



Godavari Shikshan Prasarak Mandals

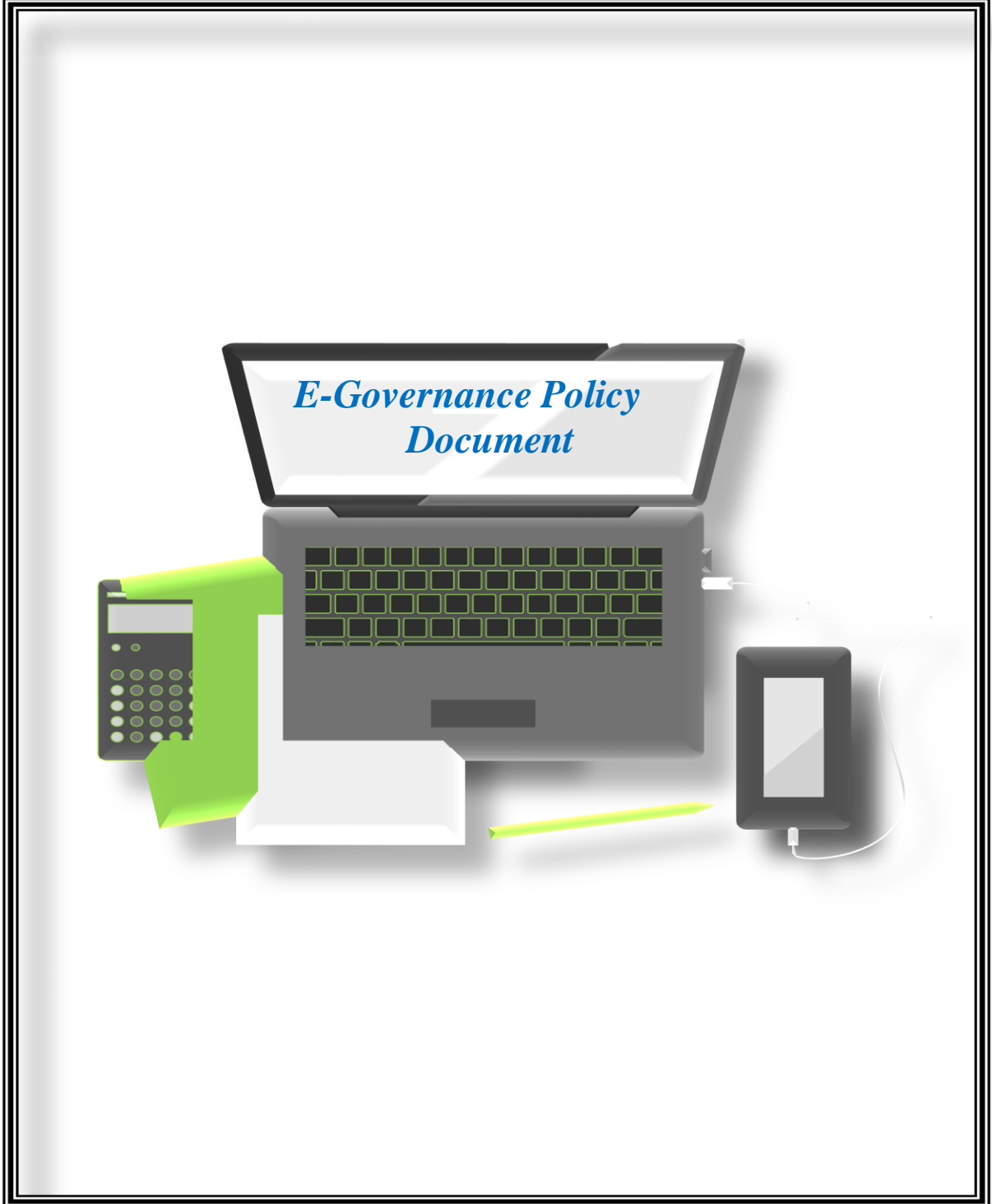
B. Raghunath Arts, Commerce and Science College, Parbhani

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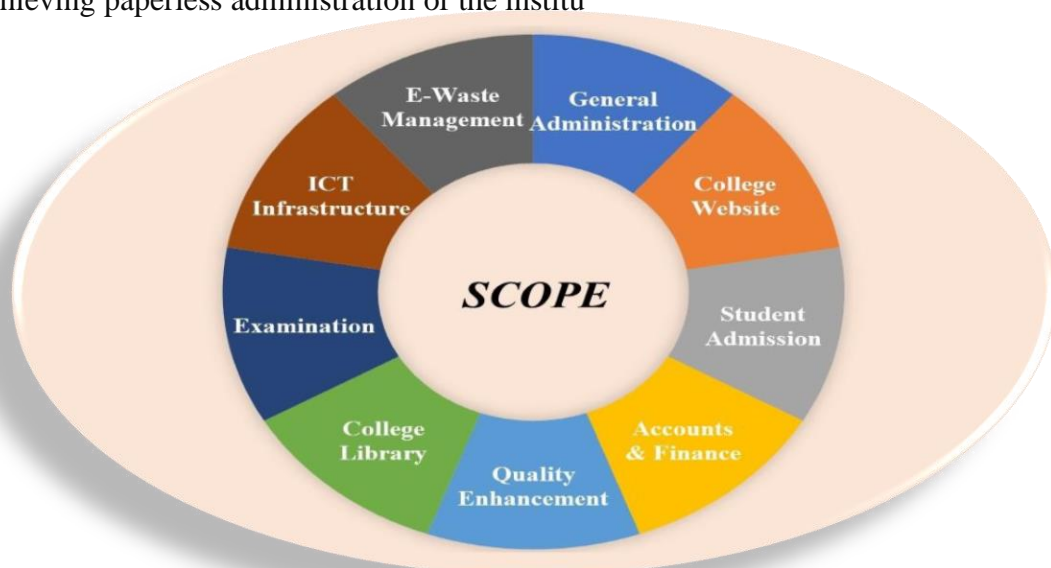
CONCEPT

