	Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
	NEW ARTS, COMMERCE AND SCIENCE COLLEGE
	PARNER – 414 302
	Dist.-Ahmednagar (MS), India

e- Governance

Policy and Procedures

e- Governance

Introduction:

"A transparent, smart e-Governance with seamless access, secure and authentic flow of information crossing the interdepartmental barrier and providing a fair and unbiased service to the citizen."

- **Dr. APJ Abdul Kalam**

Information and Communication Technology (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, New Arts, Commerce and Science College, Parner 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 College 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 and Accounts
- ➢ Students Admissions and support
- ➢ Examination
- ➢ Knowledge Resource Center (KRC) - Library
- ➢ Teaching and Learning
- ➢ Placements Cell

Objectives:

- ➢ Implementation of e-governance in various functioning and achieving efficiency
- ➢ Promoting transparency and accountability
- ➢ Achieving paperless/less paper administration
- ➢ Facilitating online communication between various entities
- ➢ Providing easy access to information
- ➢ Maintenance of data on a secure environment
- ➢ Making the institution visible globally

Guiding Principles:

For convenience purposes, the policy is divided into various areas of operation. These are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website & Social Media:** The website of the college is the information center which reflects about the all activities, important notices and circulars, programs and courses offered, and achievements. The website is maintained by a web designer on hiring basis. IQAC is actively engaged in the up gradation and improvements in the college website as per the need. The social media account is handled by the cultural committee of the institute. What's *app* groups of different stakeholders are formed for speedy communication. The e-contents developed by faculties for various programmes are hosted on college website as well as university website and broadcasted. HEI employed online feedback process. IQAC meeting MoM and ATRs, AQARs, SSRs are available on website

2. **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.
   - *HTESevaarth* support from GoM, for salary disbursement of staff
   - Use of *VRIDDHI ERP Software* for accounting, preparation of budget and admissions, enrollment, reports and fees receipts
   - Use of Debit/Credit Card, net banking, UPI Platforms and PFMS system of GoI for ease and transparency of transactions
   - Online communication between various entities

3. **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.

4. **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

5. **Knowledge Resource Center (KRC) – Library:** Entire Library System with respect to issue and referencing is fully automated with the help of *SOUL 3.0* and *VRIDDHI*. Stakeholders access the library resources on and off the campus with the support of *USERTRACKER* system, *NLIST*, *DELNET* and *INFLIBNET*.

6. **Placements Cell:** All the students are communicated through a telegram group and institutional website about the new openings, placement drives and programme organized by the Placement cell of the college.

7. **Teaching and Learning:** The college has established *NPTEL*, *SWAYAM* Local Chapter (3189) that facilitates the enrollment of student to MOOC courses. HEI has established ICT enabled classrooms for efficient TLP. Virtual Classroom is established with support of *RUSA* and College funds. It is fully functional for the purpose of lecture conferencing, video conferencing, and ICT enabled TLP as well as online events.

Committee Member:

- **Committee Chairman**
  - Dr. R. K. Aher
- **Committee Member**
  - Dr. D. R. Thube
  - Dr. M. S. Aher
  - Dr. B. S. Narsale
  - Dr. B. B. Shelke
  - Prof. S. P. Gaikwad
  - Shri. B. G. Giri

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

Date: 30.12.2018
Place: Parner