

Yavatmal Zilha Akhil Kunbi Samaj Dwara Sanchalit  
Gopikabai Sitaram Gawande Mahavidyalaya, Umarkhed,  
Dist. Yavatmal (MS)

Internal Quality Assurance Cell

Document on Policies and Procedures for  
E-Governance

## **Gopikabai Sitaram Gawande Mahavidyalaya, Umarkhed**

Dist:-Yavatmal Pin Code – 445206  
Arts – Commerce – Science & M.C.V.C.

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### **E- Governance Policy**

**Title:**

This policy is entitled as 'Implementation and operation of E-governance' in the institute. The policy is framed to provide a simpler and efficient system of e-governance within the institution.

**Scope:**

The policy is design with the prime focus on the implementation and use of E-governance in academic, administrative, Library and Student Support services for enhanced governance system for all stake holders. The scope of this policy extends to website, General Administration, Student Admission, Attendance (of faculty and staff), Academics, Library, enrollment and examination and campus management

**Objectives:**

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make our Classrooms ICT Enabled having Desktops, Laptops, Projectors, etc.

6. To establish a fully automated Library.
7. To make campus Wi-Fi enabled.
8. To use social media platform for showcasing college activities.

**Procedure and Practice:**

The College decides to make the following policies and procedure to implement e-governance in all aspects of functioning like library, accounts, admissions, administration, academics, etc.

**Website:**

The website will act as an information center which will reflect about the college. Academic calendar, all its activities, important notices, courses offered, etc. for this purpose:

1. A separate service provider/web designer will be appointed by the college.
2. Training will be given to the administrative and teaching staff to make important updates on the website.
3. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis.
4. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.
5. All the important notifications have to go live on the website as and when they are released.
6. The feedback links/Alumni registration link shall be available on website.
7. Institutional website: <http://www.gsgcollege.edu.in>
8. The dynamic website shall provide HODs and faculty to update departmental web pages.

**Student Admission:**

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as stated by the

State Government and SGBAU, Amravati. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the institute.

**The institute shall insure the safety of data of registered students and shall be available to concerned faculty only.**

At the time of confirm admission, system generated Student ID, email ID and institutional ID card with QR is to be provided.

**Library:**

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will augment e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources.

The Library to install fully automated software which should have an easy to use- Graphical User Interface, unicode support with multilingual search and export facility for most reports.

1. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
2. The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
3. The Database Maintenance module should cover all operations of database creation and maintenance.
4. Librarian shall frame rules/terms and conditions for the use of computers and internet by students.

5. The library shall monitor students' attendance by installing user tracking system.
6. Innovative e- services shall be introduced as per the requirement of students.

**Administration:**

1. The institutional Email IDs are provided to all the faculty members, nonteaching and administrative staff for exchange of information/Notices/Circulars etc. All communications from /to office are made through institutional email-ID's.
2. Bio-metric device should be used to record faculty and non-teaching staff's entry and exit time.
3. MIS should be used to monitor the above mentioned entry and exit time and to generate report as and when required.
4. Administrative office should use Advanced Excel and File Management System Tools to maintain effective database.
5. To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
6. Students must be able to obtain maximum services in online mode.
7. The college will investigate opportunities to automate some of its functions related to administration.
8. Administrative staff to be provided with adequate training and development to keep them abreast with the new technology.

**Academics:**

1. Faculty shall use e-DTR submit Daily teaching report and write e-Dairy.
2. Faculty shall create separate Google class using email generated by institute.
3. To join Google class and access e-material student shall use email- ID's provided by college only.

4. Institute/Faculty should use Google sheet, Google Forms and ERP online platforms for collecting information from faculty/students.
5. The training session(s) on first time login in to email and joining class room shall be arranged by the faculty.
6. For communication and circulation of information, Whatsapp group shall be created for each class and administered by faculty only.
7. The institute shall establish Lecture Recording facility to create e- content for students.

**Examination:**

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

For enrolment, filling examination form and uploading internal assessment marks ERP/ University portal shall be used. The principal shall appoint a technical trained person to handle this process.

For all internal exam conducted by the college software's shall be installed for attendance, mark entry, display of grades and record keeping.

**Campus Management:**

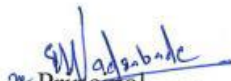
The entire campus shall be covered under CCTV surveillance. For that the management and principal shall procure the facility as per the requirement. The facility shall be used to monitor the activities on campus.

The Principal shall be authorised person to control the system.

**Responsibility with:** IQAC and all departments

**Date of creation:** August 2019

**Approved by:**

  
Principal  
G.S.G. College,  
Umarkhed  
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**Secretary**  
Yavatmal Zilla Akhil  
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