Marata Vidya Prasarak Samaj's

Karmveer Abasaheb Alias N. M. Sonawane Arts, Commerce and Science College

Morenagar, Baglan (Satana), Nashik – 422301, (MS) India

(Affiliated to Savitribai Phule Pune University)

Re-Accredited by NAAC- 'A' Grade (CGPA-3.18)

e-Governance

Policy and Procedures

Introduction:

ICT enabled technology and system can transform functioning of HEI by adoption of global best practices in Governance. The New Education Policy (NEP 2020) also emphasized the use of ICT in administration, teaching and learning. In accordance with this, the institute has a vision to provide its services to all stakeholders through an efficient e-Governance. It aims at planning and facilitating any infrastructure for the deployment of cutting edge applications and solutions for seamless administration of the institute. As per the Information Technology Act, 2000 of Government of India, it is mandated that public services are to be delivered electronically wherever and to the extent possible. The HEI supports the implementation of this policy by the practices related to use of e–Governance services

Scope :

The institute implements e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching-learning, etc. The policy is designed and framed to make each and every function transparent and accountable. Somehow it relieved from issues with availability of manpower in administration due to state and central government policies in recruitments. It will help to deploy new ideas and solutions in e-Governance and enable seamless data access to stakeholders for efficient functioning of the institute.

The scope of this policy extends to the following areas:

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

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Objectives:

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
7. To establish a fully automated Library.

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Policy:

The institute has implemented e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent andaccountable.

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 willbe 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 liveon the website as and when they are released.

Administration:HEI has employed following mechanism with the use of ICT for the ease in administration.
- Biometric attendance of staff.
- Online Support from SPPU, Pune for affiliation, eligibility, staff approval, staff¬ fixation and CAS promotion, circulars and notifications, Selection Committees, etc.
- The *Sevaarth* support from GoM, for salary disbursement of staff.
- Use of customized user-friendly Enterprise Resource Planning (ERP) solution for accounting, preparation of budget and admissions, enrollment, reports and fees receipts, etc.

- ICT enabled classrooms, conference rooms , the seminar rooms and VLC room.

Student Support: The website of HEI hosts the link for the admissions through ERP software subscribed by the institute. The students are ought to register on this platform and they are provided with login/student Id and password. They need to apply online to seek admission to a particular programme. The academic calendar and prospectus is also published and upgraded frequently on college website. The students are instructed to get the support on respective portal of SPPU, UGC, Sate and Central Government for availing various scholarships and examinations.

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 Delhi. 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. Students

are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

Examination: SPPU, Pune has taken care to provide the online platform to student, staff and college in regard of examination and general administration. The college has College Examination Officer (CEO) for easy communication with university through web portal and webmail. The college gets the support on the university portal for inward of exam form, requisition of stationary, hall ticket generation, entry for internal marks, results, photocopy and revaluation, student's grievances, and CAP marks entry system. The SPPU, Pune has employed the QPD system for online question paper delivery to the examination center. Teachers get the appointments for examination duties and remuneration online mechanism. The students are facilitated for online examination form, timetables and schedules, results, photocopy and revaluation, certificates, syllabus and old question papers on this portal.

Link to Examination Section of SPPU, Pune: http://exam.unipune.ac.in/

Link to BOD Online of SPPU, Pune: https://bcud.unipune.ac.in/root/login.aspx

Accounts: The office continues to maintain its account on Tally. 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 Tally. 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. The College also uses multiple software like Public Financial Management System (PFMS). The college also uses ERP Software which is used to manage the funds received from the Government, 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.

Knowledge Resource Center (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.

Entire Library System with respect to issue and referencing is fully automated with the help of AutoLib Library Management Software. Stakeholders access the library resources on and off the campus with the support of USERTRACKER system, NLIST, DELNET and INFLIBNET.

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Committee:

- **Committee Chairman**
    - Prin. Dr. Dilip Dhondge
- **Committee Member**
    - Shri. S. S. Saundankar
    - Smt.S. B. Shewale
    - Smt. Y. D. Salunke
    - Shri. D. B. Kanade
    - Shri. D. C. Wagh

We strive to follow a scheme of continuous improvement and up gradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

Date: 31/8/2018
Place: Satana

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