



Founder



Karmaveer Bhausaheb Hiray

Mahatma Gandhi Vidyamandir's
MAHARAJA SAYAJIRAO GAIKWAD
Arts, Science & Commerce College

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Affiliated to Pune University Id. No. PU/NS/ASC/004 (1959)

e- Governance

Policy & Procedure

Introduction:

Information and Communication Technology (ICT) enabled technology and system can transform functioning of HEI by adoption of global best practices in Governance. The New Education Policy (NEP 2020) also emphasized the use of ICT in administration, teaching and learning. In accordance with this, Maharaja Sayajirao Gaikwad Arts, Science & Commerce College, Malegaon has a vision to provide its services to all stakeholders through an efficient e-Governance. It aims at planning and facilitating any infrastructure for the deployment of cutting-edge applications and solutions for seamless administration of the institute. As per the Information Technology Act, 2000 of Government of India, it is mandated that public services are to be delivered electronically wherever and to the extent possible. The HEI supports the implementation of this policy by the practices related to use of e-Governance services

Scope:

The College implements e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching-learning, Examination etc. The policy is designed and framed to make each and every function transparent and accountable. Somehow it relieved from issues with availability of manpower in administration due to state and central government policies in recruitments. It will help to deploy new ideas and solutions in e-Governance and enable seamless data access to stakeholders for efficient functioning of the institute.

The scope of this policy extends to the following areas:

- General Administration and Accounts
- Students Admissions and support
- Examination
- Library as Knowledge Resource Center
- 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

Guiding Principles:

For convenience purposes, the policy is divided into various areas of operation. These are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Website & social media: The website of the college is the information center which reflects about the all activities, important notices and circulars, programs and courses offered, and achievements. The website is maintained by a web designer on hiring basis. IQAC and NAAC is actively engaged in the up gradation and improvements in the college website as per the need. What's app groups of different stakeholders are formed for speedy communication. The e-contents developed by faculties for various programmes are hosted on college YouTube Chanel and individual teacher's google class rooms. HEI employed online feedback process. IQAC meeting minutes and ATRs, AQARs, SSRs are available on the college 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.
- The Sevaarth support from Govt. of Maharashtra, for salary disbursement of staff
- Use of campus 360 Software for accounting, preparation of budget and admissions, enrollment, reports and fees receipts
- Online communication between various entities

3. Student Support: The website of HEI hosts the link for the admissions through ERP software subscribed by the institute. The students are ought to register on this platform and they are provided with login/student Id and password. They need to apply online to seek admission to a particular programme. The academic calendar and prospectus are also published and upgraded frequently on college website. The students are instructed to get the support on respective portal of SPPU, UGC, Sate and Central Government for availing various scholarships and examinations.

4. Examination: SPPU, Pune has taken care to provide the online platform to student, staff and college in regard of examination and general administration. The college has College Examination Officer (CEO) for easy communication with university through web portal and webmail. The college gets the support on the university portal for inward of exam form, requisition of stationary, hall ticket generation, entry for internal

marks, results, photocopy and revaluation, student's grievances, and CAP marks entry system. The SPPU, Pune has employed the QPD system for online question paper delivery to the examination center. Teachers get the appointments for examination duties and remuneration online mechanism. The students are facilitated for online examination form, timetables and schedules, results, photocopy and revaluation, certificates, syllabus and old question papers on this portal.

Link to Examination Section of SPPU, Pune: <http://exam.unipune.ac.in/>

Link to BOD Online of SPPU, Pune: <https://bcud.unipune.ac.in/root/login.aspx>

5. Library- Knowledge Resource Center: Entire Library System with respect to issue and referencing is partially automated with the help of Campus 360. Stakeholders access the library resources on and off the campus with the support of ILMS, NLIST, DELNET and INFLIBNET.

The college has e- learning resources for the benefits of students and teachers on regular basis.

6. Placements Cell: All the students are communicated through a WhatsApp group and institutional website about the new openings, placement drives and programme organized by the Placement cell of the college.

7. Teaching and Learning: The college has established ICT enabled classrooms for effective Teaching – Learning Process (TLP). LCD and wi-fi facilities are provided to the departments, conference hall through UGC and College funds. It is fully functional for the purpose of lecture conferencing, video conferencing, and ICT enabled TLP as well as online events.

Committee Member:

- **Committee Chairman:**
 - Dr. D. K. Halwar (Vice Principal)
- **Committee Members**
 - Dr. P. S. Patil (Academic Supervisor)
 - Dr. Rajesh Nikam (Accountant)
 - Shri L. K. Nikam (Examination Coordinator)
 - Dr. Amit Kasliwal (Dept. of Computer Science)
 - Dr. Imtiyaz Ansari (Dept. of Computer Science)
 - Mr. Nilesh Nagare (Librarian)
 - Shri. R. H. Shelar (Registrar)

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy.

Date: 15/12/2021

Place: Malegaon