



E-GOVERNANCE POLICY

Ref.No. :

Date :

In the system of higher education institution like Gramin Arts, Commerce and Science College Vasantnagar, the use of ICT to provide and facilitate all the necessary function has become imperative. It means all databases and information should be in electronic form and not manual. The workflow within different sections or departments should be automated to enable efficient governance in the college in order to serve all the stakeholders.

Scope

The scope of this policy extends to the following areas.

- 1) General administration
- 2) Students Admission
- 3) Examination
- 4) Library
- 5) ICT Infrastructures

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 function 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 our classrooms ICT enabled having projectors.
- 6) To establish partial automated library.

Policy

The college will implement e-governance in all aspects of functioning like library, admission, administration, teaching, etc.

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

The college decides to make the following policies and procedure.

Website

The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. for this purpose, a separate web designer will be appointed by the college. Training will be given to the administrative 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.

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 S.R.T.M. University, of Nanded.

The college bring out its prospectus which is displayed on the websites that has guidelines for the admission process. An admission form to be used through on college website.

Library

The college continues to maintain its academic excellence through maintain a well-stocked library. The college will add more and more e-learning resources for the benefits 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.

- 1) The library to install automated SOUL software which should have and easy to use – Graphical User Interface, Unicode support with multilingual search and export facility for most reports.
- 2) The use of online public access catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- 3) The circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.

Administration

- 1) Attendance management software to be used by administrative staff and teaching faculty to record and track Attendance, Internal Assessment, etc. Monthly reports should be generated to automatically calculate the internal assessment marks for attendance
- 2) To provide a hassle free, convenient and smooth process, administration of the college to be paperless.
- 3) The college will look into opportunities to automate some of its function related to administration
- 4) Admin staff to be provided with adequate training and development to keep them abreast with the new technology.



Examination

The college has adopted e-governance in various processes related to examinations. The examination form and marks of internal examinations and practical are submitted online

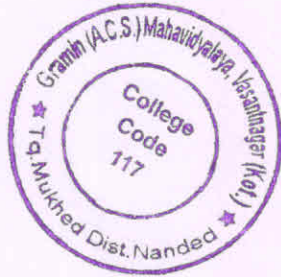
ICT tools

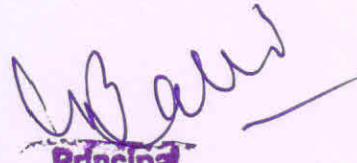
Hardware Infrastructure

- 1) The college to ensure that it has adequate number of desktops for students and staff.
- 2) Computers and printers to be made in the administrative block.
- 3) Projectors and other multimedia devices to be provided in the auditorium, classrooms.
- 4) The infrastructure to be complemented by Risograph computer networking devices, scanners and interactive teaching board.

Software Infrastructure

- 1) The college to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- 2) Office automation packages for desktops like open office, CMS and Antivirus to be purchased and updated regularly




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