E-GOVERNANCE POLICY

The scope of this policy extends to the following areas:

• Administration

• Accounts and Finance

• Student Admission and Support

• Examination

• Library

Objectives:

• Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.

• To promote transparency and accountability in all the functions of the college.

• To achieve and create a paperless environment in the college.

• To provide easy and quick access to information.

• To establish a fully automated Library.

Policy:

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

The College decides to make the following policies and procedure:

Website:

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee 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 notifications have to go live on the website as and when they are released.

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 Dr.Babasaheb Ambedker Marthwada University of Aurangabad. 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 to be managed through this Portal only.

Accounts:

The office continues to maintain its account on Mastersoft Cloud software. 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 software. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

• The Library to install fully automated Library Management System software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.

• To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration:

• Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

• Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.

• To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.

• Students must be able to obtain maximum services in online mode.

• The college will look into opportunities to automate some of its functions related to administration.

• Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination:

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

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