6.2.2 Institution Implements e-Governance in its operations

Index

Indapur Taluka Shikshan Prasarak Mandal's

ARTS, SCIENCE AND COMMERCE COLLEGE, INDAPUR
(Best College Awardee of S.P.P.U. Pune, 2014)
Affiliated to Savitribai Phule Pune University, Pune

E-GOVERNANCE POLICY

Sr. No.	Title	Descriptions
1.	Name of Policy	E-Governance Policy
2.	Drafting	IQAC Coordinator
3.	Policy Applies to	The students and staff of the college
4.	Effective from	2019
5.	Approved by	IQAC cell of the college
6.	Responsible Authority	Principal

E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to improve the communication and create transparent system. To approach the same, college is using Vriddhi, N-LIST and Tally software. E-governance is used in the area of administration, finance & accounts, admissions and examinations.

Coordinator,IQAC
Arts,Science & Commerce.College
Indapur Tal.Indapur Dist Pune - 413106

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ARTS SCIENCE AND
COMMERCE COLLEGE
INDAPUR 413106 DIST- PUNE

E-GOVERNANCE POLICY

❖ **This policy is beneficial to the following areas:**

➢ Institute Administration

➢ Account & Finance Section

➢ Student Admission

➢ Examination & Evaluation

❖ **The objectives of e-governance are as follows:**

➢ Promoting transparency and accountability

➢ Provide quick access to information

➢ Efficient functioning

➢ Paperless environment in the campus

➢ Fully automated Library

➢ Encouraging clarity and accountability

➢ Making information readily available to stakeholders

❖ **Scope of the Policy:**

1. It is decided to implement e-governance in maximum activities, in order to provide efficient system of governance within the institution.

2. To embrace e-governance for the seamless access of data for better decision making at different levels of the organization in the institute.

E-GOVERNANCE POLICY

❖ **Area of Implementation:**

1. Student Admission

2. Academics & Office

3. Finance & Accounts

4. Library

5. Website & Social Media

1. Student Admission:

Students' admissions are proceeded with the ERP system in online mode of admissions for each stream. The admission committee has all rights to take appropriate decisions and appoint the people who will be responsible for putting the policy into action.

2. Academics & Office:

A flexible administrative procedure is followed with ERP software for smooth conduction, convenient and cost-effective approach. The institute administration procedure is targeted to expand institutions vision and mission, achieve compliance of laws and regulations as applicable, strengthen the internal controls and promote operational efficiency. It focuses on enhancing functional competences, best practices, effective decision-making and compliance with laws and regulations as applicable.

3. Finance & Accounts:

The Institute is committed to provide the best resources to all the stake holders. The institute has a system of managing and mobilizing its financial resources which is periodically audited and transparent. The parent institute of the HEI uses Tally accounting software to keep track of its finances. Appropriate security measures will be adopted to ensure transaction confidentiality. The present

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office staff must be trained on a regular basis, and the existing software must be updated.

4. Library:

   The institutional library is the knowledge center for learning resources and publications. Due to the demands of various stakeholder. Institutional library updates periodically. In order to promote remote access and effective exchange of library resources, journals, N-LIST is widely used by staff and students, as per the recommendations of Library Committee, e-learning resources, such as online/digital research journals and other published material accessed and subscribed. Staff and students should undergo extensive training on how to access and use e-learning materials. Library access to e-journals & e-resources is provided in and outside the campus.

5. Website & Social Media:

   The institute website is to be updated continuously. To create an easy, catchy and user-friendly website, the management may work with a different service provider or web designer. Website committee will undertake the responsibility of website administration and updating.

E-GOVERNANCE POLICY

E-Governance Committee

Chairperson:	Prof. Dr. Jeevan P. Sarwade	
Members:	[1]	Dr. Atmaram K. Phalphale
	[2]	Dr. Rajendra R. Bhosale
	[3]	Prof. Viresh C. Holkunde
	[4]	Prof. Balu D. Kale
	[5]	Dr. Sandip B. Shinde
	[6]	Prof. Nishant H. Pawar
	[7]	Prof. Purushottam V. Sathe

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Annual Report of E-Governance

The IQAC of Arts, Science and Commerce College, Indapur initiated a mechanism of e- governance in areas of operation. The major objectives of e-governance were to enhance efficiency in functioning of administrative work. This helps streamline resources, aid in optimum utilization of manpower, computerized data collection, provide easy access to information, minimize use of paper and considerably reduce the time taken to carry out administrative work.

➢ **Implementation of e-Governance:**

❖ <u>**Administration:**</u>

▪ Brings transparency

▪ Reduces the use of paper

▪ Makes all official records and data digitally available

▪ Increase efficiency in workflow

❖ <u>**Finance and Accounts:**</u>

▪ Beneficial for tracking fee collection from students and maintain proper accounts

▪ Tally ERP 9.0 software is used to maintain proper books of accounts

❖ <u>**Student Admission and Support:**</u>

▪ Online admission- This method is beneficial for students seeking admission to various academic programs offered by the college. Institute provide online facilities like filling the admission form, submission of application with prescribed documents, fees, etc. remotely and could avoid travel during the pandemics.

