Shri Gajanan Shikshan Prasarak Mandal, Yeldari Camp

(Linguistic Minority Institute)

TOSHNIWAL ARTS, COMMERCE & SCIENCE COLLEGE,

Sengaon, Tq. Sengaon Dist. Hingoli -431542, Maharashtra

UGC Approved 2F/12B & Recognised by Govt of Maharashtra

Affiliated to Swami Ramanand Teerth Marathwada University, Nanded

"Reaccredited by NAAC 'B' Grade"

E-GOVERNANCE POLICY

Introduction

Information and Communication Technology (ICT) enabled technology can transform Governance by adoption of global best practices in Governance. In tune with this Toshniwal Arts, Commerce & Science College, Sengaon (TACSCS) has a vision to provide its services to all the stake holders through good and effective e-Governance. TACSCS has implemented several of its services such as admissions, examinations, finance, library management etc. as per the e-Governance plan of the College. It is envisioned that most of the services of the college will be successfully implemented under e-Governance plan. Toshniwal Arts, Commerce & Science College formulated the "IT Policy & Guidelines". This document supports the implementation of this policy by providing the best practices related to implementation and use of e–Governance services. Through e-Governance, college would ensure that most of its services are delivered to and accessible by the teachers, students, staff and all other stakeholders efficiently, transparently and conveniently in a reliable manner. This policy is a step further towards promotion and implementation of e-Governance.

Concept of E-Governance

Technology has become a part of our daily life. We can say that we are living in a technology era and it has made everything easy for us. Technology and the internet have made the money transitions secure, fast, and free from much human interference. The process of globalization is a gift of technology and due to the technology and its benefits, the concept of E-governance is introduced in India. The 'E' in E-governance signifies electronic and E-governance means the governance with Information technology. The increasing demand for transparency in administration, faster information transfer, and other demands that can be fulfilled by the E-governance only.

The application of IT is fairly widespread all sectors in India and particularly in the education sector in all over the world. Most of the Institutions are having their digital portal to provide the services to various stakeholders of the education. Our education system is disordered because of a lack of infrastructure, obsolete syllabi, scattered government policies, inappropriate funds, unqualified staff, high dropout rate, un-employability of graduate students and a lot. This is because of the current system that lacks of monitoring, evaluation of students and staff, no coordination with industry, no uniform policy by government, no proper utilization of Information and Communication Technologies (ICT) and e-Governance, no transparency in functioning of institutions, visionary leadership etc. By implementing e-Governance in education sector, most of the problems will be dissolved. At the root, it has the

power of e-Governance which provides good governance, empowers the stakeholders, cutting the process cost, time, and improves the administrative performance (e-Administration), interacting with industry and society (e-Service and e-Society), providing swift services and so

Need of E-Governance

The purpose of implementing e-governance is to enhance good governance. Good governance is generally characterized by participation, transparency and accountability. The recent advances in communication technologies and the Internet provide opportunities to transform the relationship between Institute administrations in a new way, thus contributing to the achievement of good governance goals. The use of information technology can increase the broad involvement of employees in the process of governance at all levels by providing the possibility of on-line discussion groups and by enhancing the rapid progress and efficiency of pressure groups. Advantages for the Institute involve that the College may provide better service in terms of time, making governance more efficient and more effective. In addition, the transaction costs can be lowered and services become more accessible.

Benefits of E-Governance

E-governance is an important tool to the governing body of the institute. In general, it provides following advantages to the administration:

- Empowerment of faculties, students and encouragement of their participation in governance process.
- Transparency and absolute clarity in administration, governing and admission process.
- Increase efficiency of faculties and of administration process.
- It empowers students and parents to gather information regarding any course, college, department of universities, government policies and get involved in the process of decision making.
- E-Governance strengthens the very fabric of democracy by ensuring greater student, staff and parent's participation at all levels of governance in college.
- E-Governance leads to automation of services, ensuring that information regarding every work of public welfare is easily available to all stakeholders apart from geographic and language barriers.
- This revolutionizes the way governments and universities functioning, ensuring much more transparency in their functioning, and thereby eliminating corruption.
- Proper implementation of e-Governance practices makes it possible for students and parents to get their work done online thereby sparing themselves of unnecessary hassles of traveling to the respective offices.
- Successful implementation of e-Governance practices offers better delivery of services to students, improved interactions with business and industry, students' empowerment, better management, greater convenience, revenue growth, cost reductions etc.
- Availability and quick circulation of material may increase the timeliness or relevance of material being presented.

