POLICY FOR E-GOVERNANCE

2017-2022
Mula Education Society's
Arts, Commerce and Science College
Sonai, Tal. Newasa, Dist. Ahmednagar, Maharashtra.

PURPOSE:

Mula Education Society's Arts, Commerce and Science College, Sonai has designed an E- Governance Policy with the primary objective of implementing e-governance in various services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

OBJECTIVES:

- To implement E-governance in all the services of institution, and provide simple and efficient system of governance within the institute.
- To install user-friendly Enterprise Resource Planning (ERP) solution to automate various modules for smooth and easy functioning of the institute.
- To promote transparency and accountability in all the activities of the institute.
- To create a paperless environment in the institute.
- To provide easy and quick access for staff and students.

ACTION PLAN:

1. Administration:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- An Attendance Management Software will be used by the faculty and staff to record attendance, internal evaluation etc.
- Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- The administrative office will use advanced File Management System Tools to maintain database of students.
- Use of Google Docs to prepare notices and activity reports.
- Create Google forms to get online feedback from students regarding teaching and evaluation.
- The administration shall use E-mail service in its communication with management as well as the teaching and non-teaching staff.
- Regularly publish notices and circulars concerned with the students on the website of institution.
- Biometric attendance system shall be used for all faculty and support staff.
- Upgrade to a fully automated, wireless office with 24x7-internet facility in near future.
- CCTV Cameras will be installed at various places of need.

2. Finance and Accounts:

- The accounts of the institution will be maintained through Spectrum software solutions.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Latest software versions to be purchase to upgrade account software.
- Generate all the analysis reports through Spectrum software.
- Appropriate security measures to be implemented to maintain confidentiality in transactions.
- Regular training will be provided to existing staff as well as new staff regarding updated versions of software.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, increments, Provident Fund, Allowances, etc.

3. Student Admission and Support:

- Use of Vriddhi software to manage all student data including subject selection, fee submission etc.
- Update college website regularly for real time information dissemination, including admission and online transaction interfaces etc.
- Make timely update of website by the designated information and website committee.
- Before starting admission process, the institute shall display online brochure, course details, sanctioned intake and other facilities on institute website.
- All the admission process will be completed through online mode.

4. Examination:

- Use ERP in the form of Vriddhi software to handle the entire Examination Process.
- Examination forms of the students will be filled through online mode.
- Examination results of the students will be available on the website of institute and will be updated regularly.
- Maintain compatibility of examination process with the regulations of the Savitribai Phule Pune University as far as e-governance policy is concerned.

The Institute shall continuously review and update the approved policy and commit to its implementation.

Principal
Mula Education Society's
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Sonai, Tal.Newasa, Dist.A'Nagar