



संहती कार्यसाधिका । शिलं परं भूषणम्

Shetkari Shikshan Prasarak Mandal's

KRISHNA MAHAVIDYALAYA, RETHARE BK.

Shivnagar, Tal. Karad, Dist. Satara, 415108 (M.S.) Ph. : 02164-266346, Fax : 02164- 266347

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NAAC "B+" Grade (CGPA 2.65)

Founder : **Hon. Jaywantrao Bhosale**

President : **Dr. Suresh Jaywantrao Bhosale**

Principal : **Dr. Salunkhe C. B.,** M.Sc; Ph.D.

Criterion 6- Governance, Leadership and Management

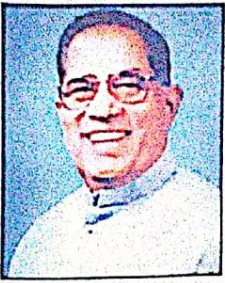
DVV – Clarification

6.2.2 Policy document on e- governance..



Dr. Salunkhe C. B.
Principal

Krishna Mahavidyalaya, Rethare Bk,
Tal. Karad : 415 108 (M.S)



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E-governance Policy

Krishna Mahavidyalaya, Rethare Bk E-governance envisions the solitary vision of enhancing the system of e-governance for the development of the college by adopting new and cutting-edge technologies. The broad areas of e-governance are the area of admission, examinations, day-to-day operations of departments, academics, management information systems, and stakeholder inclusion in a staged manner.

VISION: By adopting modern technologies the institute is going to enhance the system of e-governance for the overall development.

MISSION: Deploy new solutions and ideas in various departments of the Institute for seamless data access enabling better decision-making.

OBJECTIVES

- Implementation of e-governance for the effective functioning of the institution through paperless work in the administration (student admission, examination, and evaluation) to achieve the aim of being an eco-friendly and user-friendly institution.
- Implementation of e-governance to progress transparency and accountability in the administration.
- Providing online internal and external communication in between various executive bodies of the institution, University, state government, central government as well as all stakeholders of the institution.
- Facilitate easy access to the information and maintain the data in a secure environment.
- To implement a library automation facility for all students and staff.
- Making the institution visible to the stakeholders globally through the use of the college website and digital media.



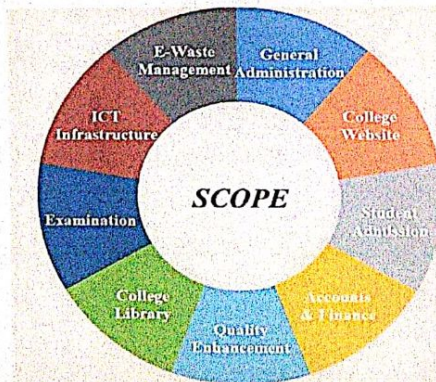
- To enhance IT infrastructure and provide e-facilities to students, teachers, Alumni, and Parents in various activities relating to the institution.
- To implement an e-waste management facility in the institution.
- Creating an online feedback mechanism through an interactive web portal with an inbuilt mechanism yielding autogenerated and analyzed reports.

Policy:

1. It is decided to adopt and implement e-governance in maximum areas of our functioning, in order to provide a simpler and more efficient system of e-governance within the institution.

The scope of this policy broadens to the following areas:

- General Administration
- College website
- Student Admission
- Account & Finance Section
- Quality Enhancement
- Library Management
- Examination & Evaluation
- ICT Infrastructure
- E-waste Management



General Administration

For the hassle-free, convenient, and smooth process of the college administration, the paperless policy is implemented in every section of the institution. The students must be able to access most of the online services. The college investigates the possibility of automating some of its administrative duties by purchasing advanced ERP software. To keep administrative staff up to date with new technologies, the proper training, and development program is made



compulsory which is offered by the ERP software. For automatic calculation the Internal Assessment marks for attendance, Monthly Reports, and Semester End Reports should be prepared which is available through Software. Students can access information such as attendance, results, timetables, assignments, and other study tools.

College Website:

The college website is the heart of the institution. It acts as a mirror of the college and all its activities. All the relevant data is made easily available to all stakeholders. The website shows the college's updated activities and information about all activities, important notices, etc. A service provider/web designer will be appointed for the said purpose. The payment toward the same is paid annually. 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 is to be continuously updated taking into account the new changes. The website is hosted and deployed by a third party on a secure platform. 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 be refurbished taking into account the new changes.

Student Admission:

An open and transparent strategy is adopted by the institution for the admission process and admissions are given to the students as per the rules and regulations laid by Shivaji University, Kolhapur, and Govt. of Maharashtra through the college admission committee. The College prepares its brochure which is displayed on the website and guides the students for the admission process. An ERP-based Admission Portal to be used to manage the admissions in the college. The number of students applying to each course, fee submissions, and, withdrawals are all to be managed through this Portal only. The admission process is conducted in an open and transparent manner, which is strengthened by the ethical principles of the institution.

Accounts & Finance

The latest versions of the ERP software are to be purchased and used by the college for the office to maintain its accounts. These advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance sheets are generated through this software only. All the analysis reports are to be generated through the said software. Appropriate security measures should be taken for maintaining the confidentiality of the transactions. Training to the existing staff and upgradation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is



used to manage the funds received from the Government, and Payroll Management software System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed through the HTE sevarth (Government of Maharashtra). Reports can be generated for all Staff members. Payments are generally made and received through online modes such as NEFT, RTGS, Bank Transfers, Net Banking etc.

Quality Enhancement:

IQAC is the prime committee that controls the whole work and is responsible for the quality enhancement of the institution. Activities of the IQAC cell and various committees are under the e-governance provisions. The online feedback from the students, parents, teachers, alumni, and employers is collected, compiled, and analyzed using ICT tools. Online provisions are to be used to increase the competitive enthusiasm of the students, which is helpful to orient students to different issues of society and increase their capability of the student. To increase students' participation in online seminars and workshops are organized.

Library:

The institution has a well-stocked and fully automated library that continues to maintain its academic excellence. The College continuously adds 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, recommendations are taken from teachers and students. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The library has installed fully automated MasterSoft ERP 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. The library shall create a separate section on the 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 has a fully automated examination system which is adopted by Shivaji University, Kolhapur for university examinations. For the internal examination the college has adopted MasterSoft ERP software as well as some examinations are conducted online through google



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forms. The Examination process is regulated by the examination committee as per the guidelines of Shivaji University, Kolhapur. As per the directions of the University, it is mandatory to fill out examination applications, revaluation applications, obtain hall tickets, uploading of marks, etc. everything in online mode. Regular updates on Student's Internal Performance are to be maintained and communicated to the parents through Student Adoption Scheme. As per the directions of the University, it is mandatory to handle examinations in an 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 has sufficient ICT infrastructure for students and staff. The monitoring and distribution of ICT tools such as laptops, Computers, printers, internet, and wi-fi facilities are made available to the students and staff through the ICT committee. The ICT facility is also provided in the administrative office. Projectors and other multimedia devices provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart boards 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 are purchased and updated regularly. The installation and major maintenance of the ICT infrastructure required for e-governance are done by vendors duly selected. The college authority and the external vendors of the software provide necessary maintenance and enhancement.

e-waste management:

The institution has always thrived to make utmost efforts to create a green and healthy environment for all the stakeholders as well as for society. The use of technology is the need of the day but keeping a balance between the environment and 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 by accomplishing a memorandum of understanding with a party outside the college.

Salan
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[Signature]
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