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Communication with students on academic and official matter could be carried out easily through WhatsApp groups, emails, Zoom, Google meet and other social media platforms.

The institute website served all the information about college (academic, administrative, examination, etc.) for all students.
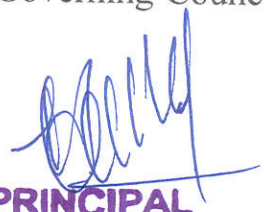
Vruddhi software is used for various purposes like students' admissions, library functions, examination section and scholarship regarding work. N-LIST is used by library for staff and students to overcome the difficulties to search various international research papers and journals.

❖ Examination:

- The academic data of examination related work such as syllabus, examination schedule, exam form, hall tickets, seating arrangement and result of examination is available on SPPU website.

- In the covid-19 pandemics, affiliating university and college conducted online examination. Marks entries of internal and external examinations were completed online through the university software. College utilized Learning Management System for Continuous Internal Assessment of students throughout the year. Automation in examination management helped in introducing efficiency and transparency in assessment and evaluation methods and facilitated smooth conduct of examinations.

The e-governance report for the academic year 2018 to 2023 was submitted to the College Development Committee (CDC), the Governing Council body and was verified and accepted.

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इंदापूर तालुका शिक्षण प्रसारक मंडळाचे

कला, विज्ञान व वाणिज्य महाविद्यालय, इंदापूर

विकास समिती सभा

शैक्षणिक वर्ष 2022-23 [द्वितीय सत्र]

विषय पत्रिका

बुधवार- दिनांक 26 /04 /2023

1. सभेसाठी अध्यक्षांची निवड

2. मागील सभेच्या वृत्तांताचा आढावा

3. मागील सभेतील विषयनिहाय कार्यपूर्तीचा अहवाल

4. शैक्षणिक वर्ष 2021-22 च्या वार्षिक परीक्षांचे तसेच शैक्षणिक वर्ष 2022-23 मध्ये घेतलेल्या सत्र परीक्षांच्या निकालाची माहिती घेणे.

5. महाविद्यालयातील शैक्षणिक वर्ष 2022-23 मधील कोर्स निहाय प्रवेशित विद्यार्थी संख्येची माहिती घेणे.

6. Student ERP प्रणाली वर शैक्षणिक वर्ष 2022-23 मधील दि. 31/03/2023 अखेर प्रवेशित झालेल्या विद्यार्थी नोंदणीच्या अहवालाची माहिती घेणे.

7. महाविद्यालयातील शैक्षणिक वर्ष 2020-21 व 2021-22 मधील कोर्सनिहाय अपेक्षित रक्कम, जमा रक्कम व येणे बाकी रकमेची माहिती घेणे .

8.

9. महाविद्यालयातील शैक्षणिक वर्ष 2022-23मधील कोर्सनिहाय अपेक्षित रक्कम जमा रक्कम व येणे बाकी रकमेची माहिती घेणे.

10. शैक्षणिक वर्ष 2022-23 मधील अध्यापकांच्या कार्यभाराची व त्यांनी प्रत्यक्ष केलेल्या अध्यापनाची माहिती घेणे.

11. महाविद्यालयातील प्रस्तावित NAAC च्या तयारीसाठी महाविद्यालयाने केलेल्या तयारीचे तसेच Coordinator आणि Criteria Heads यांच्या कामकाजाचे नियोजन व आतापर्यंत केलेल्या कामकाजाची कागदपत्रे व अहवाल यांसह माहिती घेणे.

12. सन 2022-23 करता महाविद्यालयास UGC, BCUD, B. Voc. इत्यादी अनुदानित खरेदी करावयाची विविध उपकरणे व साहित्याची माहिती घेणे .

13. महाविद्यालयातील Research Centre च्या संशोधनाबाबत आणि कामकाजाबाबत माहिती घेणे.

14. महाविद्यालयाच्या ग्रंथालयातील पुस्तक संख्या संगणकावरील नोंदी विद्यार्थ्यांसाठी पुस्तक वितरण पद्धती व संगणकावर काढलेले ग्रंथालयामधील विविध अहवाल या बद्दल माहिती घेणे.

15. महाविद्यालयाच्या विविध शाखांमधील डेड स्टॉक रजिस्टर मधील शाखेच्या जंगम मालमत्ता नोंदीची माहिती घेणे .

16. शाखेच्या वेब पोर्टलचे अद्यायावतीकरण व त्यावरील ठेवण्यात आलेल्या माहितीचा आढावा घेणे .

17. महाविद्यालयातील placement cell च्या कामकाजाचा आढावा घेणे.

18. माननीय अध्यक्षांच्या परवानगीने अन्य महत्त्वाच्या विषयांवर चर्चा करणे.