



Loknete Dr. Balasaheb Vikhe Patil
(Padmabhushan Awardee)

Pravara Rural Education Society

ARTS, COMMERCE & SCIENCE COLLEGE, ALKUTI

A/p. Alkuti, Tal. Parner, Dist. Ahmednagar. Pin-414305

E-GOVERNANCE POLICY



PREAMBLE

Institute e-governance considers the vision of enhancing the system of governance for development of the institute by implementing new and cutting edge technologies. The broad areas of e-governance are admissions, day to day operations of departments, academics, examinations, placements, management information systems and stake holder's inclusion in a staged manner.

➤ **Vision:**

To enhance the system of governance for the overall development of the institute.

➤ **Mission:**

Utilize new solutions and ideas in various departments of the Institute for Smooth & Continuous data access enabling better decision making.

➤ **Objectives:**

1. Implementation of e-governance in various functioning areas of the institution.
2. Promoting transparency and accountability
- 3 Achieving paperless administration of the institution
4. Facilitating online internal and external communication between various entities

of the institution

5. Providing easy access to information

➤ **Policy:**

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

2. Institution to embrace e-governance for the smooth & Continuous access of data for better decision making at various levels of the organization.

➤ **Area of Implementation:**

1. Website & Social Media
- 2 Academics
3. Internal & External Examinations
4. Communication System
5. Finance & Accounts
6. Library
- 7 Placements

For convenience purposes, the policy is divided into various areas of operation. It is as follow

1. Website & Social Media: The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information conveying important notices, reports, awards etc. Important information & achievements will be posted in the Social Media.

2 Academics: Institution to manage student academics with real time communication with parents about Student Progress.

3 Internal & External Examinations: As per the directions of the University, 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. has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examination-related work. Examination coordinator 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.

4. Communication: Regular updates about student to be communicated with respect to student on fees, college notice updates & other academic matters.

5. Finance & Accounts: For ease of maintaining accounts & finance suitable Accounting & Finance Software package to be implemented.

6 Library: Entire Library System with respect to Issue, reference to be automated and staff & students to access the library resource in & outside the campus. Access to e-journals & e-resources to be provided within the campus.

7. Placements: Placement to maintain student info & provide access to placement information regularly.



A handwritten signature in black ink, appearing to read "Rishi".

Principal

Art's, Commerce & Science College
Alkuti, Tal. Parner, Dist. A'nagar