



Chh. Shivaji Shikshan Mandal's

**Dadasaheb Jotiram Godse**  
**Arts, Commerce, Science College, Vaduj.**  
Tal.- Khatav, Dist. Satara.

Date: 19 August, 2020

**POLICY DOCUMENT**

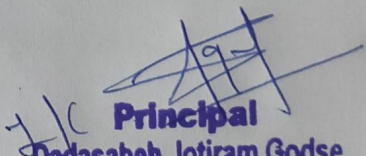
**Title of the Policy: E-Governance in the Institution**

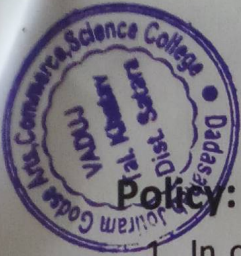
**Introduction:**

E-Governance in corporate fields, educational Institutions, and almost in all spheres of modern life has become inevitable. If one wants to survive and cope up with the world, willing acceptance of modern technology is inevitable. Obviously there might be certain local barriers in some cases, but its importance and relevance can never be denied. So the institution has decided to accept and implement modern electronic technology in the institutional governance.

**Objectives:**

1. Implementation of E-governance in various functioning of the institution
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the institution
5. Facilitating online internal and external communication between various entities of the institution
6. Providing easy access to information
7. Making the institution visible globally

  
**Principal**  
**Dadasaheb Jotiram Godse**  
**Arts, Commerce, Science College, Vaduj**  
**Tal. Khatav, Dist. Satara (MH)**

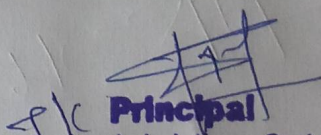


### Policy:

1. 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.
2. The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. but, now we have drafted this policy framework for definiteness in functioning.

For convenience purpose, the policy is divided in 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.

1. **Website:** The website of the college needs to improve 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 secretary of the society. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the college level
2. **Student Admission:** The College has decided to process all admissions in online mode. This will cover admissions to all courses whether graduate courses. For this purpose, an arrangement can be entered into with a reputed banking company preferable State Bank of India with whom the society maintains all its accounts. The Secretary of the parent institution is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.
3. **Accounts:** With the prior permission of the Parent Institute, the college should purchase software for the smooth functioning of Accounts. Appropriate security measures should be taken for maintaining Confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis.

  
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**Library:** We should try our level best to make our library as one of the best libraries. To continue with this motto, we need to add more and more e- learning resources for the benefit of the teachers and students. Library is presently using Soft library software for its internal working. It needs to update timely. Also the OPAC system should be converted into a web based service for others to utilize the library resources effectively. Similarly newer e- learning resources like journals , etc should be indentified and subscribed taking into account the recommendations of the library advisory committee, Recommendations of the teachers and students also need to taken into account while subscribing to these resources. Appropriate training to the staff and the students for using thee-learning resources should be provided.

5. **Administration:** To provide a hassle free, convenient and cheap process, maximum of the administration of the Institute 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 employees interest, Etc. Students also must be able to obtain maximum services like transfer certificates, various certificates and other transactions in online mode.
6. **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 needs to be maintained while handing examinations and work needs to be done utmost care and caution. Controller of Examinations needs to supervise the entire process of examination under the guidance of the Principal of the College.

Date: 19/08/2020

Place: Vaduj



*I/C*  
*Principal*  
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