



Bharatiya Shikshan Prasarak Sanstha, Ambajogai



## **Swa. Sawarkar Mahavidyalaya, Beed**



### **Internal Quality Assurance Cell**

#### **Criteria 6- Governance, Leadership & Management**

#### **Key Indicator 6.2: Strategy Development & Deployment**

#### **6.2.2: Institution Implements E-Governance in its Operations**

#### **E-Governance Policy**



Bhartiya Shikshan Prasarak Sanstha, Ambajogai  
**Swa. Sawarkar Arts, Science & Commerce College**  
**Re-accredited by NAAC-B Grade**  
Sawarkar Nagar, Jalna Road, Beed M.H., India- 431122



## E-Governance Policy

Policy Title : E-Governance Policy		
1.	Administrative Policy Number (APN): 02/IQAC/2019-20	01/02/2019
2.	Brief Description of the Policy	<ol style="list-style-type: none"><li>1. Implementation of E-governance in various functioning of the institution.</li><li>2. Achieving efficiency in functioning of the institution.</li><li>3. Promoting transparency and accountability.</li><li>4. Achieving paperless administration of the institution.</li><li>5. Facilitating online internal and external communication between various functionaries of the institution.</li><li>6. Providing easy access to information.</li><li>7. Making the institution visible globally.</li></ol>
3.	Drafting	CDC / IQAC
4.	Policy applies to	IQAC/Principal
5.	Effective from the date	01/06/2019
6.	Approved by	Management and IQAC
7.	Responsible Authority	Principle
8.	Superseding Authority	Management



9.	Last Reviewed/Updated	NA
10.	Reason for the Policy	<p>In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activates of our functioning.</p> <p>The institution has already started with e-governance in some aspects of functioning such as library and accounts. This policy has been framed to include more areas within the purview of e-governance.</p>
11.	References for the policy	Accreditation Guidelines/Management Guidelines.

## Introduction

The E-Governance Policy outlines the principles, guidelines, and procedures governing the implementation and management of electronic governance practices within the institution. This policy serves to enhance transparency, efficiency, and accessibility in administrative processes and interactions with stakeholders.

## Process

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 institution reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website of the college needs to revamped / restructured taking into account the changes occurring from time to time. The website is both a magazine and a storefront of the college and allows visitors to see the institution in virtual space. To create an effective website, a separate service provider / web designer may be appointed by the Management of the institution. Suitable training should be given to the existing staff and persons should be

identified to undertake the responsibility of website administration and updating at the institution level.

**2. Student Admission and Support:** The CDC is assigned with the authority to enable the Principal to make suitable decisions and designate individuals accountable for executing the specific aspects of the policy.

- The utilization of the MKCL software is designated for conducting online admissions for students. For BA, B.Com, B.Sc., and M.Sc. courses, students will complete their admission forms through the online platform.
- These processes will be overseen and governed by the Parent University via its web portals.
- All student information, as well as fee payments, will be initiated online using the software system created by CMS.
- Establishment and utilization of a Wi-Fi-enabled campus and the provision of electronic resources within the library.
- Promoting a resilient and advanced ICT-based framework to facilitate improved teaching, learning, research, and administrative operations.
- The online scholarship facility through different scholarship portals
- The feedback from students regarding curriculum delivery and the student satisfaction survey will be carried out online through the use of Google Forms.
- The college website will offer students the opportunity to lodge grievances online.

**3. Accounts:** The institution acknowledges the importance of integrating electronic governance (e-governance) practices into financial and accounting operations. This policy delineates the principles, guidelines, and strategies governing the secure and efficient management of financial transactions using electronic methods. Stringent security measures shall be employed to uphold the confidentiality of these transactions. Regular training for the current staff and consistent software updates are essential components to be carried out.

**4. Library:** The Library is a repository of all learning resources and publications of the institution. Each year, this repository increases due to institutional and statutory demands. E-learning resources for the benefit of the teachers and students has become the need of the hour. Presently the Library is using OPAC software for its internal working. The fairly common OPAC system needs to be converted into a web based service to expand its usage by remote

access and increase utilization of the library resources effectively. Similarly newer e-learning resources such as online / digital research journals and other published material should be identified and subscribed to taking into account the recommendations of the Library Advisory Committee (LAC). Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training should be provided to the staff and students for accessing and using the e-learning resources.

**5. Administration:** Currently the committed WhatsApp group has been created for sharing orders, information, direction, vital announces and notices to the students and employees. To provide a hassle-free, convenient and economic process, a shift of administrative procedures to ICT based platforms should be facilitated. Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees, etc. Students should be able to obtain maximum services like Transfer Certificates, bona fide Certificates, Examination Result Sheets, etc. in online mode.

**6. Examination:** In response to the transition from traditional offline examinations to online formats, the utilization of e-communication platforms and software tools has become imperative. Key processes such as submitting examination forms, requesting revaluation and photocopies, acquiring hall tickets, receiving exam papers, entering marks, and announcing results have now migrated to the online realm. The administration of these online examinations will be overseen and regulated by the Parent University through a dedicated web portal established by MKCL. Under this framework, students will complete their examination applications via the online platform. The management of exams is efficiently conducted through this web portal, employing robust security measures. This software also generates a range of valuable reports, including seat numbers, seating arrangements for university exams, and hall tickets. Furthermore, the outcome of examinations is also unveiled via this platform.

**7. Alumni:** In order to strengthen alumni interaction, a separate portal should be provided for alumni registration, information of college activities, showcasing prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the Head of Institution and an independent Alumni Association Coordinator at the college level be appointed to take care of the entire activity.

Date:

Place:

  
**IQAC Coordinator**  
**Dr. R. M. Dhere**  
Vice Principal & IQAC Co-ordinator  
Swa.Sawarkar Mahavidyalaya, Beed



  
**Principal**  
Swa.Sawarkar Mahavidyalaya  
Beed.