

E-GOVERNANCE POLICY

Objectives:

- To implement E-governance for simpler and efficient governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in 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, Projectors, etc.
- To establish a fully automated Library.

Policy:

The policy is created and constructed to make every function visible and accountable, and the college will execute it in all areas of functioning, including the library, accounts, admissions, administration, and teaching.

Areas of Implementation:

1. Website and Social Media
2. Student Admission
3. Academics
4. Examination
5. Accounts and Finance
6. Library
7. General administration
8. ICT Tools

The College decides to make the following policies and procedure:

1. **Website and Social Media:** The website will serve as an information hub for the college, reflecting all of its activities, significant announcements, courses offered, etc. The college will choose a different service provider/web designer for this reason. The administrative and instructional personnel will receive training so they can regularly maintain and operate the website and make critical improvements. Through its website, the College aims to demonstrate its active and vibrant nature. On the college's



Kalyani Charitable Trust's
Late G. N. Sapkal College of Engineering

Kalyani Hills, Anjaneri, Trimbakeshwar Road,
Nashik – 422 213



official social media account, significant occasions and accomplishments are also announced.

2. **Student Admission:** The admissions procedure is conducted in an open and transparent manner. The college releases its brochure, which will be available online and contains information and all instructions for the admissions process. A separate admission portal will be formed that will be used to manage college admissions. Students can use the digital payment/UPI platform and ERP to enroll in college, the hostel and transportation, with the college managing it in Tally.
3. **Academics:** Institution to manage student academic using suitable ERP software which also provides communication to parents about students' progress.
4. **Examination:** According to Savitribai Phule Pune University regulations, term work marks, oral/practical exam marks, and In-sem exam marks must be entered online on the university website. Other tasks like completing exam forms, revaluation forms, photocopies, creating hall tickets, and receiving exam papers are also done online. Additionally, the university also makes appointments for Internal and External Examiners online.
5. **Accounts and Finance:** The office still keeps up its Tally account. For the same, the college must give updated software versions. The team will be assisted in maintaining financial records effectively and efficiently by the most recent software. Only this software will be used to generate the profit and loss and balance sheet. Additionally, Tally will be used to generate all analysis reports. The transactions' secrecy should be maintained by using the proper security precautions. There will be routine training for the current workforce and software updates. Reports can be generated for each employee on the staff. The majorities of payments are made and received electronically using services like NEFT, RTGS, bank transfers, etc.
6. **Library:** An extensive variety of books, national and international print journals, and electronic resources are available at the institute's library. The Library keeps a separate reference section with dictionaries, handbooks, PhD theses, and encyclopedias. According to the Dewey Decimal Classification Scheme (DDC), books are categorized. Since 2009, the library has been automated with Autolib Software. For automated circulation and patron entry, libraries use barcode technology. Numerous modules, including Acquisition, Circulation, Accession, Serial Control, Indexing, Member Info, etc., are used to run libraries.

The library has excellent facilities to meet its needs. All of its operations are computerized using the updated software "Autolib NG" 2016, and it offers Web OPAC (Online Public Access Catalogue) access to the collection so that faculty and students can browse it from their desks. Through OPAC, you can search the library's collection. The Circulation System, Serial Control System, Cataloguing & Acquisition System, and





Kalyani Charitable Trust's
Late G. N. Sapkal College of Engineering

Kalyani Hills, Anjaneri, Trimbakeshwar Road,
Nashik – 422 213



other modules are used to operate the library.

7. General Administration:

- Attendance Management Software to be used to record staff attendance and generate monthly reports.
- Administrative Office should use Advanced Excel and File Management System **Tot** to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Admin Staff to be provided with adequate training and development to keep them updated with the new technology.

8. ICT TOOLS

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the departments and administration.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar halls and laboratories.
- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS-Office and Antivirus to be purchased and updated regularly.



Prof. (Dr.) S.B. Bagal
Principal