E-Governance policy

INTRODUCTION:

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, examination, hospital, 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.

OBJECTIVES:

1. Implementation of E-governance in various functioning of the institution
2. Achieving paperless administration of the institution
3. Achieving efficiency in our functioning
4. Facilitating online internal and external communication between various entities of the institution
5. Promoting transparency and accountability
6. Providing easy access to information

E-GOVERNANCE IN FOLLOWING AREAS:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

WEBSITE:

The website of the college needs to revamped taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc, should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the Secretary of the society. Training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the college level.

ACCOUNTS:

For ease of maintaining accounts, the society is already using Tally software. But, with new accounting methods and compliances, it has become necessary to procure other software's as well. Accordingly, requirements should be assessed by the Secretary by discussion with accountant and other accounts staff and accordingly new software's may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software's must be done on timely basis.

LIBRARY:

We have the privilege of having one of the best library. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using E- Granthalaya software for its internal working. It needs to updated timely. Also the OPAC system should be converted into a web based service for others to utilize the library resources effectively. Similarly newer e-learning resources like journals, etc should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e learning resources should be provided.

EXAMINATION:

As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.
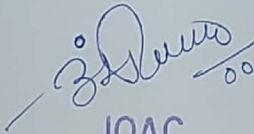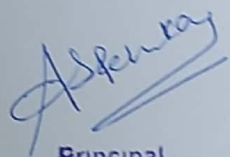
HOSPITAL:

As per CCIM it is mandatory to handle hassle free, convenient process. Daily OPD, IPD, Operative etc will be made in online mode. All things should be handle with AyurSoft based technology.

E-GOVERNANCE IS IMPLEMENTING IN FOLLOWING AREAS,

1. STUDENTS ATTENDANCE
2. STUDENTS ADMISSIONS
3. ALUMNI
4. ADMINISTRATION
5. FINANCE & ACCOUNTS
6. STUDENTS PROFILE
7. TEACHER'S PROFILE
8. HOSPITAL ADMINISTRATION
9. INTERCOLLEGE COMMITTEE ADMINISTRATION

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Co-ordinator
Hon.Shri.Annasaheb Dange
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Principal
Hon.Shri. Annasaheb
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