

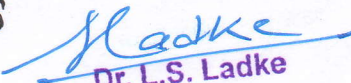
**POLICY DOCUMENT**

ON

**e-GOVERNANCE**

**NILKANTHRAO SHINDE SCIENCE AND ARTS COLLEGE,  
BHADRAWATI DIST.CHANDRAPUR – 442902  
MAHARASHTRA STATE**

**2016**

  
**Dr. L.S. Ladke**  
PRINCIPAL  
N.S. Science & Arts College  
Bhadrawati, Dist-Chandrapur

# **POLICY DOCUMENT ON**

## **e-GOVERNANCE**

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### **Scope of E-Governance Policy :**

The scope of this Policy extends to following areas:

- General Administration
- Student Admissions
- Examinations
- Library
- Accounts and finance
- ICT Infrastructure

### **Objectives:**

- 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 [provide easy and quick access to information.
- To make campus Wi-fi enabled.
- To make our classrooms ICT enabled having smart boards, projectors etc.
- To establish automated library.

### **Policy:**

The Nilkanthrao Shinde Science and Arts College, Bhadrawati will implement e-governance in all aspects of functioning like library, admissions, administration, teaching etc. The policy is designed and framed to make each and every function transparent.

### **The policy incorporates following components :**

#### **Website :**

The web site 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. Training will be given to the administrative and teaching staff



to make important updates on the website. A website maintenance 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. All the important notifications have to go live on the website as and when they are released.

#### **Student Admission :**

An open and transparent strategy for the admission process is followed. The college brings out its Brochure which is displayed on the college website that has guidelines for the admission process. CMS software is used for admission purpose.

#### **Accounts:**

The office continues to maintain its account by using latest versions of software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. All the security measures are taken for confidentiality of the data. The college also uses software like CCMS which is used to manage the funds received from the government, payroll management, generation of salary slips etc. Payments are generally made and received through online mode.

#### **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 will 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 utilize the library services for teaching purpose. The library use interface Online Public Access Catalogue (OPAC) module of the software for database searching by entering preferred terms for information retrieval. The circulation module of the software should cover all the operations of issue and return of resources. Library automation software LIBMAN is installed. Library has internet and computers.

#### **Examination :**

The college has adopted an online system where the examination process is regulated by the University and thus e-governance policy of the university to be adopted in this regard. College examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

### Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the college website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

### E-Governance Initiative:

- Adopted and implemented e-governance in maximum areas of operation entered into an agreement with an ERP Vendor and provided efficient system of governance within the institution.
- Implemented e-governance in administration, student admission, support services, accounts and examinations.
- Demonstrated the policy through ERP trainings to staff.

## ICT TOOLS

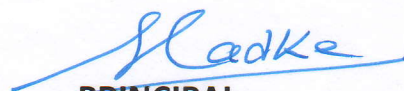
### **Hardware Infrastructure**

- The college ensures that it has adequate number of desktops for staff and students
- Computers and printers, scanners to be made available in the administrative block.
- Projectors and other multimedia devices provided in the auditorium, classrooms, seminar rooms and laboratories for use.
- The infrastructure to be supplemented by computer networking devices, scanners and interactive teaching boards/smart boards.

### **Software Infrastructure**

- The college has adequate configuration and internet speed of 20-30mbps data for various college level operations.
- Office automation packages for desktops and laptops be purchased and updated regularly.

  
COORDINATOR-IQAC  
N.S.Science & Arts College  
Bhadrawati

  
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Bhadrawati, Dist-Chandrapur