



Shikshan Mandal, Karad's
Mahila Mahavidyalaya, Karad

E-Governance Policy

Preamble

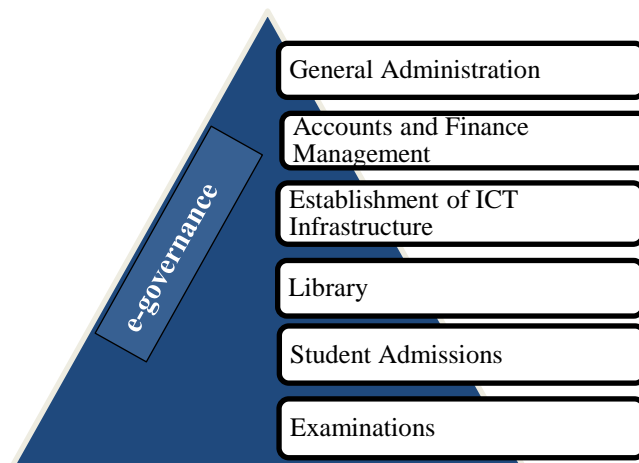
Information and Communication Technological (ICT) enabled technology can transform governance of the colleges by providing services to all stakeholders through cost-effective and easy-to-access e-governance. It helps strengthen the pre-existing physical governance infrastructure and augment seamless information sharing among teachers, students, office staff, alumni, and all other stakeholders. Shikshan Mandal's Mahila Mahavidyalaya, Karad ensures to deliver all services viz. administrative, financial, academic and examination related affairs through e-governance efficiently, transparently and conveniently in a reliable manner.

The entire campus of Mahila Mahavidyalaya, Karad is wi-fi enabled and connected through safe and secure network. At present the network connection is provided to 12 classrooms, all departments, library, computer labs and office. IT facilities are used for teaching – learning and research and for all office and administrative work. The 'IT Care Team' of the 'Institute of Information and Technology', a sister concern with which the AMC has been signed, looks after the IT related issues. Since the college executes academic and administrative processes through IT infrastructure, it maintains e-governance policy to monitor its usage and curb the cyber risks. The college administration aims at ensuring a fair implementation of the e-governance policy. Every member of the college is expected to be familiar with and adhere to the policy.

Scope:

It is the responsibility of all members of the college to use IT services effectively for the promotion of teaching, learning, research and administration. The e-governance policy intends to set directives about acceptable usage of IT facilities and prohibited actions. The scope of the policy extends to the day-to day operations facilitating all the stake holders -

administrative staff, faculty, research students, students, and non-teaching staff of the college in the following areas:



Objectives:

- To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with the e-governance facilities.
- To ensure effective implementation of e-governance across all the functions within the college.
- To encourage transparency and accountability in all the businesses of the college.
- To provide quick and ready access to information.
- To ensure wi-fi enabled campus.
- To utilize the ICT techniques in teaching-learning process.
- To establish fully automated library.
- To achieve paperless administration of the college.
- To facilitate various internal and external communication.
- To maintain Data on a secure environment.
- To make the college visible to all.

Mahila Mahavidyalaya, Karad implements e-governance in various aspects of functioning including accounts, administration, admission, teaching, library, etc. for which the following policy has been framed:

General Administration:

In order to provide simple and efficient system of governance, the college shall adopt and implement e-governance in maximum activities in its business. The office staff shall be adequately equipped with ICT enabled systems with licenced software and wi-fi facilities. The office shall have a user-friendly customized ERP system for students' attendance, leave applications, etc.

To provide paperless, hassle-free and quick information, all official communication and notices shall be sent on e-mails or available online platform.

Accounts:

Entire accounting operations of the college shall be operated and managed on Tally software. With the changing accounting methods and compliances, the college shall procure new software or upgrade the existing one with the discussion with purchase committee and the CDC. Trainings for the staff shall be organised whenever necessary. HTEsevaarth portal shall be used for salary of the teaching and non-teaching staff.

Student Admission:

The college shall process all admissions through Admission Portal. On the submission of the hardcopy of the admission form, the office shall complete the admission process on the admission portal and handover the receipt to the student. The students shall pay fees in cash or online. The eligibility of the students shall be confirmed on the affiliating university portal.

Teaching and Learning

All classrooms and a seminar hall shall be furnished with ICT-facilities viz. LCDs projectors and computer machines. Free wi-fi access shall be provided in all the classes. The users shall use the facility responsibly.

Examination

As per the directions of the affiliating university, the examination related work viz. examination form, fees, hall-tickets, feeding of marks and result of internal and external

examinations, etc. to be done on the affiliating university portal. The Examination Coordinator shall look after the business on behalf of the Principal. Teachers can use convenient online software for practice tests, quizzes, etc.

NTA (National Testing Agency) centre shall conduct entrance examinations for admissions/fellowship in higher education institutions and SWAYAM courses.

Scholarships:

Students shall submit or renew Government scholarship forms on MahaDBT portal.

Website:

The website of the college shall act as a mirror and information centre of the college. It is to be updated periodically taking into account new changes viz. notices, examination schedule, admission, add-on courses, courses offered, policies, etc. A separate service provider shall be appointed for the smooth running of the website.

The Central Library

The Central Library shall be fully automated and shall use Prism Library Management software developed by In-house Institute Karad. It shall have Wi-Fi access and adequate digital facilities and an access to computers for both teachers and students. Search for any reading material shall be made through Online-Public-Access-Catalogue (OPAC). Photocopy facility shall be made available to both teachers and students. The library shall have a subscription of e -resources through INFLIBNET (N-LIST). An access to the internet data base shall be provided for academic purposes. The library shall make available off-campus Shivaji University Kolhapur knowledge Resource Centre that provides e-resources services 24/7.

Feedback

Feedbacks of students, alumni, and teachers shall be sought on Google form.

IT Usage and Prohibitions

- All the college staff and students shall make effective use of IT services.

- IT infrastructure and services shall be made available for the practical sessions of B.Com. (IT), B.Sc. and certificate courses like E-banking, Tally with GST, etc.
- The Centre for Skill Development shall run a course in CCIT to acquaint the students and staff with the effective use of IT resources.
- Induction programmes shall be organized for introducing IT services provided by the library to the first year students.
- Online lectures, webinars and other online programmes shall be conducted on either Zoom or Google Meet platforms.
- The faculty shall form Whatsapp groups for special/ optional / compulsory subjects specifically for academic purpose.
- The users shall not download and share the harassing, fraudulent, obscene and threatening material. Activities liable to hamper the healthy academic environment shall not be tolerated.
- The users shall abide by the copyright law and follow the plagiarism policy of the college.
- The IT resources shall not be used for commercial purposes.
- The users shall be solely responsible for the activities they perform on the servers of the college with their username and password.

Violation of Policy:

Violation of the policy shall not be tolerated.

Updation of the Policy

The policy document shall be reviewed and updated if required to keep pace with the fast-changing IT resources.