00	3,000.00
21-08-2023	65,000.00	0.00	0.00	27,000.00
22-08-2023	0.00	0.00	0.00	42,000.00
23-08-2023	28,675.00	0.00	0.00	20,000.00
24-08-2023	1.00	0.00	0.00	0.00
25-08-2023	0.00	0.00	0.00	5,000.00
26-08-2023	10,000.00	0.00	0.00	0.00

8 Account Finance Class wise Fee Collection Report Page.



Roll No	Name	Class	Date of Admi.	Recpt. No	Amount	Date
1	AHIRE MAYUR ARUN	FY MBA	04-08-2023	000001	2,000.00	04-08-2023
2	PAWAR DARSHAN Manoj	FY MBA	04-08-2023	000002	4,583.00	04-08-2023
3	JADHAV PAVAN RAMESH	FY MBA	04-08-2023	000003	15,000.00	04-08-2023
4	DEORE AISHWARYA BAPURAO	FY MBA	04-08-2023	000004	15,000.00	04-08-2023
5	NAGARALE ANISHA RAVINDRA	FY MBA	04-08-2023	000005	2,000.00	04-08-2023
6	NIKUMBE SHRADDHA SANJAY	FY MBA	04-08-2023	000006	2,000.00	04-08-2023
7	PATIL RAHUL RAMESH	FY MBA	04-08-2023	000007	10,000.00	04-08-2023

9 Account Finance Day wise Fee Chart Report Page.



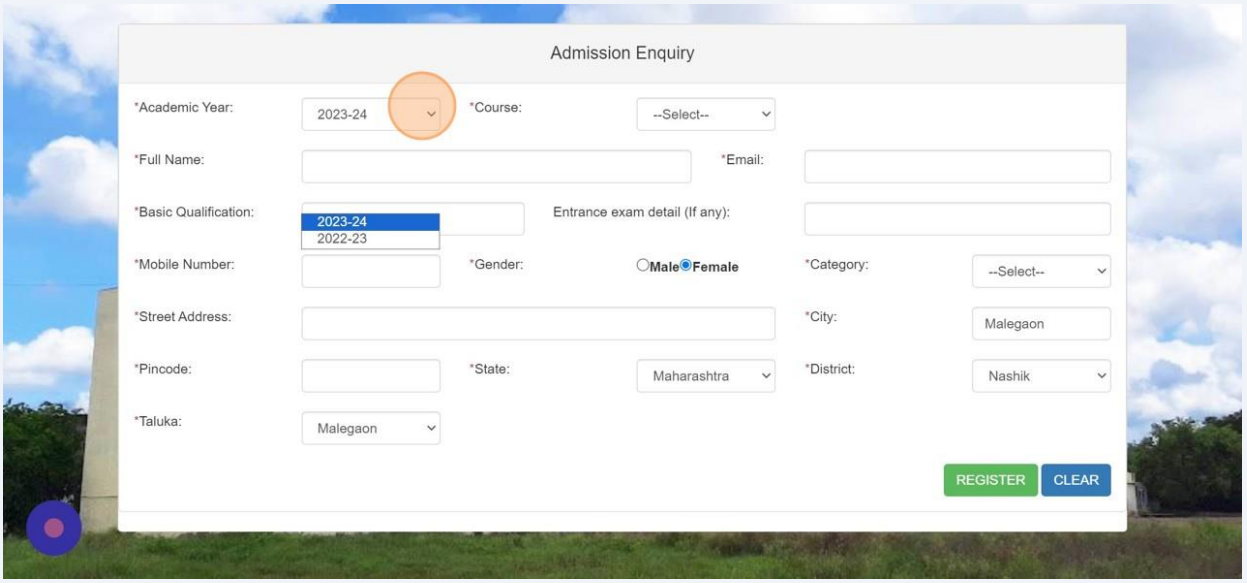
feesName	Open	SC/ST	OBC/EBC/EWS	VJNT	SBC	Minority	TFWS
Development Fee	2,720.00	0.00	2,720.00	2720.0000	2720.0000	2720.0000	2720.0000
Other Fee	0.00	2,000.00	0.00	0.0000	0.0000	0.0000	0.0000
Tuition Fee	24,280.00	0.00	12,140.00	2428.0000	12140.0000	9280.0000	0.0000
	27,000.00	2,000.00	14,860.00	5,148.00	14,860.00	12,000.00	2,720.00

ERP Student Admission and Support Screenshot

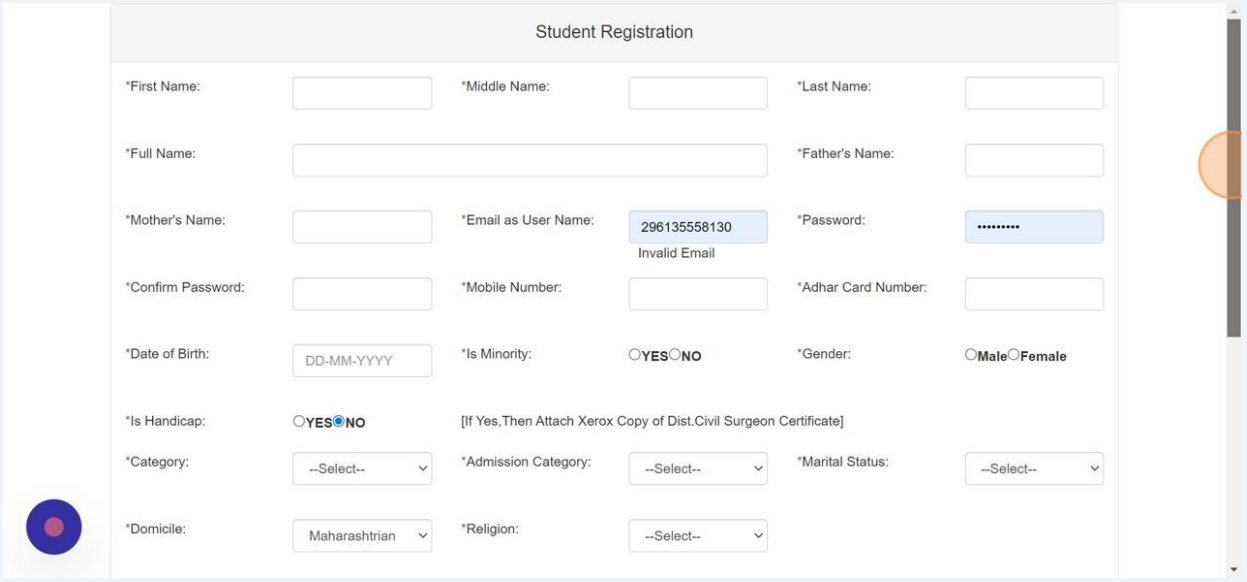
1 EPR Main Page URL : https://hiray.wigitalcampus.com/mba_index.htm

