

## E-GOVERNANCE POLICY DOCUMENT

KALAPRABODHINI'S INSTITUTE OF DESIGN  
COLLEGE HAS IMPLEMENTED E-GOVERNANCE SINCE 2006.

### Concept

Digitization is affecting institutional governance greatly.

By adopting e – governance institute is focusing on advantages of boosting

- teaching learning facilities,
- simplifying different processes
- , event organization,
- delivering information,
- prompt communication and
- ultimately increasing outcome of programs, working efficiency by simplifying tasks.

### Objectives

1. Implementation of e-governance in all areas of administration, finance and account, student admission and support and examination.
2. Use of ICT in institution
3. Seamless and standardized governance to improve effectiveness, efficient processes, improve quality
4. To improve communication between administration, governing body, staff, students, parents and all Stakeholders, Alumni, Industries through digitization.
5. To prepare for digital library.

6. To facilitate internet facility within campus.
7. To implement CCTV for security and connectivity.
8. To enable to send /share all information, teaching learning schedules, notices easily and efficiently using online platform.

## Scope

To implement e-governance in different areas

### 1. ADMINISTRATION:

To monitor, communicate and seamless functioning of administration.

To prepare and display scheduling, course plan, lesson plans in digital format.

All related data to enroll digitally.

### 2. FINANCE AND ACCOUNT:

To facilitate to operate Finance section fully automated using softwares.

so as to maintain transparency security related to financial data.

To facilitate NEFT, RTGS, Bank Transfers, Net Banking etc. for financial transactions.

### 3. STUDENT ADMISSION AND SUPPORT:

To support students for each institute related processes by e-facility services.

### 4. EXAMINATION:

Implementation of online. Process for exam related procedure

Technology has been a boon to academic institutions in the field of education, which helps to streamline governance systems and maintain a better quality of education. Good governance can be termed as the ability to address the challenges and need of the current situation. E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. It aims at planning and enabling any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute. Keeping in view the need of the day Jhanji Hemnath Sarma College has designed an e-governance policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. The college priorities to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of the college, it adopts e-governance in all its management and administrative activities. All stakeholders are oriented and encouraged to practice e-governance. This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute. Having an e-governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process. The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning. It will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process

- Firstly E – governance is implemented for E-service facility for university regarding online admission process, for students' fees, to fulfill exam forms, to feed online internal / external assessment marks, for downloading exam papers from SRPD, for uploading the marks, online results

- College website displays all the information about the college, the course offered by college, about admissions, affiliation, vision mission of the institute, different activities, notices, transparency through participation and accountably from all stakeholders.
- Important updates are monitored on regular basis. Administration takes efforts to improve website, all updates, renewal, and bandwidth etc.
- The Enterprise Resource Planning (ERP) of the college is implemented since 2021. The software is installed by elite software's Pune. This software helps the e-governance in boosting all the planning and development, administration, finance & accounts, students' admission and support, examination, etc.
- Biometric system is for monitoring the attendance for teaching and nonteaching staff.
- CCTV to monitor all regular activities and for security within the premises. It helps smooth running of regular activities, improves /helps in communication, administrative staff monitors the requirements of CCTV & installation is done/ revised as per need.
- E-library is provided for students and staff to help them in teaching learning process.
- Staff and students use smart phones, all subject related important data / information, activity related data, important notices, teaching learning scheduling, reminders are shared regularly to improve academic conduct.
- Information about the events, advertisements about admissions, notices are shared to Parents and all Stakeholders, Alumni, Industries digitally on smart phones. It proves to be very convenient in improving prompt communication.

- Institute uses ICT for display scheduling, teaching learning, to be updated with new trends and technologies as per the need of the syllabus.
- Wi-fi facility within campus is provided to all students and staff, placement of routers, speed is monitored time to time. Bandwidth is checked time to time to support all internet activities within campus.
- WhatsApp groups are created for all students, staff for each class and parents and for all committees, parents, stakeholders and industry representatives, information and suggestions are communicated through these groups.

### **Listing below Application of e-governance in different areas**

#### **5. ADMINISTRATION:**

Time table is made digitally. Teacher and students' portals, nonteaching staff list is fully automated. Students' data is enrolled digitally. Staff attendance is maintained by biometric unit. All notices and scheduling are generated digitally.

#### **6. FINANCE AND ACCOUNT:**

Finance section is fully automated. Account section is operated using TALLY software. so all account keeping is made easy, secured and transparent. NEFT, RTGS, Bank Transfers, Net Banking etc. these all facilities are used wherever necessary as per the need.

#### **7. STUDENT ADMISSION AND SUPPORT:**

Admission and support and all processes are operated through e-facility provided by paying fees to university. Online admission process, reimbursement of fees, filling exam forms, online internal / external assessment marks uploading, downloading exam papers from SRPD, these activities are operated by e-facility services.

## 8. EXAMINATION:

All exam registration made online. Universities portal is made available. online internal / external assessment marks uploading, downloading exam papers from SRPD, these activities are operated through online process.



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■ AFFILIATED TO SHIVAJI UNIVERSITY, KOLHAPUR ■ NAAC ACCREDITED WITH 'B' GRADE ■