K. K. Wagh Education Society's

# K. K. Wagh Arts, Commerce, Science & Computer Science College

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# E-Governance Policy

## Policy Statement

This E-Governance Policy is with the primary objective of implementing e-governance in various operations, transactions and services of the college for better efficiency, transparency and accountability. It shall apply to the areas such as Administration, Finance and Accounts, Student Admission and Support, Library, Examination and E-waste Management of the college.

## Objectives:

- Implementation of E-governance in all functioning of the college in order to provide simple and efficient system of governance.
- To make effective use of Enterprise Resource Planning (ERP) solution to automate various functions of the college.
- To promote transparency and accountability.
- To provide easy and quick access to information.
- To make our Classrooms ICT enabled having Smartboards, Projectors, LAN etc.
- To establish a fully automated Library.

The College decides to make the following policies and procedure:

## Administration:

- Administrative Office should use Advanced MS Office to maintain effective database.
- The Administration shall use email service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- To regularly publish administrative information including notices and circulars on the website.
- To promote the use of Biometric for attendance of staff members.
- CCTV cameras will be installed at various places of need.
- Admin staff to be provided with adequate training and development to keep them abreast with the new technology.

## Finance

- The accounts of the institution will be maintained through Tally ERP 9 and ERP software. The application will be used to generate Profit and loss, Balance Sheet etc.
- To generate all the analysis reports through Tally ERP 9.
- All payments/transactions will be encouraged through online mode such as NEFT, RTGS, Bank Transfers.
- Implement appropriate security measures for maintaining confidentiality in transactions.

- To provide regular training in updated versions of software to the new as well as existing staff.
- To promote automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

## Student Admission and Support

- To use ERP and IT software to manage all student data including course, programme, and fee submission.
- To post regular updates on Alumni portal for information of passed out students.
- To share Digital Brochure, video teaser, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

## Examination

- To use IT Software to handle the examination process like generation of admit cards, mark sheets, marks entry and result analysis.

## Library:

- The college continues to maintain its academic excellence through maintaining a well-stocked library.
- The college will add more and more e-learning resources for the benefit of the teachers and the students.
- The college should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- The Library to install fully automated ILMS software which should have an easy to use-Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.

## Website:

- The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc.
- For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website.
- A website committee to be formed for the administration of the college website. The committee will look after the process of updating, maintaining and working of the website on a regular basis. The committee will also look for other changes that are required on the website.
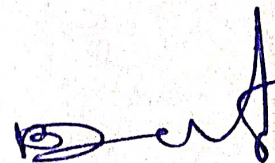
- The college strives to showcase its vibrant self and activeness through its website.
- This policy will be reviewed from time to time and updated to reflect changes deemed to be necessary for effective e-governance implementation.

## Alumni:

- The college will maintain Almashine Portal in order to strengthen the alumni relationships, providing facilities like registration, prominent alumni of the college, feedback and many other aspects.
- Alumni association to be consulted for regular updates and database management.

**Internet Facility:** The college will provide internet connection with 200 Mbps LAN facility.

**E-Waste Management:** The college ensures that its usage of technology and generation of e-waste does not impact the environment. It dispatches the e-waste material i.e. laboratory equipments, computers, monitors, printers etc. to the store of K.K. Wagh Education Society, Nashik for disposal.

Principal