2 Admission Enquiry by Student Without Registration.

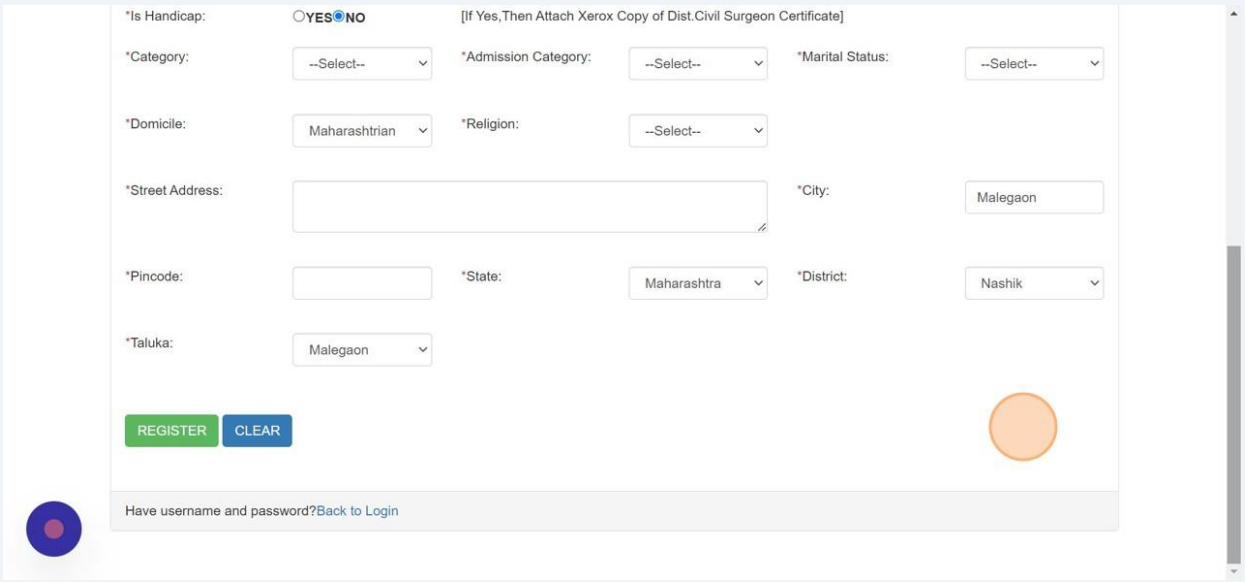
3 Student Admission Enquiry Form



4 Student Registration Form Section 1.

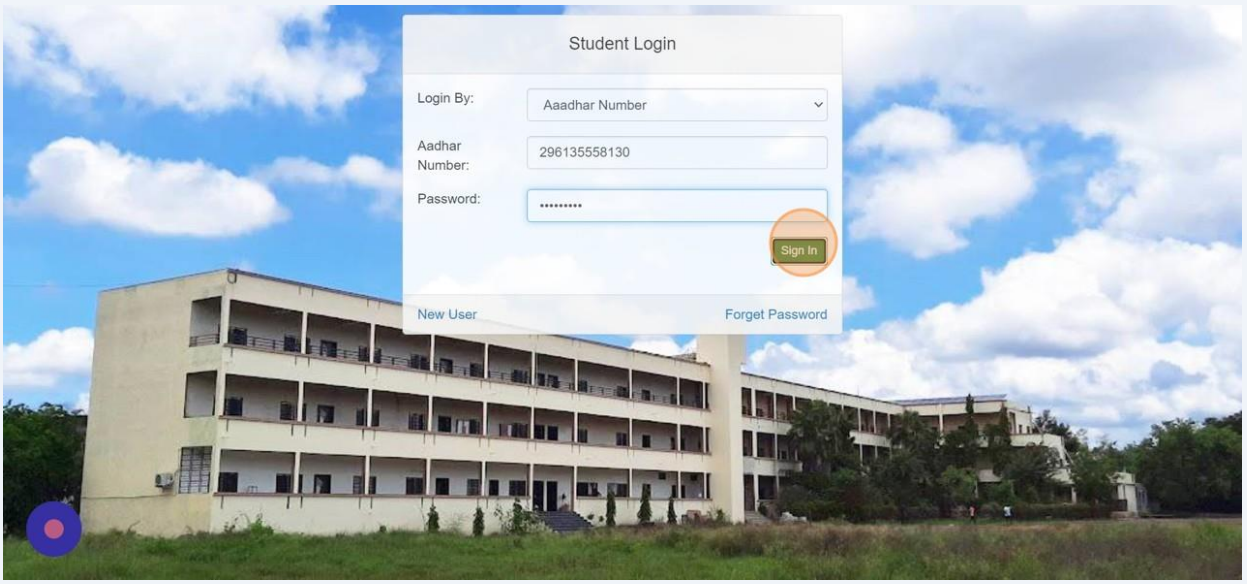


5 Student Registration Form Section 2.

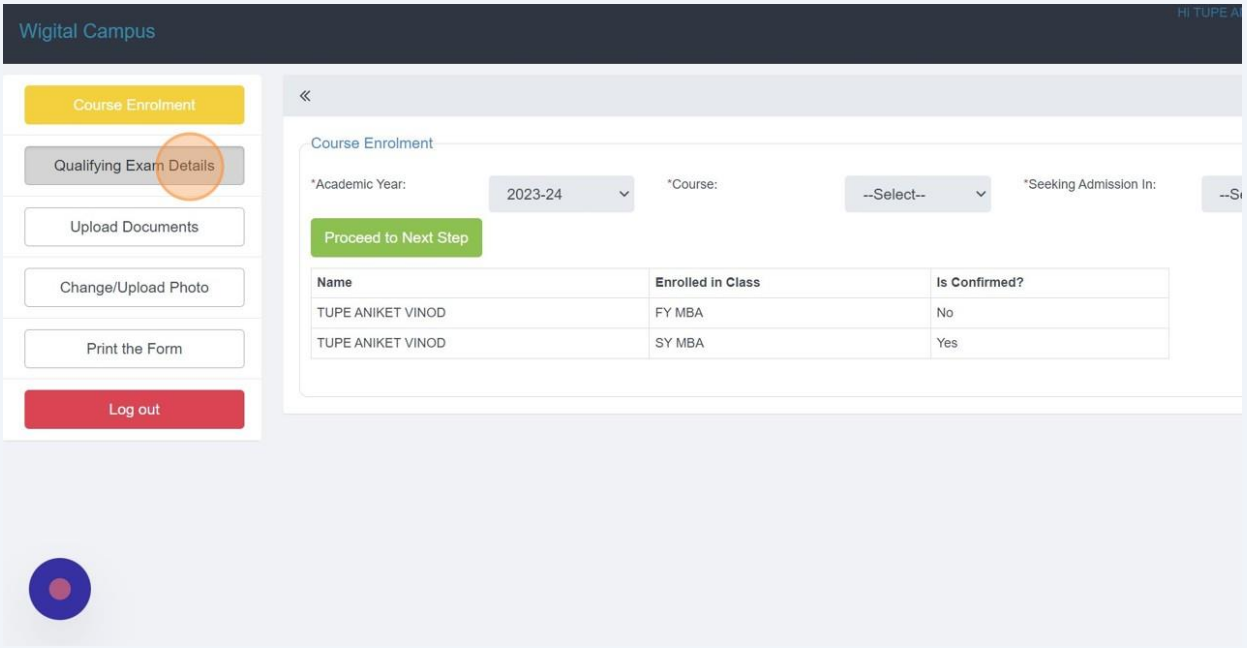


