

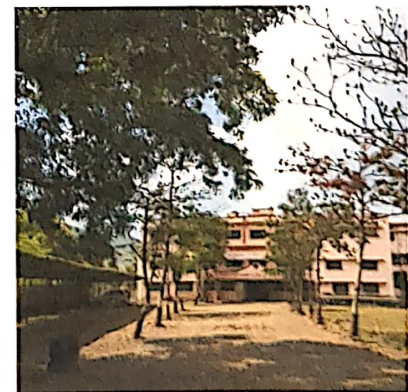


Konkan Education Society's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College

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Policy Document on E-Governance



NAAC Grade: B⁺ with CGPA 2.71 | Best College Award in the year 2011-12 by University of Mumbai



A –
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THE CONCEPT

Technology has been a boon to academic institutions in the field of education which helps to streamline governance systems and maintain a better quality of education. Good governance can be termed as the ability to address the challenges and need of the current situation. E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. It aims at planning and enabling any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute.

Keeping in view the need of the day KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College, Roha has designed an e-governance policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. The college prioritise to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of the college, it adopts e-governance in all its management and administrative activities. All stakeholders are oriented and encouraged to practice e-governance.

This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute. It will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process. It will lead to quicker and faster completion of all operations and services.

OBJECTIVES

- To use e-governance in effective functioning of the institution.
- To reduce the usage of paper in administration of the institution.
- To improve transparency and accountability.
- To provide online internal and external communication between various executive bodies of the institution.
- To achieve the aim of being an environmental and user-friendly institution.
- To facilitate easy access to the information and to maintain the data on a secure environment.
- To implement automation in library facility.
- To provide e-facilities to our stakeholders in various activities relating to the institution.

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General Administration

The college administration is made paperless in order to give a hassle-free, convenient, and smooth process. Students must be able to get the most out of online services. The college investigates the possibility of automating some of its administrative duties. Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database. The college will look into opportunities to automate some of its functions related to administration. To provide a hassle free, convenient and smooth process, administration of the college to be made paperless. Students must be able to obtain maximum services in online mode. Administrative Staff to be provided with adequate training and development to keep them abreast with the new technology.

College Website

The college website is the heart of the institution. It should act as a mirror of the college and all its activities. All the relevant data should be made easily available to the outsiders. Website shows the college activities and information about all activities, important notices etc. A service provider/web designer will be appointed for the purpose. Administrative and teaching staff will receive training on how to make crucial website upgrades. Along with it, training should be given to the existing staff and designated person/persons should be identified who will undertake the responsibility of website administration and upgradation at the college level. The website will serve as an information hub for the college, including all of its events, major announcements and course offerings, among other things. The website of the college to be continuously updated taking into account the new changes. Website shall be hosted and deployed by a third party on a secure platform.

For the administration of the college website, a website committee or digital college committee will be constituted. On a regular basis, the Committee will oversee the process of updating, maintaining and operating the website. The Committee will also examine for any other website updates that are needed. 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. The website of the college needs to revamped taking into account the new changes.

Student Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college on university website. The institution to process admissions for programs

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using the online portal. The admission process is conducted in an open and transparent manner, which is strengthened by the KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College's ethical principles and rules. After each allotment, the students confirm their college selection and take admission in the allotted college onsite.

Finance and Accounts

The accounting system and financial transactions should be transferred from partially automated to fully automated. The College uses 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, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed through the Regional Joint Director's portal (Government of Maharashtra). Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Net Banking, etc.

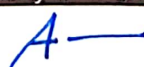
Library

The College continues to maintain its academic excellence through maintaining a well-stocked and well-equipped library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should maintain a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The library to install fully automated ILMS software which should have an easy to use-Graphical User Interface and export facility for most reports. The use of the software's Online Public Access Catalogue module to search library databases using selected phrases for information retrieval. The software's Circulation module should include all aspects of circulation, from building member records to printing warnings for overdue books. All database creation and maintenance tasks should be covered by the Database Maintenance module. To encourage students and teachers to do unique work, the library should provide access to fully automated plagiarism detection software.

The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval. The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books. The Database Maintenance module should cover all operations of database creation and maintenance. The library shall create a separate section in college website where students and teachers can easily go through all the rules and regulations, services, e-resources, various informational links and question papers.

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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, revaluation applications, obtaining hall tickets, uploading of marks, etc. everything in online mode. University of Mumbai has online delivery system of question paper to undertake examination every semester. As per the directions of the University, it is mandatory to handle examination in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. The Chairman of College Examination Committee need to supervise the entire process of examination under the guidance of the principal of the college.

ICT Infrastructure

The College to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the appropriate space. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected. The college authority and the external vendors of software shall provide necessary maintenance and enhancement, as appropriate. As e-governance is based on computerisation of the functions of different users and authorities, different categories of users must interact differently with the e-governance system. For instance, the nature of interactions by teaching staff and that of office assistants are different. The institute shall organise trainings for different categories of users for using the e-governance system.

E-Waste Management

The institute has always been making utmost efforts to create a green and healthy environment for all the stakeholders as well as for the society. Use of technology is the need of the day but keeping a balance between the environment and the modernization is the actual challenge. The institute hence shall always try to ensure that all the usage of its technology and generation of e-waste does not impact the environment. Provisions shall be made for e-waste management accomplishing a memorandum of undertaking with a party outside the college.

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FUTURE ROADMAP

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.

To replace partially automated finance and account system to fully automated.

To adopt attendance and leave management of the teachers directly through website.

To accept the e-governance policy of University of Mumbai which is updated during regular time period.



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