



Vidarbha Shikshan Prasarak Mandal's
G.S. SCIENCE, ARTS & COMMERCE COLLEGE
KHAMGAON, DIST. BULDANA (MS)

Reaccredited by NAAC with 'A' grade- CGPA (3.08)
Affiliated to Sant Gadge Baba Amravati University, Amravati.

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E- Governance Policy



INTRODUCTION

The College has a policy regarding E-governance policy to enhance governance through transparency, interactions, transactions, and exchange of information among its stakeholders. The college will implement e-governance in all aspects of its functioning, including the library, accounts, admissions, administration, and teaching.

SCOPE

The policy's scope extends to the following areas:

- **Administration:**
Implementing a centralized information system to provide real-time updates on administrative decisions, policies, and activities.
- **Student admissions:**
Creating an online portal for admission-related information, including eligibility criteria, application procedures, and merit lists. Digitizing student records for streamlined admissions management and ensuring data accuracy.
- **Library management:**
Implementing an e-library system to provide students and faculty access to a vast digital repository of academic resources. Digitizing library catalogs and tracking user interactions to enhance resource management.
- **Accounts and finance section:**
Digitizing financial records, ensuring secure and accessible storage, and automating financial reporting processes.
- **Communication and Reporting:**
Implementing a robust communication system for seamless interaction among stakeholders, utilizing channels like emails, messaging platforms, and official websites. Generating regular reports on various aspects of college functioning, such as academic performance, financial status, and administrative decisions.

OBJECTIVES

The e-governance policy aims to achieve the following objectives:

- Implement e-governance in all aspects of the functioning of the college to provide a simpler, faster and more efficient governance system.
- Minimizer paperwork to promote a greener campus.
- Provide easy access to information for stakeholders.
- Maintain data in a secure environment.
- Promote visibility of the institution at global level.
- Promote transparency and accountability.
- Achieve complete automation of library and information services.

POLICY

Website and social media:

Administrators shall regularly update the website with accurate information, ensuring that it reflects the latest activities, notices, and course offerings. IT cell shall share relevant and engaging content on social media platforms, highlighting the achievements, special lectures, and important announcements.

Academic and Office (ERP System):

Administrators and Department Heads shall oversee the proper implementation of the ERP system modules, ensuring efficient management of student records, finance, human resources, courses, and evaluations.

Faculty shall utilize the teaching and learning modules effectively, provide timely feedback, and ensure accurate recording of student performance. Thus, streamlining processes, improve productivity, and ensure accurate and timely management of data and tasks.

Effective communication among stakeholders will be ensured through various channels, including email, messaging apps, and a dedicated communication platform as well as website.

Finance and Accounts:

Finance Department shall utilize the ERP system for budgeting, accounting, and financial reporting, ensuring accuracy and transparency in financial management.

Administrators shall oversee proper control and monitoring mechanism in all administrative aspects like allocation of funds and other resources, financial planning based on the reports

generated by the ERP system. Section heads and concerned employees will report the requirements from the ERP system and get the necessary changes/updates done from the vendor.

Library Management:

Librarian shall ensure complete automation of the functions of the library and the management of learning resources through library management system, college website and the other equipment/software. Accession, display, listing and generation of reports are to be fully automated. Issue/return of books and sharing of digital resources shall also be ensured and made fully automated.

Librarian and Library Advisory Committee shall work to achieve this and also ensure sharing and exchange of knowledge resources with other libraries in the country and the world by making the library a part of the other library networks.

Feedback:

The College shall collect regular feedback and suggestions from Students, Parents, and Alumni, through the online system available on the website, contributing to continuous improvement of academic and administrative processes. Feedback analysis committee shall analyse feedback data and ensure suitable implementation to enhance the overall quality of functioning of the college.

IT Security and Connectivity:

IT Cell of the college shall install and maintain latest antivirus software, secure firewall systems, and oversee Wi-Fi networking and LAN connectivity to ensure a secure and reliable digital environment. A dedicated technical person shall be employed for this.

With the help of this policy, the college aims to create a secure and transparent environment where each stakeholder can have easy access to facilities and resources in a fair and secure manner.



Dr D S Talwankar

Principal
G.S. Sel., Arts & Commerce
College, Khamgaon-444303

(Dr D S Talwankar)
Principal