



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S Arts, Commerce & Science College

(SPPU ID. - PU/PN/ACS/161/2001 & CAAP011670) (AISHE code -41724) (Jr. Index No.:- 11.16.026)
(Permanently Affiliated to Savitribai Phule Pune University, Pune & Approved by Govt. of Maharashtra)
(Affiliated to HSC, Pune and Approved by Higher Secondary Education, Govt. of Maharashtra)
NAAC Accredited 'B' Grade, UGC- 2f & 12B, ISO 9001-2015 & ISO 14001-2015, Green Campus


Opp. Amphenol Company, Near Datta Mandir, Landewadi, Bhosari, Pune - 411 039.
Email: rjspmacs@gmail.com, rajmata_college@yahoo.co.in Website: www.rjspmcollege.ac.in
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*Metric Number- 6.2.2

Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

The main aim of E-governance is to combine Information and Communication Technology in all the working processes. It reduces the manual efforts and helps to be cost and time effective. E-governance is used in the Administration, finance and accounts, student admission and support and examination.


I/C Principal
Rajmata Jijau Shikshan Prasarak Mandal's
Arts, Commerce and Science College
Landewadi, Bhosari, Pune-39.





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Policy Document on E-governance





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E-GOVERNANCE POLICY

Electronic Governance (E-Governance) is the use of Information and Communication Technology (ICT) to plan, conduct and monitor various activities. It improves management and administration in college and aids in delivering efficient and convenient transactions between institutions, the government, and other organizations.

The goal of adopting an e-governance strategy is to improve governance. The three hallmarks of good governance are public input, openness, and responsibility. The Internet and other forms of modern communication have opened up new possibilities for improving the working connection between different administrations of the institute. The use of ICT can increase the broad involvement of employees in the process of governance at all levels by providing the possibility of on-line discussion. For the Institute, the College's potential improved responsiveness in terms of both time and quality of governance is a positive development. Moreover, transaction costs can be reduced, making services more affordable and easily accessible. With the use of e-Governance, stakeholders are able to manage crucial procedures such as Admissions, Examinations, Approvals, Administration, Feedback systems, etc. In our college, e-governance makes it easier to handle and maintain information, increases administrative transparency and speeds up the transfer of information.



Objectives

- Fostering accountability and transparency
- By maximizing the use of ICT and e-Governance to promote diversity, expansion, and excellence across our educational system.
- Enhancing the college's global visibility
- Facilitating quick information access
- Reducing the costs and promoting rapid decision-making
- Facilitating internet communication between diverse institution stakeholders, as well as both internal and external audiences
- Full clarity and transparency in the administration, governance, and admissions processes.
- Faculty & student empowerment and encouragement of their involvement in the governance process
- Getting rid of paper in administration
- Implementation and achieving effectiveness in the multiple functions of the institutions.



Policy

It has been determined to embrace and implement e-governance in the majority of our operational activities in order to provide a more straightforward and effective system of governance within the institution.

In some areas of operation, such as administration, finance and accounts, student admission and support, library, examination, etc., the institution has already begun implementing egovernance.

E-governance in the key areas: The policy is broken down into different areas of operations for the convenience.

Website

The college's website is updated on a regular basis to accommodate changes as they occur.

The institute website contains information about the organization, its Vision and Mission, Institute's staff and their profiles, Approvals and affiliation to various regulatory bodies, Admissions and admission process, Courses offered, Academic, Student support and activities, Training and Placement, Industrial visits, Research activities, NSS, Co-curricular and Extra- curricular activities, Infrastructure and facilities available as well as latest development & news and so on.

An institute website incharge is appointed and responsible for collecting relevant information from respective activity coordinators and conveying it to the website manager for updating the institute website

Student Admission

The Admission Committee is appointed in the institute and is responsible for posting the current admission procedure as prescribed by the competent authority on the institute's website. The entire admission procedure is conducted online and transparently by the college as per the guidelines of competent authority

For student's institute-level admission candidates can apply directly to the college by using college website. Information brochures, Admissions forms and other admission related details are available on website.

Link for college level admission of second, third and final year is provided on college website. College level admissions are conducted through portal.

Admission related links:

<https://enrollonline.co.in/Registration/Apply/rjspmc>



Accounts

Tally software is already being utilized at the college to facilitate the college's accounting processes. For the purpose of preserving the secrecy of the transactions, appropriate safety precautions have been implemented. Training for the currently employed workers and updates to the currently used software are carried out on a timely basis.


Library

Vridhhi Software is currently being utilized by the library in order to facilitate its internal operations. Facilities such as OPAC, DELNET, the National Digital Library, and online databases such as SWAYAM and NPTEL are all part of a college library. Digital libraries also provide access to these online databases. The college provides students with the ability to access e-books and e-journals through its digital library. In a similar manner, more recent e-learning materials such as journals, periodicals, and other such publications are uncovered and subscribed to while taking the recommendations of the library advisory committee into consideration. When deciding whether or not to subscribe to these resources, both the teachers' and students' recommendations are taken into consideration. Training that is appropriate for both the staff and the students is provided so that they can make effective use of the e-learning materials.

Administration

The college uses biometric attendance for both teaching and non-teaching employees in order to work toward its goal of being paperless in its administration. The college campus is outfitted with closed-circuit television cameras that have been deployed in a variety of strategic locations. Software for surveillance is installed to monitor daily activities of college. Besides this the principal has access to all CCTV views. The faculty and employees of the college communicate with one another using smartphones equipped with built-in social applications such as Gmail. We utilize the official WhatsApp Groups for spreading Notices, awareness and ensuring the smooth operation of the same. Office consists fully automated, wireless 24x7 internet facility.




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