Shri Govindrao Munghate Arts & Science College, Kurkheda.

E-GOVERNANCE POLICY

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Preamble

Government of India (GoI) aims to make all Government services accessible to the common man in his locality and ensure efficiency, transparency & reliability of such services at affordable costs; In addition to this, GoI Endeavor's to provide services to all other stakeholders like public agencies and their employees and business communities. To meet this objective, there is a need to cooperate, collaborate and integrate information across different departments. Government systems characterized by islands of legacy systems using heterogeneous platforms and technologies and spread across diverse geographical locations in varying state of automation to make this task very challenging.

There is a need to identify Open Standards for the consistent, standardized and reliable implementation of e-Governance solutions which meet laid down objectives of the Policy, while selecting Open Standards due consideration will be given to functional and technical requirements and maturity of the standard.

The "Policy on Open Standards for e-Governance" (here after referred to as "Policy") provides a set of guidelines for identifying such Open Standards.

1. Short Title and Description

1.1 This policy will be called as, : - e-Governance Policy of SGMC College

    1.2 This Policy applicable to Teaching staff, Non-teaching staff, Students, Alumni, Stakeholder, MOU Institution etc.

2. Definition

This policy includes the definition related to following various acts like

A. UGC act 1954
B. Maharashtra Public University Act 2016
C. The Whistle Blower Policy Act
D. RTI Act 2005
E. The Personal Secret Act
F. Anti-Ragging Regulation
G. Sexual Harassment Act
H. Indian Pinal Code
I. Criminal Procedure Code
J. Bombay Public Trust Act
K. Assessment and Accreditation Agency Regulation
L. data collection Act

3. **Authorities**
   A. **Governance Policy Drafting Committee**

Sr. No.	Name	Designation	Signature
1	Dr. Abhay B. Solunke	Chairman	
2	Dr. Narendra T. Arekar	Member	
3	Dr. Vivek D. Murkute	Member	
4	Dr. Gunwant Wadpalliwar	Member	
5	Dr. Sandip N. Niwadange	Member	
6	Dr. Rakhi B. Shambharkar	Member	

Various Authorities and their designations:

3.1 Principal: Dr. Raju G. Munghate

3.2 Vice principal: Mr. Pisaram S. Khope

3.3 IOAC coordinator: Abhay Solunke

3.4 ARII coordinator: Dr. Bhaskar V. Tupte

3.5 NIRF coordinator: Nikesh V. Lokhande

3.6 NDLI club secretary: Dr. Anil A. Bhoyar

3.7 NSS coordinator: Dr. Gunwant g. wadpalliwar

3.8 Vidyanjali/KAPILA/YUKTI: Dr. Abhay B. Solunke

3.9 Unnat Bharat abhiyan coordinator: Dr. Deepak S. Bansod

3.10 IIC convener: Dr. Abhay B. Solunke

3.11 IPR convener: Dr. Gunwant G. Wadpalliwar

4. **Duties and powers of Authorities:** The powers and duties of the various authorities will be as per the UGC Norms and the acts of state government.

4.1 **chairman of e governance committee:** The Principal will he the administrative chairman of the e-governance committee.

5. **Procedure of appointment of chairman:** The chairman of the policy drafting will be appointed from amongst the staff by the Principal in consultation with the College development council.

6. **Grievance:** The e-grievance committee will be formed as per the guidelines of the UGC. The head of the e-grievance committee will be appointed for the period of three years as per the seniority amongst the staff.

6.1 **E grievance committee**

Sr.No	Name	Designation	Signature
1	Dr. Raju G. Munghate	Chairman	
2	Dr. Pisaram S. Khope	Secretary Member	
3	Dr. Dashrat D. Ade	Member	
4	Dr. Rakhi B. Shambharkar	Teaching staff Womens representative	
5	Mrs. Usha Gajbhai	Non-Teaching Staff Women's representative	
6	Mr. Mangesh Munghate	Junior Clerk	
7	Dr. Satish Gogulwar	External Expert	

7.   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 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, Smartboards, Projectors, etc.
- To establish a fully automated Library.

8.   Policy:
1. In order to provide a simple and efficient system of administration in the Institution, we have decided to adopt and implement e-governance in our maximum activities.
2. The Institution that embraces e-governance for uninterrupted access to data for better decision making at various levels of the organization.

The College decides to make the following policies and procedure:

Area of Implementation:
1. Website & Social Media
2. Student Administration
3. Internal & External Examinations
4. Library
5. Communication
6. Alumni

Website & Social Media

The website of the college should be constantly updated keeping in view the new changes. The website should serve as a mirror of the college activities and make all activities information, important information, etc. easily available. The website is hosted and deployed by a third party on a secure platform. At the same time, the existing staff should be trained and the persons who will be responsible for website administration and updating at the college level should be identified. Important information and success will be posted on social media.

Student Admission

An open and transparent strategy is adopted for the admission process which is further strengthened by the ethical practices and rules laid down by Gondwana University Gadchiroli. The college brings its own brochure which is displayed on the website with guidelines for the admission process. An admissions portal will be used to manage college admissions. The number of students applying for each course, withdrawals, deposit of fees, all these should be managed only through this portal. To get admission in the college, students have to submit a separate online application and for that they have to use online software through the admission coordinator.

Internal & External Examinations

It is mandatory to take the exam online as per the instructions of the university. Filling the examination form, re-evaluation form, photocopy form, drawing the hall ticket, drawing the examination question paper, uploading the marks etc. all have to be done online. Extreme secrecy and confidentiality must be maintained while handling the exam and work must be

done with utmost care and caution. The examination coordinator is required to supervise the entire examination process under the guidance of the college principal. Regular student performance updates should be maintained and parents should be notified.

Library

The College has maintained its academic excellence by maintaining a well-equipped library. The college will add more and more e-learning resources for the benefit of teachers and students. The college should continue to subscribe to new journals and books on a regular basis. Recommendations are sought from teachers and students when subscribing to e-resources. To increase the knowledge database, teachers can apply for books by different authors for the subjects they are teaching.

Communication

Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters.

Alumni

To strengthen our alumni relationship, a separate alumni page will be created on the website to provide registration, college alumni, feedback and many other aspects. Alumni Association should be consulted for regular updates and database management.

ICT TOOLS

Hardware Infrastructure

- 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 administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Intercom, computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- 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.