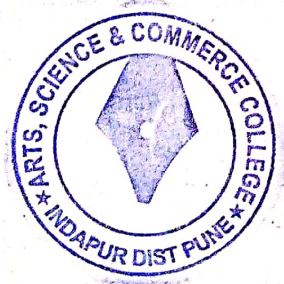




## 6.2.2 Institution Implements e-Governance in its operations

### Index

Sr. No.	Content	Page No.
1.	e-Governance Policy	1-4
2.	e-Governance Committee	5
3.	Annual Report	6-7
4.	Sample Copy of Meeting Record	8-9



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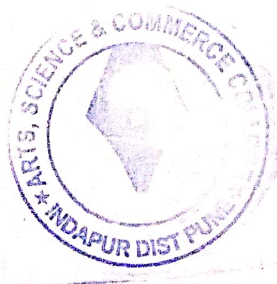


## **E-GOVERNANCE POLICY**

<b>Sr. No.</b>	<b>Title</b>	<b>Descriptions</b>
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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## **E-GOVERNANCE POLICY**





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❖ **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**

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❖ **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



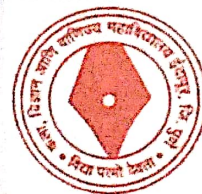
***E-GOVERNANCE POLICY***





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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***

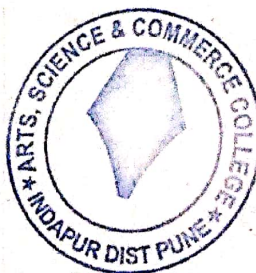
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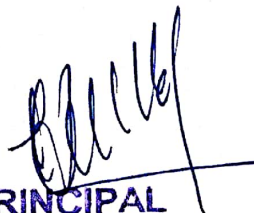
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## E-Governance Committee

<b>Chairperson:</b>	Prof. Dr. Jeevan P. Sarwade	
<b>Members:</b>	[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:**

#### ❖ **Administration:**

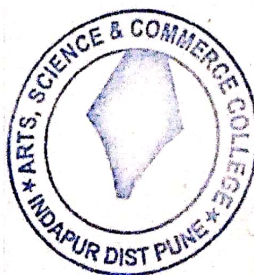
- Brings transparency
- Reduces the use of paper
- Makes all official records and data digitally available
- Increase efficiency in workflow

#### ❖ **Finance and Accounts:**

- Beneficial for tracking fee collection from students and maintain proper accounts
- Tally ERP 9.0 software is used to maintain proper books of accounts

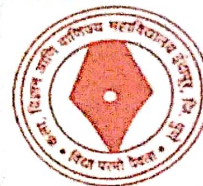
#### ❖ **Student Admission and Support:**

- 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.

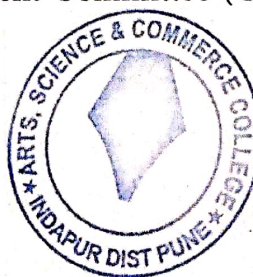
The institute website served all the information about college (academic, administrative, examination, etc.) for all students.

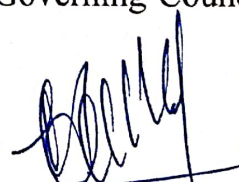
Vruddhi software is used for various purposes like students' admissions, library functions, examination section and scholarship regarding work. N-LIST is used by library for staff and students to overcome the difficulties to search various international research papers and journals.

❖ **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.

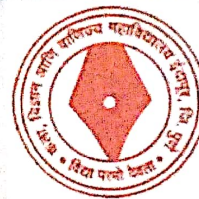


  
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## **Annual Report of E-Governance**

**[2018-19]**

### **Introduction**

ITSPM's Arts, Science and Commerce College, Indapur has its own e-Governance policy. Our college is committed to leveraging technology to enhance efficiency, transparency and accessibility in all aspects of its operations. This annual report provides an overview of the e-governance initiatives undertaken during the academic year [2018-19].

### **Key Points:**

- **Student Admission and Support:**

1. **Online Admissions:** Our college streamlined admission processes through online portal, enabling students to apply, submit documents and track their applications digitally.
2. **Digital Libraries:** College library embraced digital resources, providing students with access to e-books, online journals, and digital archives.

