



**Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce, Pune**

E-Governance Policy

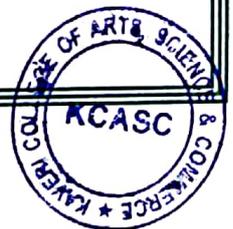
College emphasises on smooth functioning and execution of various services and always strives for improvement in various activities. With the change in information technology, use of computers and ICT has increased and many things are available online and thus the college is moving towards e-governance. Through e-Governance, college would ensure that its services are seamlessly delivered and the relevant information is easily accessible to the students, parents, university, staff, society and all other stakeholders efficiently, transparently and conveniently in a reliable manner.

Objective:

1. To ensure effective implementation of E-governance to achieve efficiency in various functioning and administrative areas of the college.
2. To promote transparent, accountable and responsive governance.
3. To create and achieve paperless environment in the college.
4. To provide easy and convenient access to information.
5. To expand the institution's global visibility.

Policy:

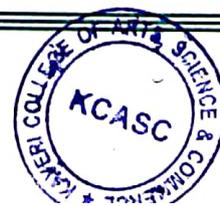
1. The college implements e-governance in various functioning like library, accounts, admissions, administration, teaching, etc to provide simple and efficient system of governance.
2. The college adopts various digital services provided by SPPU for eligibility, exams, results, students welfare, sports, affiliation of teachers etc in order to have smooth functioning with the various processes of SPPU. This helps to have coordination with the university.
3. The college also adopts various digital services provided for various scholarship schemes like MahaDBT portals, Samajkalyan portal etc



4. The college ensures that e-Governance support tools are updated in timely manner and the newly added features in the tools must be communicated with the concerned stakeholders and if required training is given to them.
5. In order to maintain security and confidentiality of the various e-Governance tools password to be updated periodically and shall be shared only with specific authorized person assigned by the college.
6. The college is moving towards paperless administration in due course. Communication of various activities, events, compliances etc shall be notified preferably through e-format and tools such as email, website, WhatsApp and SMS
7. There shall be timely update and upgradation of the facility for effective use and awareness and training about the e-platform shall be given to all the stakeholders.

Various measures are taken for e Governance are as under.

1. **Website- For Improving Visibility:** The college website acts as an information centre by providing necessary information about all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer shall be appointed by the college. Training shall be given to the administrative and teaching staff to make important updates on the website. A website committee shall be formed for the administration of the college website. The Committee shall look after the process of updating, maintaining and working of the website on a regular basis. The Committee shall also look for other changes that are required on the website.
2. **Student Admission:** The College has decided to process all admissions in online mode. This will cover admissions to all courses. The College displays its admission prospectus on the college website that has guidelines for the admission process. An Admission Portal shall be used



to manage the admissions in the college. Students submit an online admission application form with necessary documents, which is then approved for admission and payment of fees.

3. **Accounts:** For ease of maintaining accounts, the college is using Tally software. Advanced features help the staff to maintain financial records effectively and efficiently. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions.
4. **Library:** Library is presently using SLIM software and OPAC system and is partially automated. The OPAC system shall be converted into a web-based service for others to utilize the library resources effectively. College has made available the facility of NList to all its staff members and students. New e-learning resources like journals, etc should be identified and subscribed taking into account the recommendations of the library advisory committee, teachers and students. Appropriate training to the staff and the students for using the e-learning resources should be provided.
5. **Administration:** Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information. To make transition towards Paperless transactions by enhancing the use of Google facilities like; Google sheet: For data collection from Various Departments, Google Docs: To prepare notices and activity reports. Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders and Google Classroom: To post study material and course related assignments. All staff members shall use Biometric attendance. The college campus is equipped with CCTV Cameras installed at various places of need. WhatsApp Group helps to provide the brief notices of any event to be



happened on college. WhatsApp Groups are also used for awareness and of smooth functioning of the same. Students must be able to obtain maximum services in online mode. Administrative staff shall be provided with adequate training and development to keep them abreast with the new technology.

6. **Examination:** The College has adopted an online system through Google classroom and Google form for the conduct of internal examination and to display internal marks at end of each semester. Utmost secrecy and confidentiality shall be maintained while handling examinations and work shall be done with utmost care and caution. College Examination Officer shall supervise the entire process of examination under the guidance of the Principal of the college.
7. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal for the facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects has been provided by the parent body . A separate alumni coordinator at the college level shall be appointed to take care of the entire activity.


PRINCIPAL
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