6 Registered Student Login.

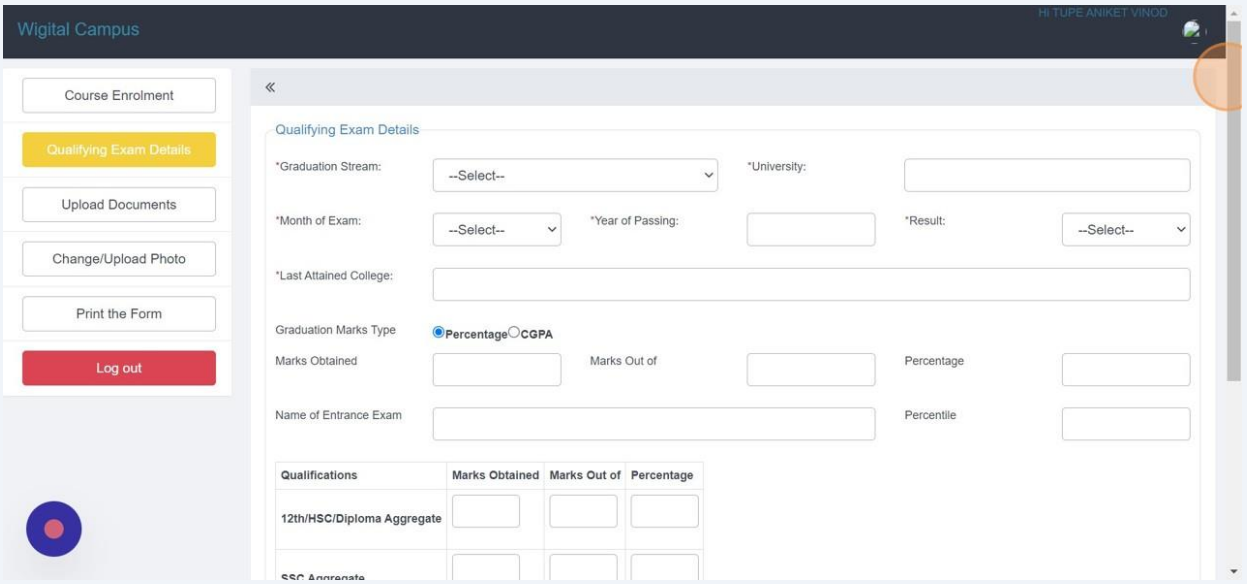
7 Student Login Page.



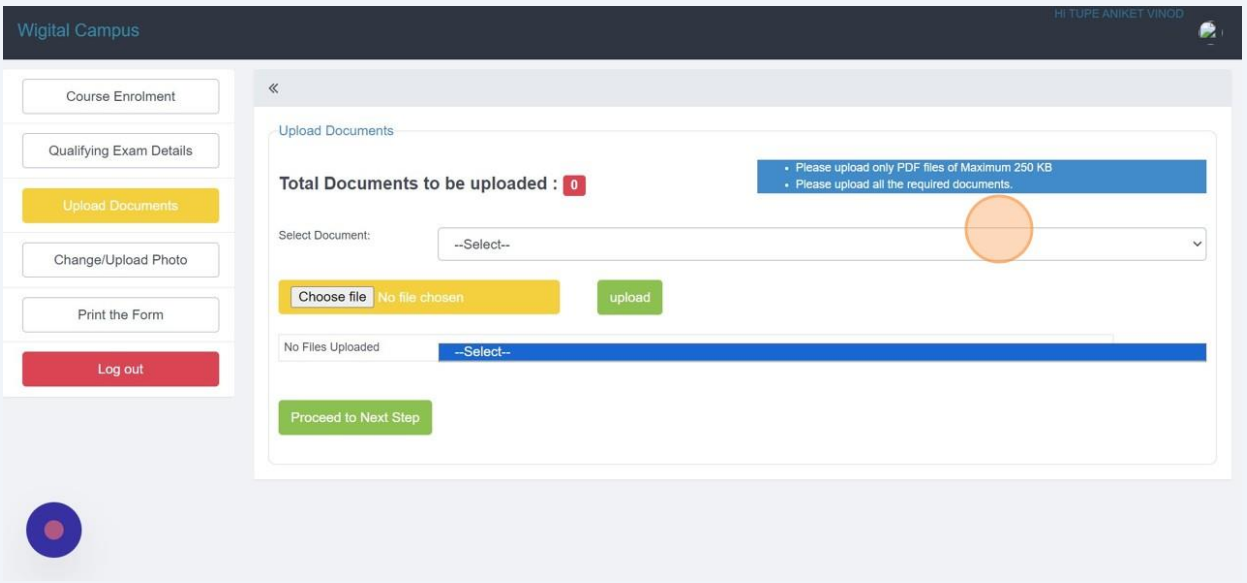
8 Student Course Enrollment Page.



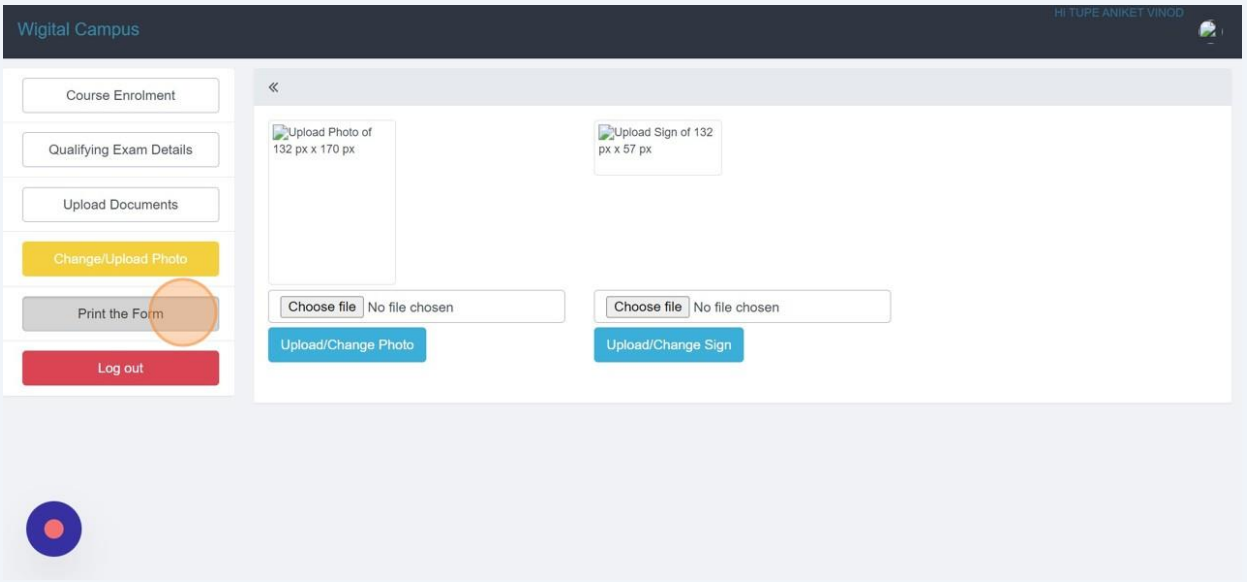
9 Student Qualifying Exam Details Page.



