

**Title of the Policy:** E-Governance policy

**Object:**

1. Implementation of E-governance in various functioning of the institution
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the institution
5. Facilitating online internal and external communication between various entities of the institution
6. Providing easy access to information
7. Making the institution visible globally

**Policy:**

1. 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.
2. The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

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

1. **Website:** The website of the college needs to be revamped taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the principal. Alongwith it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the college level
2. **Student Admission:** The College has decided to process all admissions in online mode. For this purpose, College ERP application consists of admission module. By using which new students admission can be taken and various reports will be available with ease.
3. **Accounts:** For ease of maintaining accounts, college is using college ERP application. Requirements should be assessed by the principal by discussion with accountant and other accounts staff and accordingly changes must be done time to time. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis.
4. **Library:** We need to add more and more e-learning resources for the benefit of the teachers and students. Considering the need and to provide good services to the registered members of library we are using the ERP application consisting of Library Module. This

Library Module consists the facilities like to register new members, to add books, to issue and collect books. Students can see the available books in the library from any computer system available anywhere in the college. Appropriate training to the staff and the students for using the e-learning resources should be provided.

5. **Administration:** To provide an hassle free, convenient and cheap process, maximum of the administration of the college should be handled with ICT based technology. Facilities should be provided for online leave management of employees, internal communication between the employees, etc. Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.
6. **Academic:** In existing college ERP application facilities are provided to share assignments, homework, syllabus and other type of e-resources to the students.
7. **Examination:** As per the directions of the S.N.D.T Women's University, Mumbai, it is mandatory to handle all the examination work 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 Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

**Principal,  
Jeevan Rekha Pratisthan's  
Mahila BCA Mahavidyalaya, Latur**