- **Administrative Work:**

1. **ERP Systems:** Our college implemented Enterprise Resource Planning (ERP) systems to manage various administrative functions, including student records, finance, and human resources.
2. **Online Fee Payments:** The option for online fee payments offered convenience to students and parents.
3. **Digital Communication:** College utilized email, social media and college website to disseminate information, communicate with students.



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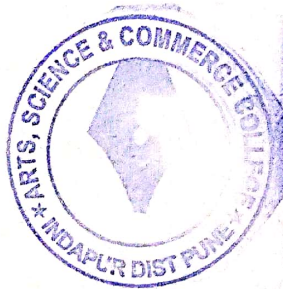



● **Recommendations:**

- Investment in training programs to enhance the digital literacy and skills of faculty, staff and students
- Upgradation of IT infrastructure to support the growing demands of e-governance initiatives
- Implementation of robust cyber security measures to protect sensitive data
- Collaboration among colleges, government agencies and technology providers to share best practices and resources
- Regular assessment of the impact of e-governance initiatives and necessary adjustments to ensure their effectiveness

● **Conclusion:**

The year 2018-19 marked a significant period of growth in e-governance adoption in our college. By embracing digital technologies, college can enhance the quality of education, improve administrative efficiency and better serve the needs of students and the community.



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## **Annual Report of E-Governance**

**[Year 2019-20]**

ITSPM's Arts, Science and Commerce College, Indapur has implemented its e-Governance with the help of various softwares. It gives rise to provide the clean, neat, decent and easy to input, merge, save and access the data regarding student admission and support, examinations, administration and finance and accounts.

### **Key Components:**

#### **1. Student admission and support:**

Our institute provides online student portals, digital ID cards and access control, etc. Admission process was done by Vruddhi portal. Library access also done by same whereas N-LIST was used to refer online journals and research materials. Institute also followed the process of online course registration and fee payments.

#### **2. Examinations:**

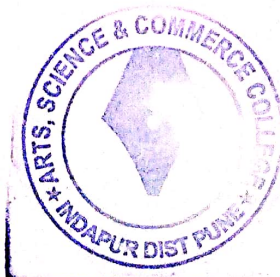
Students' examination procedure was completely covered by Vruddhi to manage the overall annual stream-wise examination record of all students and to have closure to loitering work.

#### **3. Administration:**

We preferred paperless administration and automated financial management to have a very satisfying roster. All the work done using Vruddhi software. It provides cyber security measures, data backup and disaster recovery plans.

#### **4. Finance and Accounts:**

Finance and accounts of the institute were managed using the software 'Tally ERP 9.0'.




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Altogether, e-Governance of the institute has reached the following metrics:

- It reduced paperwork and processing time
  - Increased student and faculty satisfaction
  - Improved transparency and accountability
  - Enhanced decision-making processes
  - Cost savings
- **Some Challenges and Lessons:**
    - Identify obstacles encountered during implementation.
    - Discuss strategies to overcome these challenges.
    - Share valuable insights and best practices.
  - **Future Plans:**
    - Outline the road-map for future e-governance projects for college.
    - Highlight emerging technologies and their potential applications.
    - Set ambitious goals for the upcoming year.

  
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## **Annual Report of E-Governance**

**[Year 2020-21]**

An Annual E-Governance Report provides a comprehensive overview of our college's digital initiatives and their impact. For the academic year 2020-21, this report should highlight how our institution adapted to the challenges posed by the COVID-19 pandemic and embraced digital solutions.

### **E-Governance Initiatives**

- **Academic Activities:**

- Online Learning Management Systems (LMS): Detailing of the adoption of platforms like Moodle, Google Classroom, etc.
- Virtual Classrooms: Discussion about the use of tools like Zoom or Google Meet for live lectures and interactive sessions.
- Online Examination and Evaluation: Explanation of the implementation of digital examination systems and e-assessment tools.

