

VINAYAK VIDNYAN MAHAVIDYALAYA

Nandgaon Khandeshwar, Dist. Amravati

(An Institute run by Pravin Khodke Memorial Trust, Amravati)

Sau. Sulbha Sanjay Khodke
(MLA, Amravati)
President, P.K.M Trust, Amt.

College Code: 197, Ph. No. 07221-222245
Email: vvm197@sgbau.ac.in

Dr. Alka Anant Bhise
(Principal)
Mob.9823526341

E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

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POLICY

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make every function transparent and accountable. The College decides to make the following policies and procedure:

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. All the important notifications must go live on the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Sant Gadge Baba Amravati University, Amravati. The College brings out its Prospectus/Brochure which is displayed on the website that has guidelines for the admission process. Also, a parallel offline process for admission will also be there, keeping in view that the students are from rural area, may have not used to the online admission.

Accounts: The office continues to maintain its account on Tally/ MS Excel. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Training to the existing staff and updating of the existing software must be done regularly. The calculate

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the salary, generate salary slips, disperse the salary to the bank accounts, Provident Fund, Allowances, etc all should be done computerized. The payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

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 Interface.
- 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.
- To encourage original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check.

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Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- The administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website 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.

E-Waste Management: One should ensure that its usage of technology and generation of e-waste does not impact the environment.

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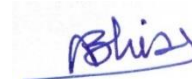
ICT TOOLS

Hardware Infrastructure:

- The College to ensure that it has adequate number of desktops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be equipped with computer networking devices, scanners and projectors etc.

Software Infrastructure:

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office, and Antivirus to be purchased and updated regularly.



(Dr. Alka A. Bhise)

PRINCIPAL
Vinayak Vidnayan Mahavidyalaya,
Nandgaon Khan. Dist. Amravati