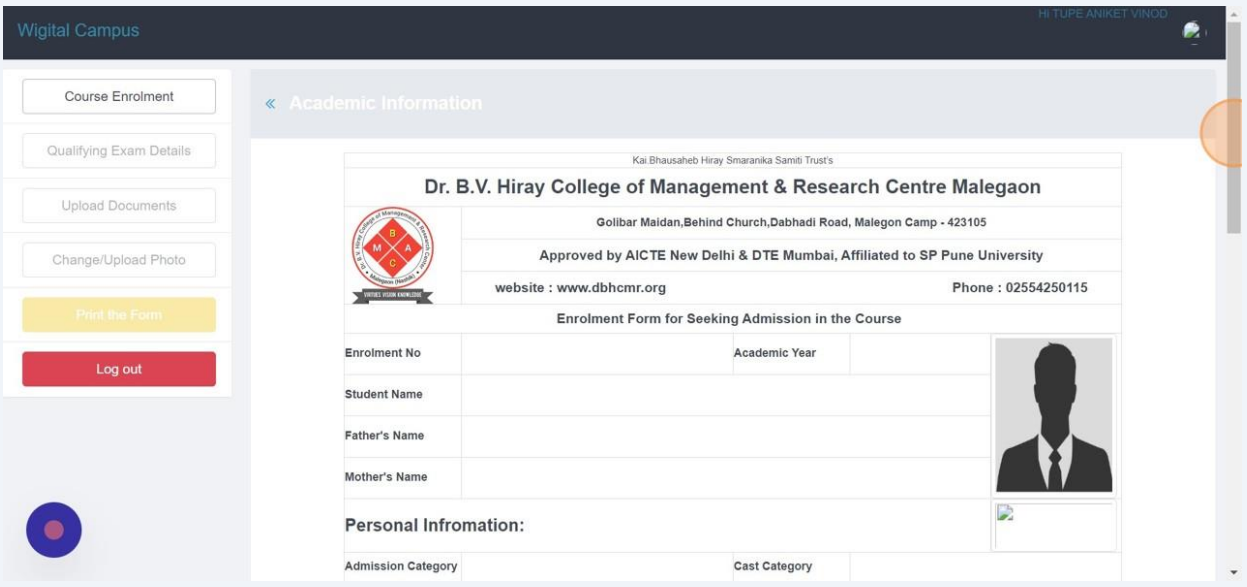
10 Student Upload Documents Page.



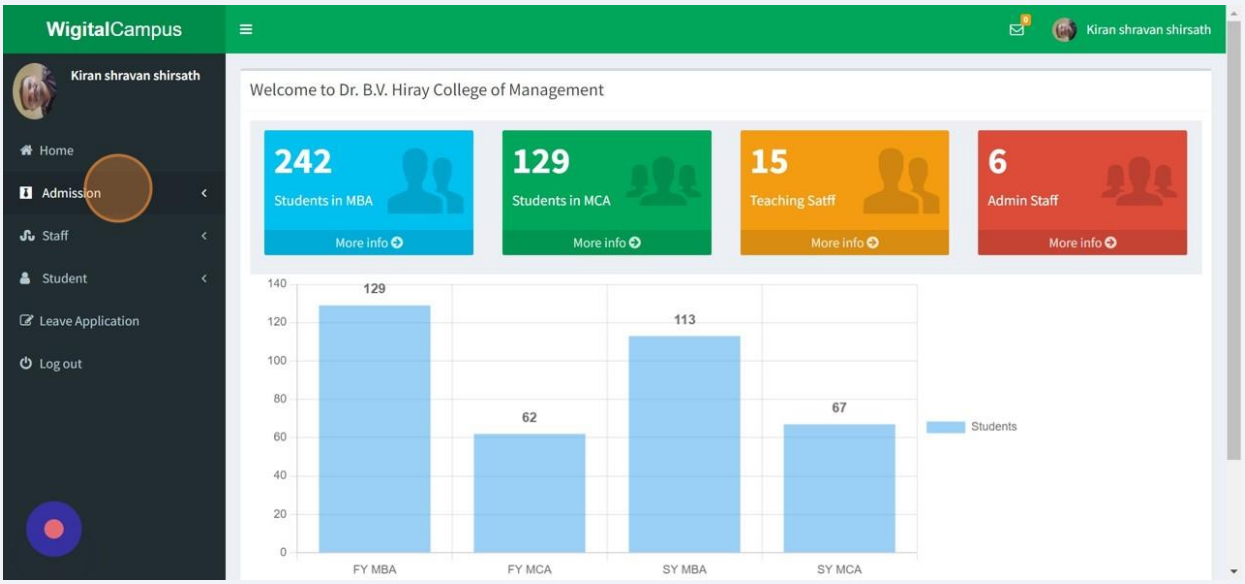
11 Student Upload Photo Sign Page.



