

ATUL VIDYA MANDIR WARDHA'S



RAJARSHEE SHAHU SCIENCE COLLEGE

Chandur Railway, Dist – Amravati, Maharashtra



Affiliated to

Sant Gadge Baba Amravati University, Amravati



2nd Cycle

Assessment & Accreditation by NAAC

Criterion: VI - Governance, Leadership and Management

6.2 Strategy Development and Deployment

Q_nM - 6.2.2

Institution implements e-governance in its operations

e-Governance Policy and Report



Atul Vidya Mandir, Wardha's
Rajarshee Shahu Science College

Virul Road, Chandur Rly, Dist. Amravati PIN - 444 904

(College Code : 807)

PRESIDENT

Prof. Mrs. Uttaratai V. Jagtap

SECRETARY

Prof. Virendrabhau W. Jagtap

PRINCIPAL

Dr. M.P. Chikhale

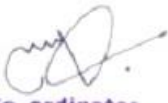
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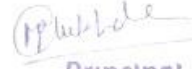
Declaration

The information, reports, true copies of the documents, numerical data, etc furnished in this file is verified by IQAC and found correct.


IQAC Co-ordinator
Rajarshee Shahu Science College
Chandur Rly., Dist. Amravati

(Dr. Minal Keche)





Principal
Rajarshee Shahu Science College
Chandur Rly., Dist. Amravati

(Dr. Mahesh Chikhale
Chairman IQAC and Principal)

Criterion: 6 – Governance, Leadership and Management**6.2.2**

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e-Governance Policy

	<p>Atul Vidya Mandir, Wardha's Rajarshee Shahu Science College Virul Road, Chandur Rly, Dist. Amravati PIN - 444 904 (College Code : 807) (Accredited with B' Grade by NAAC)</p>
<p>PRESIDENT Prof. Mrs. Uttaratai V. Jagtap</p>	<p>SECRETARY Prof. Virendrabhau W. Jagtap</p>
<p>PRINCIPAL Dr. Suresh S. Thakare</p>	
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<p>Ref. No.</p>	<p>Date: <u>26/08/2018</u></p>
<h3>E-Governance Policy</h3> <p>Electronic governance or e-governance is the application of information and communication technology (ICT) for delivering services, exchange of information, communication transactions and integration of various stand-alone systems between the management and other major stakeholders of the college – the students, faculty, staff, and alumni.</p> <p>The scope of this policy extends to the following areas:</p> <ul style="list-style-type: none"> General Administration Student Admission Examination Library Accounts and Finance ICT enabled Infrastructure <p>The primary objectives of the e-governance policy include:</p> <ul style="list-style-type: none"> Implementation of E-governance in functioning of the institution in order to provide simpler and efficient system of governance within the institution. To promote transparency and accountability in all the functions of the college. To achieve and create a paperless environment in the college. To provide easy and quick access to information. To make campus Wi-Fi enabled. To make our Classrooms ICT Enabled having Wi-Fi, Laptops, Projectors, etc. To implement automation in library facility. <p><u>Policy:</u></p> <p>The college will implement e-governance in all aspects of functioning like library, accounts, administration, student support, teaching, etc.</p> <p>The policy is designed and framed to make each and every function transparent and accountable.</p>	

The College decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider will be appointed by the college. 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.

Finance and Accounts: The College continues to main its account on the Dot-com InfoTech software and Payroll to generate various reports like Employee Salary Certificate, Daily cash Collection report Maintenance of the college accounts through office management system software. Submission of salary bills to joint director office through Sevaarth portal. The College also uses multiple softwares like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips and disperse the salary to the bankaccounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Money transactions are generally made through online mode such as NEFT, RTGS, Bank Transfers, etc

Quality Enhancement: Most of the communications of IQAC and the cells /committees will under the e-governance provisions. Feedbacks from the students, teachers, and alumni shall be collected online and compiled and analysed using ICT tools. Online provisions will be used to accomplish teachers and students exchange programmes. Online provisions will be used to increase the competitive zeal of the students, to orient students with different issues of the society, increasing capability of the students and increasing their out orientation, students' participation through organizing online seminar and workshop.

Library: College will use a highly integrated, user-friendly and compatible system for complete computerization of all in-house operations of any size or type of 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 will be 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. To introduce some scheme/awards to motivate students for more use of the library

Examination: The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to fill examination applications, evaluation applications, obtaining hall tickets, uploading of marks, and receiving of university exam paper etc everything in online mode. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the principal of the college.


Hardware Infrastructure:

Computers and printers are to be made available in the office. Projectors and other multimedia devices are to be provided in the Hall, classrooms and laboratories. CC-TV surveillance system should be enhanced in the institute.


Software Infrastructure

The College has to maintain adequate configuration server to allow faster transmission of data to the various computers.

Office automation packages for desktops and laptops like Open Office, MS- Office etc. and Antivirus to be purchased and updated regularly.


IQAC Co-ordinator
 Rajarshee Shahu Science College
 Chandur Rly., Dist. Amravati




Principal
 Rajarshee Shahu Science College
 Chandur Rly, Dist. Amravati

Annual e-Governance Report

e-Governance is the use of Information and Communication Technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of an organization. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education.

The following areas are covered under e-Governance Initiatives -

I. ADMINISTRATION :

1. Most of the communications with higher authorities and governmental administrative offices are done online through e-mails.
2. All important notices to students, staff on administration matters are published on website and communicated through emails, WhatsApp group and Google Chat.
3. College has paid subscription of G-Suite that facilitates teachers and administrative staff to reach students to collect and share information through Google form, Google Sheet, Google Drive.
4. In pandemic situation meetings with staff and students were held online using either Google Meet or Zoom platform.
5. Biometric attendance for college staff.
6. Wi-Fi facility in the campus.
7. **ERP:** The College Administration has been equipped with ERP software used for storing and easy access of particulars of the admitted students. It is featured with auto generates Bonafied and transfer certificates that helps in serving students faster.
8. Administrative office staff helps students in filling admission form and scholarship forms on online portal.
9. **CCTV:** Excellent coverage of the college campus that includes places like corridors, laboratories, library and canteen which helps the administration to monitor all the discipline issues at the maximum level.

II. FINANCE & ACCOUNTS :

The institution has Dot-com software for maintaining Finance & Accounts. The College also uses multiple softwares like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system.

III. STUDENT SUPPORT :

- I. **Library:** For data management and housekeeping, the library is automated with LMS (LibSoft) software from 2016. College is a member of NDLI and NLIST. Every year Library User Award has been given to motivate students for more use of library.
- II. In pandemic all the UG theory and practical were conducted online using either Google Meet or Zoom platform.
- III. Maha DBT Portal has been used for student scholarship.

IV EXAMINATION:

The College has G-Suit subscription. In pandemic situation most of the Internal Examination conducted on Google Classrooms.


For university examination college has used RS-Software.

The examination related activities include:

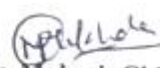
- Generation of Examination forms and Hall tickets.
- Facility of Downloading and issuing Hall tickets.
- Printing of question papers.
- Payment of examination fees through online.
- Storing and maintaining Exam related data of the college.

SMS are sent to students regarding examination rules and regulations, time table etc. System has been computerized for ensuring quality of the Educational Institution.

- V **Website:** Maintains and updates the Website on regular basis which is governed by the website committee.


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