- **Administrative Processes:**

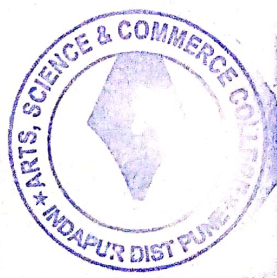
- Faculty and Staff Management: Discussion about online payroll, leave management and performance evaluation.
- Financial Management: Explanation of the use of ERP systems for accounting, budgeting and procurement.

- **Infrastructure and Security:**

Detailing of the hardware and software components, including servers, networks and cyber security measures.

- **Digital Literacy and Training:**

- Faculty Training: Explanation about the training programs conducted for faculty to enhance their digital skills.



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- Student Training: Discussion of the initiatives taken to improve students' digital literacy.
- **Challenges and Lessons Learned:**
  - Identified the major challenges faced during the implementation of e-governance initiatives.
  - Discussed the lessons learned from these challenges.
- **Plans:**
  - Outlined the future for e-governance initiatives.
  - Discussed potential areas for improvement and innovation.

  
Principal

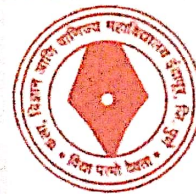
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**Annual Report of E-Governance  
[Year 2021-22]**

The COVID-19 pandemic forced educational institutions during this academic year to rapidly adopt e-governance practices. Colleges were no exception, implementing digital solutions to ensure continuity of education, administrative processes and student support services. This report explores the key aspects of e-governance adopted by colleges during the pandemic.

**Key Points:**

**1. Online Classes and Learning Management Systems (LMS):**

Our college transitioned to online platforms like Zoom, Google Meet and others to conduct lectures, tutorials and seminars.

Learning Management Systems (LMS) such as Moodle, Canvas, and Blackboard were widely used to host course materials, assignments, and discussions.

We recorded lectures and shared them online, providing flexibility for students for convenience with time and network issues.

**2. Administrative Processes:**

**Online Admissions:** Our college streamlined the admission processes through online portals, including application submission, document verification and fee payments.

**Digital Record Keeping:** We preferred digitized student records and attendance improving efficiency and accessibility.

**Online Examination and Assessment:** College conducted online examinations and assessments using various tools, methods that approached a simple and easy going way for the students.

**3. Student Support Services:**

Virtual counseling sessions and mentorship programs were offered to address students' mental health and academic concerns. Various



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competitions were held by teachers to maintain students attention toward their study though they were suffering from the pandemic agitation.

### Challenges and Considerations

- 1] Unequal access to technology and internet connectivity
- 2] Technical glitches and platform limitations
- 3] Ensuring the security and privacy of sensitive student data
- 4] Faculty training for effective utilization of online teaching tools and platforms
- 5] Student Engagement and Motivation

### Conclusion

The COVID-19 pandemic accelerated the adoption of e-governance in the college demonstrating its potential to transform higher education. It was quietly worthy to have more efficient online work.

Lastly, our college can further leverage e-governance to enhance the quality of education, improve student outcomes and adapt to the evolving needs of the further coming digital age.





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## **Annual Report of E-Governance**

**[Year 2022-23]**

This report summarizes the key e-Governance initiatives undertaken by our college during the academic year 2022-23. Building upon the successes and lessons learned from the previous year, we continued to prioritize digital transformation to enhance the educational experience for our students and streamline administrative processes.

### **Students support:**

Our college has developed and implemented a hybrid learning model that combines online and offline learning experiences.

We provided faculty with training and resources on developing high-quality blended learning courses.

Institution organized workshops and training programs on digital literacy, cyber security and the effective use of educational technologies.

We provided students with access to online resources and tools to enhance their digital skills and employability.

### **Administration:**

Our college automated some key administrative processes. We implemented paperless office initiatives to reduce reliance on physical documents and improve efficiency.

We enhanced communication and collaboration among stakeholders through online platforms and communication tools.

### **Examinations:**

Students' examination procedure was completely covered by Vruddhi to manage the overall annual stream-wise examination record of all students and to have closure to loitering work.



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### **Finance and Accounts:**

Finance and accounts of the institute were managed using the software 'Tally ERP 9.0'.