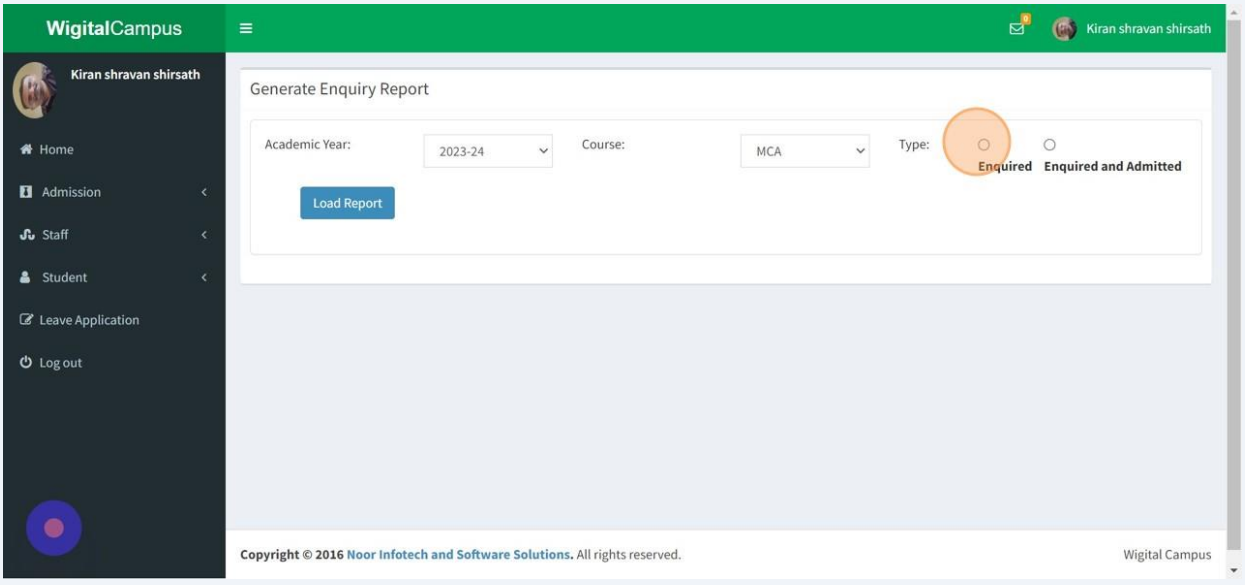
12 Student Form.



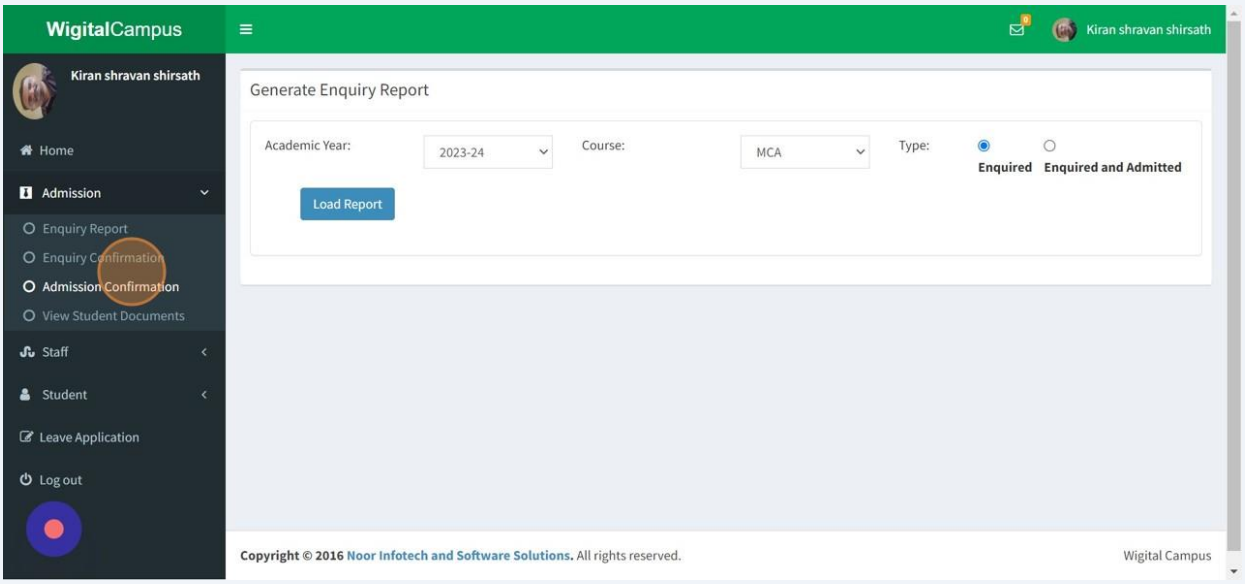
13 Admission Clerk Dashboard.