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability and efficiency in all the functions of the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.
- To Facilitating online internal and external communication between various entities of the institution
- To provide easy access to information
- To make the institution visible globally

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Policy:

- In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
- The college has already started with e-governance in some aspects of functioning like library, accounts, admission, examination etc. But in future we will resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.
- From last some years we are using the Server based application CMS in the automation of the administration as well as in library however in future if any new technology need to be adopted and upgraded this policy is given support to for the same.
- The policy is designed and framed to make each and every function transparent and accountable.

Review and Audit

- TACSCS shall constitute an ICT Committee for periodic review of the implementation of the policy and would provide necessary guidelines for its implementation from time to time.
- TACSCS shall conduct regular audits across all departments/ branches to verify the compliance of the department/ branch with respect to the e-Governance Policy, and to ensure that outcomes envisaged as per the plan are achieved.

all e-Governance projects implemented till then shall be reviewed periodically to ensure that they meet the policy, standardization and legal guidelines.

The college administration shall constitute a committee for period review of the implementation of the policy

E-governance in following areas:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

- *Website:* The website of the college needs to revamped taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the college. Alongwith it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level.

- *Student Admission:* An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the parent university. 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. For taking admission to the college and for this purpose an software to be used by the Administrative Staff

- *Accounts:* For ease of maintaining accounts, the society is promoted to use Tally software. Accordingly, requirements should be assessed by the principal by discussion with accountant and other accounts staff and accordingly Tally may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing records automated must be done on timely basis. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

- *Library:* The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more 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. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
  - The library is fully automated with 'LIBMAN' software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports. However it shall be replaced with cloud base software to increase efficiency and updating the library.

The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration:

To provide a hassle free, convenient and cheap process, maximum of the administration of the college should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, internal communication between the employee's interest, etc. Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in automated mode.

o Biometric Attendance system to be used by Administrative Staff and Teaching Faculty to record and track Attendance

o Administrative Office should use Management Information Software to maintain effective database and in future ERP should be used for the same.

- Examination: As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the principal of the college.

- Alumni: In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a separate agreement can be entered into with suitable service providers by the Secretary and a separate alumni coordinator at the college level be appointed to take care of the entire activity.

Benefits to Stakeholders of Higher Education

- *Students*
  o Increase participation in education affairs.
  o Better access to information and quality services for student.
  o Substantial saving in time, cost and efforts.
  o Better Job opportunities and career advancement opportunities for good students.
  o Social connectivity for collaboration.
  o Students can access virtual lectures and webinars.
  o Students can solve their problems on-line like examination queries, result verification etc.
  o Students can submit their feedbacks to college.
  o Improve means of education not only urban but rural student as well.
- *Colleges*
  o Improved Quality of service to students.
  o Transparency in operations.
  o Increased efficiency of faculties and of administration processes.
  o Data can be accessed easily.

Integrated e-Governance in education sector.
Saving of hidden operational cost.
Instant statistical report generation.
Students" data can be captured at source.
- o Helpful NAAC accreditation.
- **Faculties**
  - o To know the latest syllabi.
  - o Communication to the business community for syllabi development.
  - o On-line appointment of examination.
  - o Sharing new concepts and ideas with faculties and business community.
  - o To get on line help for certain topics with experts.
  - o Improve quality of services.
- **Industry**
  - o Improved interactions with business and education.
  - o To get quality and skilled employee.
  - o Set syllabus as per industry needs.
  - o Helps for better industry related research.
  - o Recruitment with good performing colleges / Institutes.
- **Overall education system**
  - o Long term impact on organization goals.
  - o Improve education system.
  - o Empowerment of faculties, students and encouragement of their participation in governance.

Principal

PRINCIPAL
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