



Venkatesh Mahajan Senior College Osmanabad



E Governance Policy

Prepared by

Internal Quality Assurance Cell

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

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 Smart boards, Projectors, etc.
- To establish a fully automated Library.

Policy:

The College will implement e-governance in all possible aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and

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 will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website.

Student Admission: An open and transparent strategy for the admission process is followed. The College brings out its Brochure on the website that has guidelines for the admission process.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software will be purchased and used by the college. Appropriate security measures should be taken for maintaining confidentiality of the transactions. 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. LIBMAN software is installed in the library and E Library is also available for the staff and students.

Administration: Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track attendance through Biometric machine.

Examination: 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, feedback and other aspects.

ICT Infrastructure: The College to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers are made available in the administrative office. Smart boards and Projectors are installed in the classrooms.


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