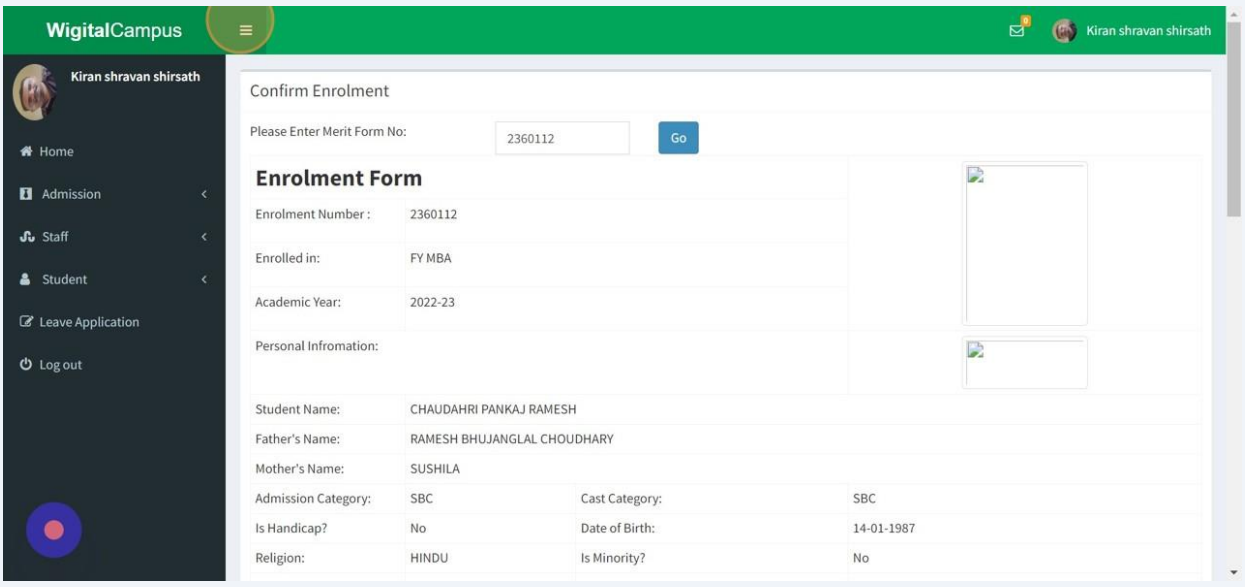
14 Enquiry Report



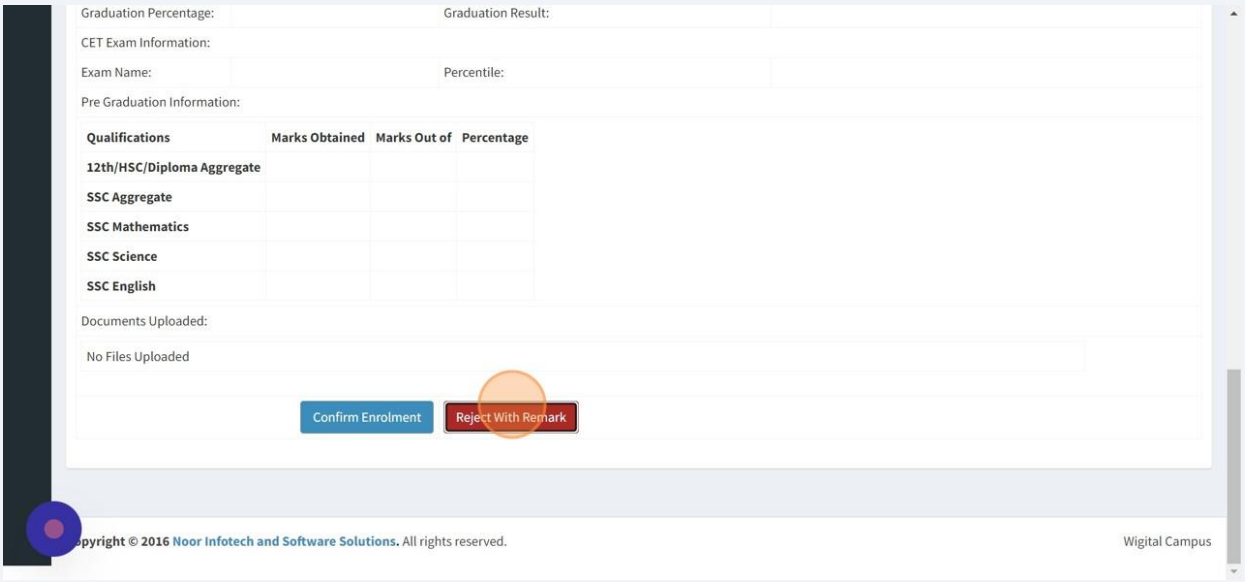
15 Student Admission Confirmation By Clerk.



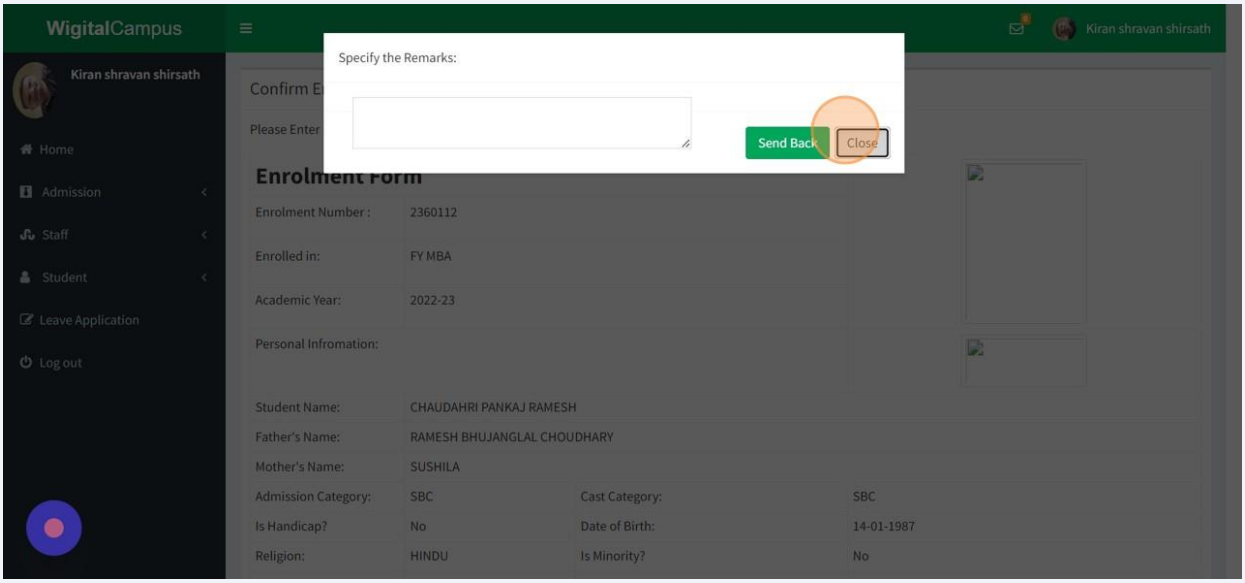
16 Enrolment Form Confirmation.



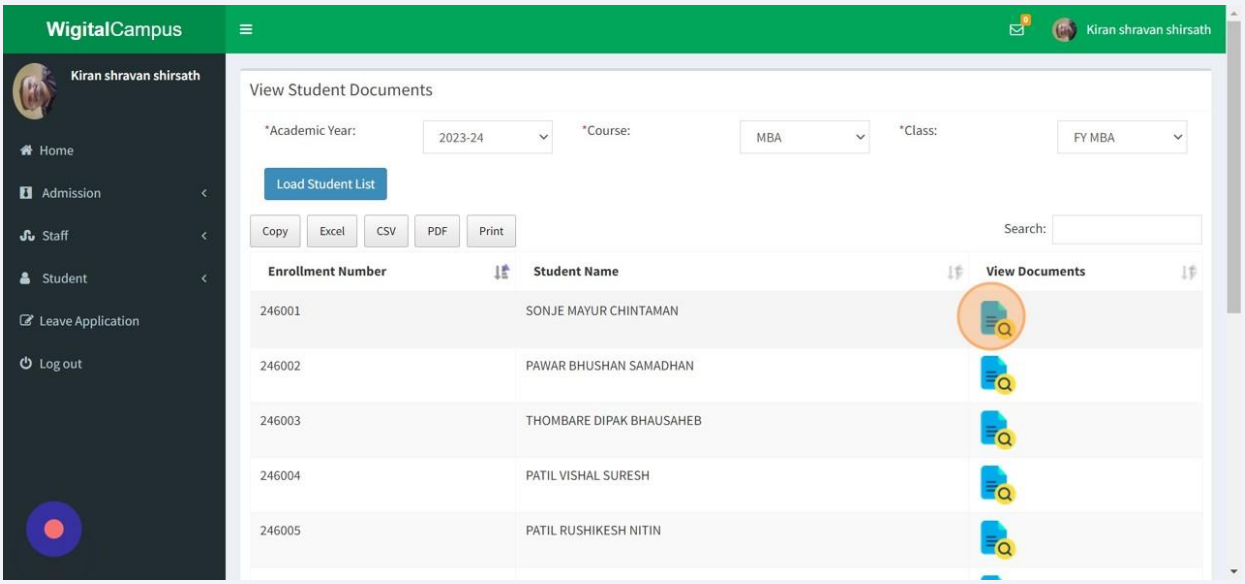
17 Enrolment Form Rejection.