### **Achievements**

- Enhanced student engagement and satisfaction
- Improved operational efficiency and reduced administrative burden
- Strengthened cyber security posture
- Created a more inclusive and equitable learning environment

### **Challenges Faced**

Ensuring equitable access to technology and internet connectivity for all students

Maintaining the quality of online learning experiences

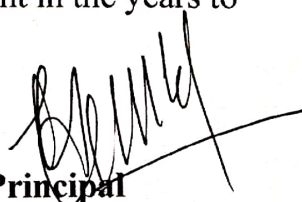
Ensuring student engagement

Addressing the evolving needs of faculty in terms of online teaching

### **Conclusion**

The academic year 2022-23 witnessed significant progress in our e-Governance initiatives. By embracing technology and innovative approaches, we have created a more dynamic and efficient learning environment for our students. We will continue to build upon these successes and strive for continuous improvement in the years to come.



  
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**Academic Year 2022-23 [Term I]**


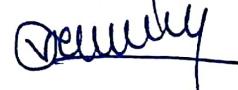



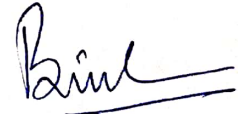

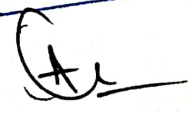
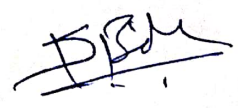
**Meeting Title:** E-Governance: Strategies and Implementation

**Day & Date:** Saturday, 25<sup>th</sup> June, 2022

**Time:** 10:00 am and Onwards

**Location:** Arts, Science and Commerce College, Indapur

**Attendees:**

- ① Dr. Sarwade J. P. 
- ② Dr. Veer S. S. 
- ③ Dr. Bhosale S. S. - 
- ④ Holkunde V. C. - 
- ⑤ Sathe P. V. 
- ⑥ Dr. Bhuyal B. L. 
- ⑦ D. K. Bhosale 
- ⑧ Dr. Phalphale A. K. 
- ⑨ Mr. Sandip Shinde 



**Agenda:**

To discuss about strategies and implementation for the academic year 2022-23

**Introduction:**

1. Brief overview of e-governance in higher education
2. Purpose of the meeting

**Current State of E-Governance:**

1. Existing e-governance systems and initiatives
2. Challenges and limitations

**E-Governance Strategies for College:**

1. Discussion of potential e-governance strategies and their benefits
2. Topics to consider:
  - i. Online admissions and enrollment
  - ii. Student information management systems
  - iii. Course management and learning platforms
  - iv. Library and resource management
  - v. Financial management and accounting
  - vi. Communication and collaboration tools

25/06/2022





ITSPM's  
Arts, Science and Commerce College, Indapur  
Development Committee Meeting  
Academic Year 2022-23 (Second Semester)

Subject papers

Wednesday- Dated 26/04/2023

1. Election of Chairman for the meeting
2. Review of minutes of previous meeting
3. Report on the subject-wise completion of the previous meeting
4. To know the results of the annual examinations of the academic year 2021-22 as well as the sessional examinations conducted in the academic year 2022-23.
5. To know the number of students admitted course wise in the academic year 2022-23 in the college.
6. Date on Student ERP system for the academic year 2022-23. To inquire about the report of student enrollment as on 31/03/2023.
7. To know the course wise expected amount, accumulated amount and outstanding amount in the academic year 2020-21 and 2021-22 in the college.
8. To know the expected amount deposited and outstanding due course wise in the academic year 2022-23 in the college.
9. To know the workload of the teachers and the actual teaching done by them in the academic year 2022-23.
10. To get information about the preparations made by the college for the preparation of the proposed NAAC in the college as well as the work planning of the Coordinator and Criteria Heads and the documents and reports of the work done so far.



11. For the year 2022-23, the college will have UGC, BCUD, B. Voc. etc. to get information about various equipments and materials to be purchased subsidized.
12. To inquire about the research and functioning of the Research Center in the college.
13. Number of books in the college library Computerized records To know about the book distribution system for the students and various reports of the library generated on the computer.
14. To inquire about the movable property records of the branch in the dead stock register of the various branches of the college.
15. Updating the web portal of the branch and reviewing the information kept on it.
16. To review the functioning of the placement cell in the college,
17. To discuss other important matters with the permission of Hon'ble President.

  
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