E-Governance Policy

Arts, Commerce and Science College, Gadhinglaj believes in bringing the technology not only in teaching-learning but effectively in administration and governance of the institution. The E-governance policy facilities the IT policy of the institution.

Scope

The scope of the policy extends to the following areas:

- General administration
- Student Admission
- Examination
- Library Services
- Accounts and Finance
- ICT infrastructure

Objectives

- To implement e-governance in all functioning of the institution in order to provide simpler and efficient system of governance to all stakeholders.
- To provide transparency and accountability in all functions of the college.
- To achieve and create a paperless work in the institution.

- To provide easy and quick access to the information.
- To provide ICT facilities to students, faculty and other stakeholders
- To make campus Wi-Fi enabled
- To establish fully automated process of administration, finance & accounts, students admission & support such as admission, library and examination.

O Policy

The college will implement e-governance in all areas of operation such as academic and administration including academic departments, students admission, library, finance & accounts, teaching-learning & evaluation, support service centres etc. The policy is framed to make each and every function transparent and accountable.

O Website as source of information

The website will be the key point for information to the stakeholders which will reflect the functioning of the institution. The website will provide all information about activities, important notices, courses offered, admissions, upcoming events, circulars, IQAC, NAAC, departments, support services and upcoming events. For smooth functioning of this the college has Website Vigilance Committee which monitors maintenance & updation of the website on regular basis. The committee will also look for the changes according to the needs on the website. The college always seeks to showcase its remarkable achievements and activities through website.

O Student Admission

Admission portal is made available on college website for transparency in admission process. It is strengthened by ethical practices and regulations shivaji University, Kolhapur. The guidelines for admission process are to be

displayed on the website including schedule of admission, counseling sessions, procedure for cancellation of admission etc. admission forms are uploaded on university web portal for securing online eligibility. The transfer certificate (TC) are sent through online made for PG progression and other higher studies the admission fees/library/laboratory dues and other fees need to be collected through QR codes.

O Finance & Accounts

The office continues to maintain its account through Tally software. The latest version of the software have to be purchase and used by the college. The

- Attendance management system for administrative and teaching staff is done through e-time track Lite software which traces the attendance record.
- Administrative staff should use advanced excel and file management system tools to maintain effective database.
- To provide hassle-free convenient, smooth and paperless administration in the college.
- Students must be able to get most of the services in online mode such as notice, time tables, examination circulars, scholarships etc.
- The college will look into automation of work related to administration.
- Administrative staff should be provided with adequate and proper training to cope up with the new technologies.

O Examination

The college has adopted online system of examination with the aid of Biyani software through which students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The

semester examination process is regulated by the university and thus e-governance policy of the affiliating university is accepted in this regard. The University examination forms are uploaded on University Web portal. The students can seek their examination hall tickets as well as result from the online portal.

○ **<u>Hardware and Software Infrastructure</u>**

- The college persists for adequate number of computers and internet facility for staff and students.
- Computers and printers to be made available for staff.
- Multimedia devices and projectors to be provided in classrooms, auditorium, laboratories, seminar halls, conference hall etc.
- Infrastructure should be complemented by scanners, printers, photocopiers, interactive boards etc.
- There should be adequate configuration which serves to allow fast transmission of data.
- The college should provide accounting, statistical, scientific software for smooth management.
- Office automation with MS office, Antivirus should be purchase and updated regularly.

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