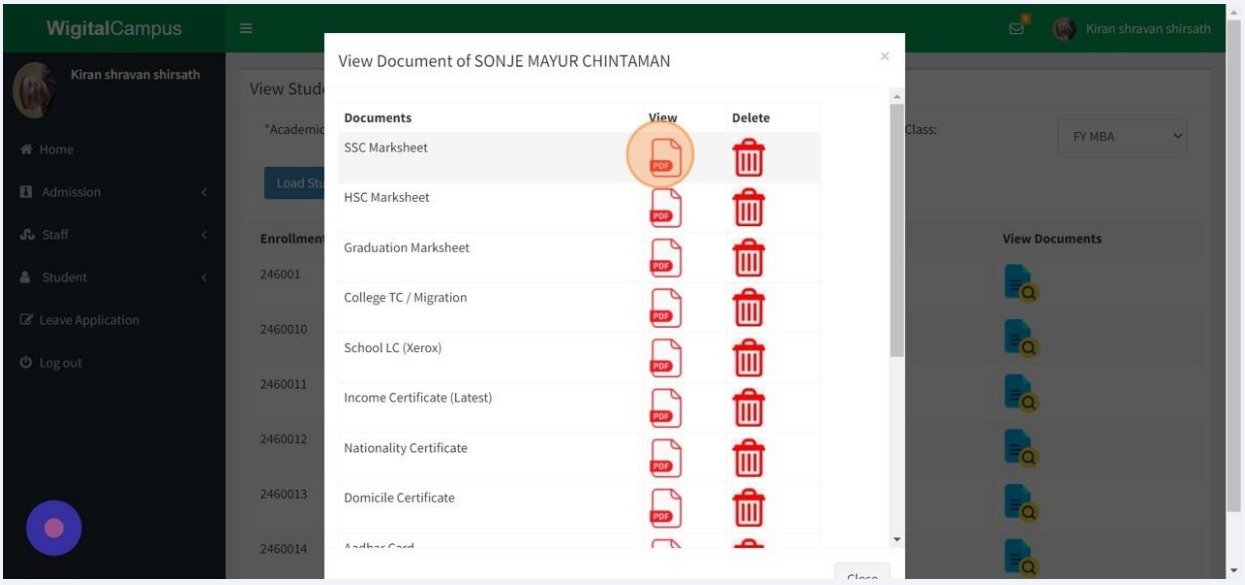
18 Enrolment Form Rejection Remark.



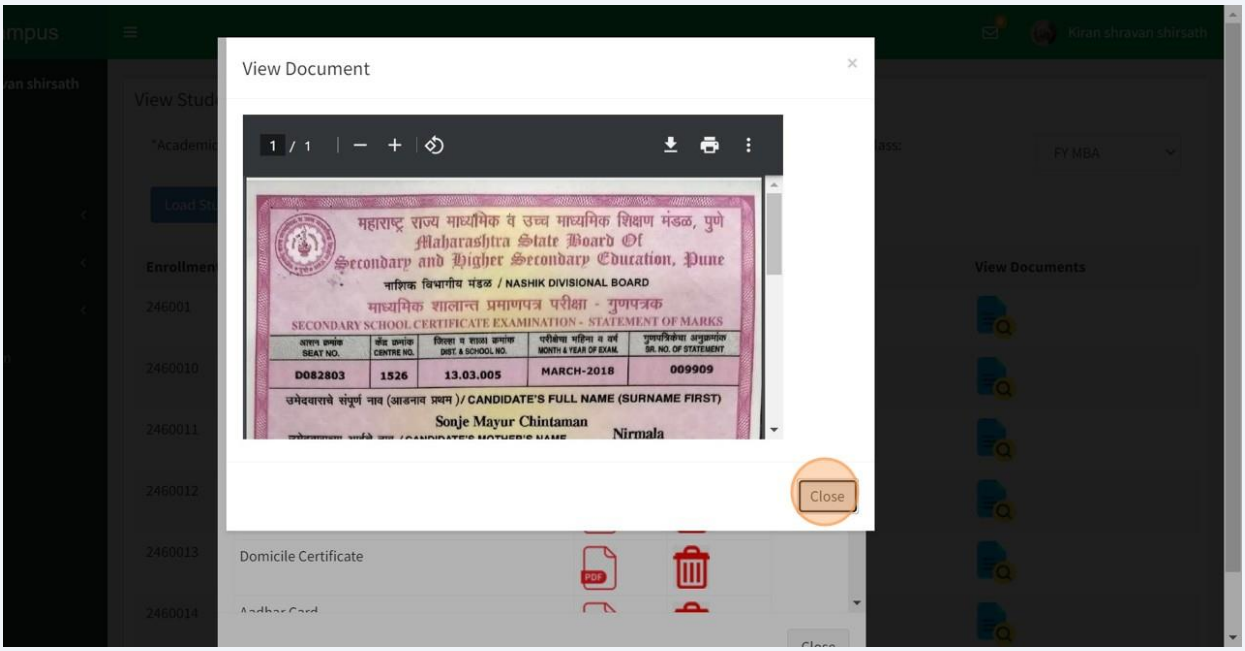
19 View Student Documents.

