E-Governance Policy

E-Governance Policy:

- **OBJECTIVE:**
  - ➤ Implementation of E-governance in various functioning of the institution
  - ➤ Achieving efficiency in college functioning
  - ➤ Promoting transparency and accountability
  - ➤ Achieving paperless administration of the institution
  - ➤ Facilitating online internal and external communication between various entities of the institution
  - ➤ Providing easy access to information
  - ➤ Making the institution visible globally
- POLICY:

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 aspects of functioning like –
  1) Library
  2) Accounts
  3) Admission

DR. S. D. THAKARE
Coordinator, I.Q.A.C.
Matoshree Vimalabai Deshmukh Mahavidyalayা
Amravati

Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar Amravati 444603 (M.S.)

4) Administration

5) Examination.

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

1. WEBSITE:

The website acts as a mirror of the college activities and information about all activities are made easily available to the outsiders. For this purpose, website committee has been design by the Principal. Existing staff and persons have been identified to undertake the responsibility of website administration and updating the website at the college level.

2. STUDENT ADMISSION:

The College has decided to process the admissions in online mode. This will cover admissions to all graduate courses. The Principal is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

3. ACCOUNTS:

For ease of maintaining accounts, the Institute can use ERP software. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software's must be done on timely basis.

4. LIBRARY:

We have the privilege of having well stocked Library. To continue with this legacy, we have more e-learning resources for the benefit of the teachers and students such as e-Books and e-journal. Library is presently using a e-granthalay software for its internal working, so as to utilize the library resources effectively. Similarly, newer e-learning resources like NDLS and NLIST develop by INFLIBNET for e-books and e-journals subscription. The Library is fully automated with e – granthalay software for data feeding, bar coding.

Recommendations of the teachers also needed to be taken into account while subscribing to these resources.

5. ADMINISTRATION:

To provide a hassle free, convenient and cheap process, maximum of the administration of the Institute should be handled with ICT based technology. Facilities should be provide by e-copy of salary certificates, internal communication between the employees using e-mail, bonafide documents, experience certificates etc. Students also must be able to obtain maximum number of services like transfer certificates, bonafide certificates, checking attendance etc. in online mode.

6. LEARNING MANAGEMENT SYSTEM (LMS):

Our college utilize a dedicated learning management system whenever needed. The learning management system (LMS) is a software application for documentation, tracking, reporting, and delivery of educational courses, or learning and development programs. At the moment it is being utilized virtual classrooms and even be utilized for attendance.

7. EXAMINATION:

It is now very imperative 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 incharge needs to supervise the entire process of examination under the guidance of the Principal of the college.