



Estd. 1970

E-Governance Policy

Introduction: E-governance, also known as electronic governance, refers to the use of digital technology to enhance and streamline administrative processes and services within an organization or institution. E-governance in colleges aims to improve efficiency, transparency, and accessibility of various administrative tasks, including student admissions, course registrations, fee payments, academic records, and communication between faculty, staff, and students.

Scope:

E-governance envisages with the sole vision of enhancing the system of governance for development of the college by leveraging new and cutting edge technologies. The broad areas of e-governance are in the area of examinations, admissions, day to day operations of departments, academics, placements management information systems and stake holder's inclusion in a staged manner. The scope of this policy broadens to the following areas:

- College Administration
- Student Admission
- Examination & Evaluation
- Library Management
- Account & Finance Section
- ICT Infrastructure
- E-waste Management

Objectives:

- Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college.
- To achieve and create a paperless environment in the college.
- To make green campus.
- Providing easy access to information
- To maintain the Data on a secure environment.
- Making the institution visible globally
- To provide easy and quick access to information.
- Promoting transparency and accountability in all the functions of the college.
- To make campus Wi-Fi enabled.

- To make our Classrooms ICT Enabled having Desktops, Projectors, etc.
- To establish a fully automated Library.
- Implementation of E-governance in various functioning of the institution
- Achieving efficiency in our functioning

Policy:

1. In order to provide simpler and efficient system of governance within the college, it is decided to adopt and implement e-governance in maximum activities of our functioning
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Area of Implementation:

- a) Website & Social Media
- b) Student Admission Process
- c) Academics & Office
- d) Examination and Evaluation
- e) Communication System
- f) Finance & Accounts
- g) Library
- h) Alumni
- i) Feedback
- j) Online Video Lectures and E Content

E-governance in following areas:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation 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 will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media. 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 live on the website as and when they are released. The website of the college to be continuously updated taking into account the new changes.

2. **Student Admission process:** The College follows the online and offline admission process as per the university circulars and notices; accordingly, the students are admitted for various courses. Admission process is circulated to students' group through WhatsApp and notices. Admission records are maintained online in college and university portal, the merit list are displayed in college website and notice board.
3. **Academics:** Teaching as well as non-teaching Staff to be provided with adequate training and development to keep them abreast with the new technology in regular intervals.
4. **Examination & Evaluation:** Ours College is Semi- government College and is affiliated to R.T.M. Nagpur University, therefore all exam and evaluation related activities are organized as per College & R.T.M. Nagpur University. Exam related information like Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, paper setting, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Examination Committee needs to supervise the entire process of examination under the guidance of the Principal of the college. Regular updates of Students Internal Performance to be maintained and communicated to the parents.
5. **Communication System:** Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters by uploading notices on website and whatsapp group made by Teaching Staff.
6. **Finance & Accounts:** For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented. The College also uses Public Financial Management System (PFMS) which is used to manage the funds received from the Government. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.
7. **Alumni:** College has well established alumni association. The college has online alumni registration processes, in which alumni's are registered through google form and details are collected. Feedback from the alumni's are taken and analyzed. The link of alumni's feedback is displayed on college website.
8. **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. Professors can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.

- Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus
 - In future original writing among students and teachers, the Library should provide access to fully automated software for plagiarism check.
 - The library is computerized through INFLIBNET. M-OPAC module of software provides facilities of search books by different approach of user. Users search a library catalog principally to locate books and other material available at a library. Users reserve books by this facility.
 - E-library is also available for e-books and other literature.
 - The library is linked with NLIST consortiums for online books and journals. Access to e-journals & E resources to be provided within the campus by using N-list. Consortium of e-Resources in different subjects of college for teaching, reading, self- study and research. Users click www.nlist.inflibnet.ac.in and login by their username and password.
 - The Library maintains around more than one lake collections of books, reference book, theses, back volumes, journals, audiovisuals and e-resources.
9. **Feedback System:** Feedback from students, parents and alumni of our college is taken online. The students can also give feedback to our faculty members.
10. **Online Video Lectures and E- Content:** The sudden outbreak of a deadly disease called Covid-19 caused by a Corona Virus (SARS-CoV-2) shook the entire world. The World Health Organization declared it as a pandemic. The COVID-19 pandemic has wreaked havoc on everyone's lives, and seniors were profoundly affected. This situation has challenged the education system across the world and forced educators to shift to an online mode of teaching overnight. Many academic institutions that were earlier reluctant to change their traditional pedagogical approach had no option but to shift entirely too online teaching-learning. During this Pandemic period our college faculty member has developed online video lectures and e- content. All lectures and contents are uploaded on website.