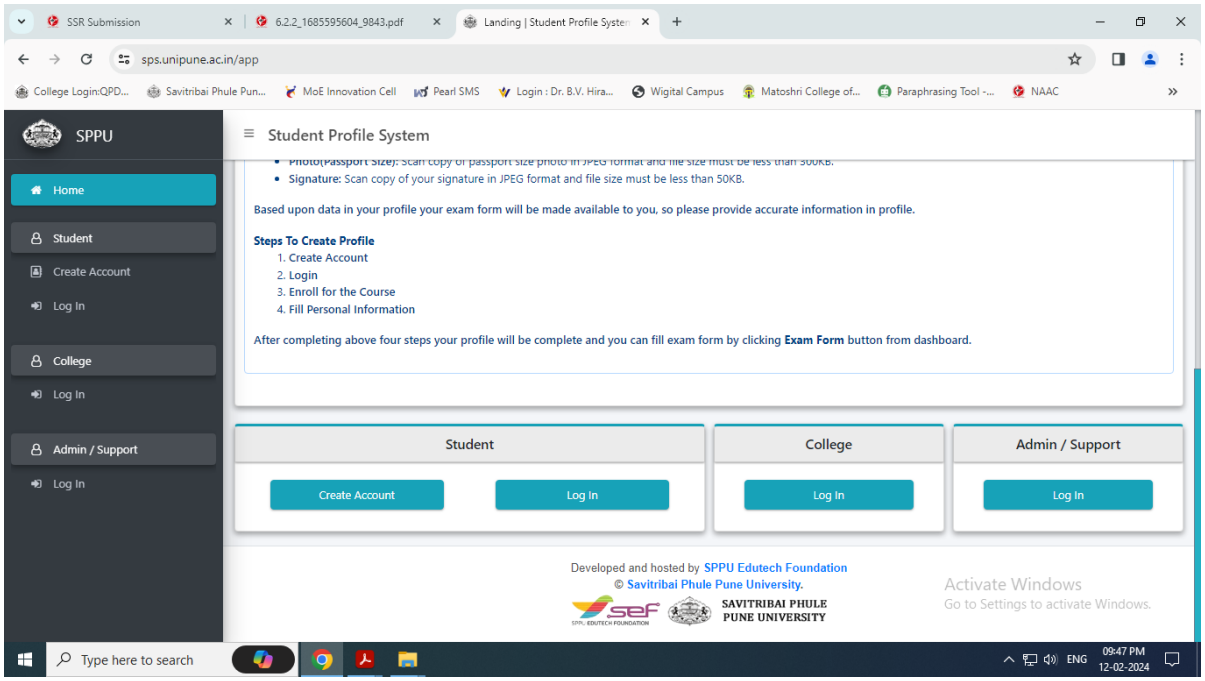


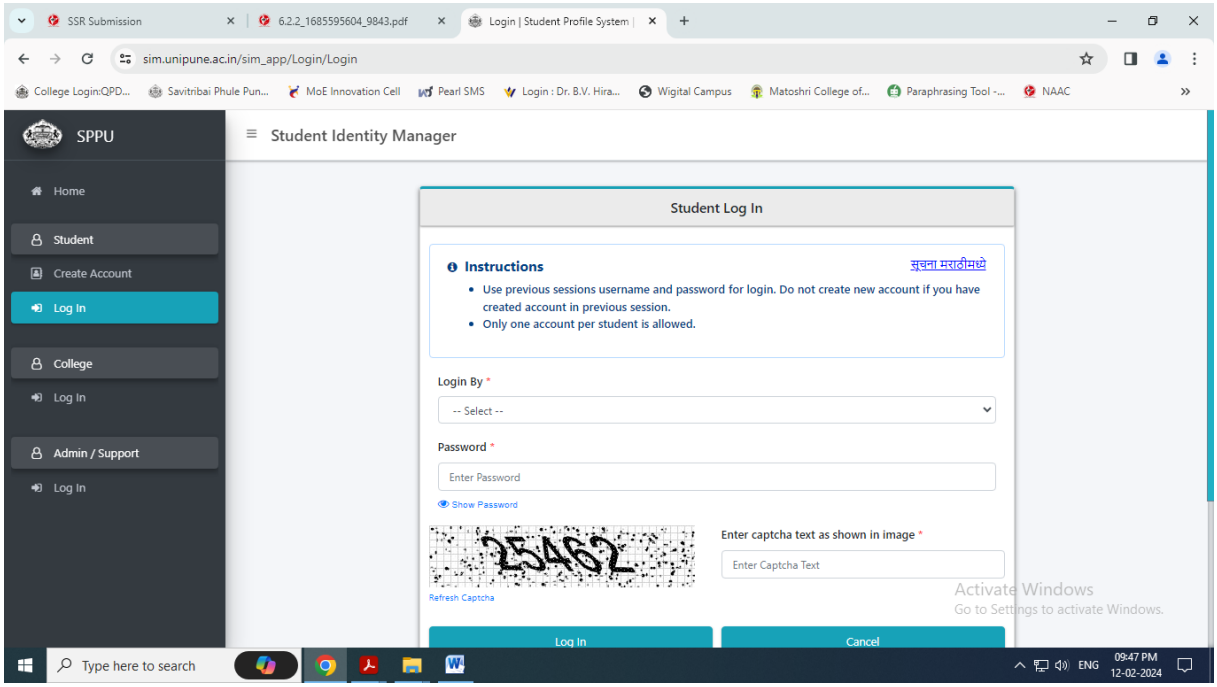
20 View / Delete Student Documents.



21 View / Download Student Documents.







Students Examination Portal

Kai.Bhausaheb Hiray Smarnika Samiti Trust's

Dr.B.V.HIRAY COLLEGE OF MANAGEMENT & RESEARCH CENTRE

Krushi Nagar,Malegaon Camp, Malegaon (NASHIK)-423 105 (Maharashtra)

BY HAND / RPAD / UPC

Ref No. Date : 13/12/2023

To, Noor Infortech & Software Solucation

Dear Sir,

Enclosed herewith is a Cheque / D.D.No....024499..... Date . 13/12/2023 drawn on Indira Mahila Sahakari BANK Ltd. Malegaon. Camp..... against payment of your Bill for....Sudent Admission Sudent Register Bonafide other.....

Sr.No.	BILL NO.	Date	ITEM	AMOUNT	
				Rs.	Ps.
1	MCA			29736/	
2					
3					
4					
5					
6					
7					
8					
9					
10	Twenty Nine Thousand Seven Hundred & Thirty Rupees only				
			Total :	29736/-	

Please acknowledge the Stamp Receipt for the audit purpose

Thanking You....!

Yours Faithfully

Name & Sign.of Sanctioning authority

Name & Sign.of Reciever

NOOR INFOTECH & SOFTWARE SOLUTION NISS MALEGAON

Office Sueritendent
Dr.B.V.Hiray College of Management & Research Centre
Malegaon Camp (Nashik)

DIRECTOR
Dr.B.V.Hiray College of Management & Research Centre
Malegaon Camp (Nashik)

WIGITAL CAMPUS
Web Based Digital Solution

Noor Infotech and Software Solutions (NISS)
GSTIN No: 27AUEPA4264E1Z0
172, Dar-ul-Amaan, Near Haji Manzil,Fort, Malegaon
Website: www.wigitalcampus.com
Tel: 9370239892, 9371239892, 9372239892
Email: wigitalcampus@gmail.com

Tax Invoice

K.B.H. S. S. Trust's
Dr. B.V. Hiray College of Management & Research Centre
Krushi Nagar, Golibar Maidan, Malegaon Camp,
Malegaon,
Maharashtra 423105

Order No	WC/2021-22/WCM_06
Date	07/01/2022
Invoice No	WC/22-23/005
Date	06/06/2023

Particulars

Sr. No.	Description		HSN/ SAC	No of students	Rate	Amount
1	**Wigital Campus Standard Version Membership** **For Academic Year : 2022-23 and 2023-24**	Modules: Student Admission via Online Merit Form, Previous Student Data Bulk Import, Fees Management, Student Attendance with notification, Student General Register, Student Bonafide Certificate, Leaving/Transfer Certificate, Staff leave Management, Student & Staff Id Card, NAAC/IQAC Reports. (All reports as per government approved format.)	998314	360	Rs. 50/- Per Student Per Year	36,000/-
	Up gradation	Student Enquiry before admission Student Subject Assign After admission				
				Discount (30%)		10,800/-
Company's Bank Details: Bank Name: **Bombay Mercantile Co-Operative Bank Limited.** A/C Name: **Noor Infotech and Software Solutions** A/C Number: **160110100007086** Branch: **Malegaon** IFSC Code: **BMCB0000036**				**Sub Total**		25,200/-
				CGST@09%		2,268/-
				SGST@09%		2,268/-
Amount in word: Rupees Twenty-nine Thousand Seven Hundred Thirty-six Only				**Grand Total**		29,736/-

Declaration: We declare that this invoice shows the actual price of the goods/services described and that all particulars are true and correct.

Customer's Seal and Signature

for Noor Infotech and Software Solutions

NISS
Authorised Signatory

SUBJECT TO MALEGAON JURISDICTION
This is a Computer Generated Invoice