

**Shri Tilok Jain Dnyan Prasarak Mandal**

**Shri Anand College, Pathardi**

**District Ahmednagar, 414102**

## **e- Governance: Policy And Procedure**

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**Introduction:**

The integration of Information and Communication Technology (ICT) into the technological framework and systems has the potential to revolutionize the operations of Higher Education Institutions (HEI) by embracing global best practices in governance. The New Education Policy (NEP 2020) underscores the significance of incorporating ICT in various aspects such as administration, teaching, and learning. In alignment with this directive, Shri Anand College, Pathardi, aspires to extend its services to all stakeholders through an efficient e-Governance system. The college is committed to planning and facilitating the necessary infrastructure for deploying cutting-edge applications and solutions to ensure the seamless administration of the institute. In compliance with the Information Technology Act, 2000, mandated by the Government of India, the delivery of public services electronically is required wherever and to the extent possible. The HEI actively endorses the implementation of this policy through practices that promote the use of e-Governance services.

**Scope:**

E-Governance is integrated across all facets of the College's operations, including the library, accounts, admissions, administration, and teaching-learning processes. The policy is strategically formulated to ensure transparency and accountability in every function. This approach has

proven beneficial in addressing challenges related to manpower availability in administration, alleviating issues stemming from state and central government recruitment policies. The implementation of e-Governance not only serves to mitigate such concerns but also facilitates the introduction of innovative ideas and solutions in the realm of electronic governance. This, in turn, enables seamless data access for stakeholders, promoting the efficient operation of the institute. The policy's scope extends to various areas, encompassing:

- General Administration and Accounts
- Students Admissions and support
- Examination
- Knowledge Resource Center (KRC) - Library
- Teaching and Learning

**Objectives:**

- Implementation of e-governance in various functioning and achieving efficiency
- Promoting transparency and accountability
- Achieving paperless/less paper administration
- Facilitating online communication between various entities

- Providing easy access to information
- Maintenance of data on a secure environment
- Making the institution visible globally

**BENEFITS TO STAKEHOLDERS OF HIGHER EDUCATION:**

<b>Stakeholders of Higher Education</b>	<b>Benefits of e-Governance to stakeholders</b>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Increase participation in education affairs.</li> <li>• Better access to information and quality services for student.</li> <li>• Substantial saving in time, cost and efforts.</li> <li>• Better Job opportunities and career advancement opportunities for good students.</li> <li>• Social connectivity for collaboration.</li> <li>• Students can access virtual lectures and webinars.</li> <li>• Students can submit their feedbacks to college.</li> <li>• Improve means of education not only urban but rural student as well.</li> </ul>

<p><b>Colleges</b></p>	<ul style="list-style-type: none"> <li>• Improved Quality of service to students.</li> <li>• Transparency in operations.</li> <li>• Increased efficiency of faculties and of administration processes.</li> <li>• Data can be accessed easily.</li> <li>• Saving of hidden operational cost.</li> <li>• Instant statistical report generation.</li> <li>• Students’ data can be captured at source.</li> <li>• Helpful for NAAC accreditation.</li> </ul>
<p><b>Faculties</b></p>	<ul style="list-style-type: none"> <li>• To know the latest syllabi.</li> <li>• On-line appointment of examination.</li> <li>• Minimum faculties can set on line examination paper.</li> <li>• Sharing new concepts and ideas with faculties and business community.</li> <li>• To get on line help for certain topics with experts.</li> <li>• Improve quality of services from Universities.</li> </ul>
<p><b>Industry</b></p>	<ul style="list-style-type: none"> <li>• Improved interactions with business and education.</li> <li>• To get quality and skilled employee.</li> <li>• Set syllabus as per industry needs.</li> <li>• Helps for better industry related research.</li> </ul>

	<ul style="list-style-type: none"> <li>• Recruitment with good performing colleges / Institutes.</li> </ul>
<p><b>Overall education system</b></p>	<ul style="list-style-type: none"> <li>• Long term impact on organization goals.</li> <li>• Improve education system.</li> <li>• Empowerment of faculties, students and encouragement of their participation in governance.</li> </ul>

**Guiding Principal:**

For the sake of convenience, the policy is categorized into different operational domains. These categories serve as examples, and the society retains the authority to introduce e-governance in areas not explicitly listed here.

1. **Website and Social Media:** The college website serves as the central information hub, encompassing details about all activities, important notices, circulars, programs, courses offered, and achievements. A hired web designer is responsible for maintaining the website. The Internal Quality Assurance Cell (IQAC) actively participates in the enhancement and refinement of the college website as per the requirements. The teaching staff of the college manages the institute's social media accounts, while WhatsApp groups for different stakeholders facilitate prompt

communication. Faculty-generated e-content for various programs is hosted on both the college and university websites and disseminated. The higher education institution employs an online feedback process. Meeting minutes and action taken reports (ATRs), Annual Quality Assurance Reports (AQARs), and Self-Study Reports (SSRs) from IQAC meetings are readily accessible on the website.

2. **Administration:** HEI has employed following mechanism with the use of ICT for the ease in administration.

- Biometric attendance of staff
- Online Support from SPPU, Pune for affiliation, eligibility, staff approval, staff fixation and CAS promotion, circulars and notifications, Selection Committees, etc.
- **HTE Sevaarth** support from Government of Maharashtra for salary disbursement of staff.
- Online communication between various entities.

3. **Student Support:** The Higher Education Institution's (HEI) website features a link for admissions subscribed by the institute. To initiate the process, students are required to register on this platform, receiving a unique login/student ID and password. Admission to a specific program is accomplished through the online application on this platform. The

college website regularly publishes and updates the academic calendar and prospectus. Students are advised to seek support on the respective portals of SPPU, UGC, State, and Central Government for accessing various scholarships and examination-related information.

4. **Examination:** SPPU, Pune has diligently established an online platform to cater to the needs of students, staff, and the college concerning examinations and general administration. The College Examination Officer (CEO) facilitates seamless communication with the university through the web portal and webmail. The college receives support on the university portal for various functions, including the inward processing of exam forms, requisition of stationery, hall ticket generation, entry of internal marks, result publication, photocopy and revaluation processes, handling student grievances, and the CAP marks entry system.

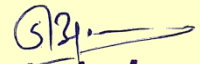
SPPU, Pune employs the QPD system for the online delivery of question papers to examination centers. Teachers can secure appointments for examination duties and manage remuneration through an online mechanism. Students benefit from online services such as examination form submission, access to timetables and schedules, result checking, photocopy and revaluation requests, certificate procurement, syllabus information, and access to old question papers through this portal.



We endeavor to adhere to a system of ongoing enhancement and advancement in our processes and practices. We regularly reassess our policy to gauge its sustained relevance and ensure adherence.



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