



Kopergaon Taluka Education Society's

K. J. Somaiya College of Arts, Commerce and Science, Kopergaon

CRITERION- 6

GOVERNANCE, LEADERSHIP & MANAGEMENT

Key Indicator- 6.2 Strategy Development and Deployment

6.2.2QIM-Institution implements e-governance in its operations

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

DVV Clarification

Policy document on e-governance



**Kopargaon Taluka Education Society's
K. J. Somaiya College of Arts, Commerce
and Science, Kopargaon, (M.S.)
423601**

e- Governance
Policy and Procedures



e-Governance

Vision:

The vision of K. J. Somaiya College of Arts, Commerce, and Science College, Kopargaon is to provide efficient e-Governance services to all stakeholders, ensuring transparency, accountability, and seamless access to information. By embracing Information and Communication Technology (ICT) enabled technology and systems, the college aims to adopt global best practices in governance, in alignment with the New Education Policy (NEP 2020) which emphasizes the use of ICT in administration, teaching, and learning.

Scope:

The e-Governance policy encompasses all aspects of the college's functioning, including library, accounts, admissions, administration, teaching-learning, placements, and more. The primary goal is to make every function transparent, accountable, and to leverage technology to overcome challenges related to manpower availability. By deploying cutting-edge applications and solutions, the college aims to ensure efficient data access and provide seamless services to all stakeholders.

Objectives:

The key objectives of the e-Governance policy are as follows:

1. Implement e-governance across various functions to achieve enhanced efficiency.
2. Foster transparency and accountability in all college activities.
3. Strive for paperless/less-paper administration.
4. Facilitate online communication between different entities within the college.
5. Provide easy access to information for all stakeholders.
6. Maintain data in a secure environment.
7. Enhance the global visibility of the institution.

Guiding Principles:

To achieve these objectives, the college will adhere to the following guiding principles:

1. **Website & social media:** The college website will serve as the information center, providing details about activities, notices, programs, courses, and achievements. Socialmedia accounts will be managed by the cultural committee, and various WhatsApp groups will be formed for efficient communication. E-contents developed by faculties will be hosted on both college and university websites. Online feedback processes will be implemented for continuous improvement.
2. **Administration:** The college will employ ICT to streamline administration, including biometric attendance for staff, online support for various processes from SPPU and GoM, use of VRIDDHI ERP Software for accounting and admissions, and online transaction platforms for transparency. Online communication will be facilitated among different entities.

3. **Student Support:** The college website will host the admissions platform, enabling students to apply online for their desired programs. Academic calendars and prospectuses will be frequently updated. Students will be guided to avail scholarships and examination-related support through respective portals.
4. **Examination:** SPPU's online platform will be utilized for examination-related activities, including communication with the university, exam form submission, hall ticket generation, result publication, and grievance redressal. Online question paper delivery and appointment of examination duties will be implemented.
5. **Knowledge Resource Centre (KRC) Library:** The library system will be fully automated with SOUL 3.0 and VRIDDHI, allowing stakeholders to access resources on and off-campus through various systems.
6. **Placements Cell:** Students will be informed about job openings and placement drives through a dedicated telegram/WhatsApp group and the institutional website.
7. **Teaching and Learning:** The college will offer MOOC courses through NPTEL and SWAYAM Local Chapter (3189). ICT-enabled classrooms and virtual classrooms will facilitate lecture conferencing, video conferencing, and online events.

Committee Chairman:

Dr. B. S Yadav (Principal)

Committee Members:

Prof. V. C. Thange (IQAC Coordinator)

Dr. S. R. Pagare

Dr. K. L. Giramkar

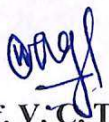
Dr. B. B. Bhosle

Dr. A. C. Naikwade


The college is committed to continuous improvement and regular policy reviews to ensure its relevance and compliance.

Date: 30-06-2018

Place: Kopargaon


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