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6.2.3 Implementation of e-governance in areas of operation

Policy Document on e-Governance:

Objectives:

1.   To implement e-governance in various functioning of the institution

2.   To achieve efficiency in day to day functioning

3.   To promote transparency and accountability

4.   To move towards paperless administration

5.   To provide easy and speedy access to information

6.   To make the institution visible globally

Policy:

1.   In order to provide simple and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.

2.   The institution has already started with e-governance in some aspects of functioning like library, accounts, students" admission process ete. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

E-governance in following areas:

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

1. **Website:** The website https://www.sbcshahapur.ac.in/ of the college needs to revamp taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc should be made easily available to the stakeholders. For this purpose, a separate IT Technician/web designer can be appointed by the institute. 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 up-gradation at the college level.

2. **Student Admission:** The College has decided to process all admissions in oniine mode.

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This will cover admissions to all courses whether under graduate, post graduate, Ph.D. courses. For this purpose, an arrangement can be entered into with a reputed banking company preferable Bank of Maharashtra with whom the college maintains most of its accounts. The Secretary of the institute is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

3. **Accounts:** For ease of maintaining accounts, the college is planning to use Tally software.

   At the same time with new accounting methods and compliances, it has become necessary to procure other software as well. Accordingly, requirements should be assessed by the Secretary by discussion with the accountant and other related staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and up gradation of the existing software must be done on timely basis.

4. **Library Automation and Administration:** We have the privilege of having one of the best library in the Shahapur taluka. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using SOUL 3.0 software for its internal working. It needs to be updated timely. Also the services like a separate Library website (http://www.library.sbcshahapur.ac.in/), WEB-OPAC system, Barcode System, SMS Alert Service, and institutional Repository should be converted into a web based service for stakeholders to utilize the library resources effectively. Similarly remotely accessible e-resources like e-journals, e-books (N-LIST Consortia) etc. should be identified and subscribed taking into account the recommendations of the library committee. Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

5. **Administration**: To provide a hassle free, convenient and cheap process, maximum of the administration of the college should be handled with ICT based technology. Facilities should be provided for online leave

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management of employees, e copy of salary slips, internal communication between the employees interse, etc. Students also must be able to obtain maximum services like transfer certificates, bona-fide certificates, etc. in oniine mode.

6. **Examination**: As per the directions of the University of Mumbai, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentinlity needs to be maintained while handling examinations and work needs to be done with utmost care and caution. College Examination Committee Chairman needs to supervise the entire process of examination under the guidance of the Principal of the college.

7. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the Secretary and a separate alumni coordinator at the college level be appointed to take care of the entire activity.

8. **Online feedback systems**: Our College takes online feedback from all stakeholders and other participants who participate in different activities organised by the college.