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 Jhanji Hemnath Sarma College 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. Having an e-governance system 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. The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning. 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.



OBJECTIVES

- ✚ Implementation of E-governance in effective functioning of the institution. Reduce the usage of paper in administration of the institution.
- ✚ To improve transparency and accountability.
- ✚ Providing online internal and external communication between various executive bodies of the institution.
- ✚ To achieve the aim of being an environmental and user-friendly institution.
- ✚ Facilitate easy access to the information and to maintain the data on a secure environment.
- ✚ To implement automation in library facility.
- ✚ Making the institution visible to the stakeholders globally by the use of digital media.
- ✚ To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.
- ✚ Achieving paperless administration of the institu



Policy Statement: - 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. B. Raghunath ACS College has policy to review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college .

Scope of the Policy: The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

Planning and Development

The institution should use the e-governance in the planning of the academic year. Principal, IQAC, HOD's should discussed and prepared the activity calendar and time table and also Created Telegram and WhatsApp group for teacher and students for dissemination of information. Display important information on website for students and other stakeholders. At the end of each academic year faculty should submit online activity report of their curricular and extracurricular activities to the IQAC.

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. To keep administrative staff up to date with new technologies. The institution has e-governance system for the administration. Principal communicates with the higher authorities UGC Delhi, NAAC office, Parent University, Joint Director Office through emails. The head of the department and IQAC coordinator should communicate with the staff through Email. The Principal should send the notifications and notices through email to the staff. The necessary documents and important proforma send through email. The faculty should submits the documents in the form of soft copy to the Principal and IQAC. The Annual teaching plan, Time table, API form, Syllabus completion report should submitted online to the college email.

- ❖ All functionaries in administrative offices shall be adequately equipped with ICT enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.

- ❖ Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- ❖ CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- ❖ The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and non teaching staff and to the public, in general.
- ❖ Most of the classrooms, conference rooms and the smart classroom shall be furnished with ICT-enabled projectors and screens.
- ❖ The college administration shall be equipped with a customized user-friendly. o Enterprise Resource Planning (ERP) solution to manage students annual fee submission and internal assessment etc.
- ❖

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. Website committee 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. 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 and Support

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the SRTM University. The admission process should conduct in an open and transparent manner. The admission process should totally computer based. The admission slip, eligibility and scholarship should be generated by CMS Software. The library has internet, SOUL 3.0 and N-List e resources with remote access for the support of students and faculty. The soft copies of notes are available in the library in scan form and in the form of CD's and on google classroom, What's App groups. The college has one smart classroom used for ICT based teaching. Most of the faculty used PPT Method in teaching to develop interest of the students. The PPT lectures are available in library to supports the students specially who were absent or failed in particular subject/paper.

Accounts & Finance



The office continues to maintain its accounts latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Appropriate security measures should be taken for maintaining confidentiality of the transactions. The College also uses multiple software 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, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc. all are managed through the portal. The accounting and finance department using e-governance in accounting. Every month salary is prepared and sends online by using Sevarth pranali portal. All bills were prepared computerized and communicate online to Joint Director Office HE Nanded. Fully computerized office and accountsection.

Quality Enhancement



All the activities of IQAC and the cells and committees under it will be under the e-governance provisions. Feedbacks from the students, parents, teachers, alumni and employer shall be collected online/offline and compiled and analysed. 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. Increasing students' participation through organizing online seminar and workshop.

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 library has internet, SOUL 2.0 and N-List software for the support of students. The soft copies of notes are available in the library in scan form and in the form of CD'S. 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 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 use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval. 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.

Examination



The college shall adopt an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. 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. Regular updates of Students Internal Performance to be maintained and communicated to the parents. 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. College Examination Officer needs 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 administrative block. 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. Some of the existing software modules for e-governance are developed in-house, and some are out-sourced. The college authority and the external vendors of software shall provide necessary maintenance and enhancement, as appropriate. As e-governance is based on computerization 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.

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.



FUTURE PERSPECTIVE

- ✚ 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.
- ✚ The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. But now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.
- ✚ The future plan of the institute is clear in terms of including leave management of the teachers directly through website.
- ✚ To provide more e governance facility to support students.



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