

Arts and Commerce College, Mayani (Dist. Satara)

DVV Documents

Criteria 6

Governance, Leadership and Management

6.2.2

6.2.2 Institution implements e-governance in its operations

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

Policy Document on e-governance

Estd. 20th June, 1991

Mayani Bhag Shikshan Prasarak Mandal's

ARTS AND COMMERCE COLLEGE, MAYANI

(Affiliated to Shivaji University, Kolhapur)

Tal- Khatav, Dist. Satara (M.S.)- 415 102

Govt. Sanction No : N.G.C.C. 3591-4309 VC-2

email-accollegemayani@rediffmail.com

॥ उपर्युपरि तिष्ठेत् आदित्य इव तेजसा ॥



NAAC Accredited "C" Grade

स्थापना : २० जून, १९९१

मायणी भाग शिक्षण प्रसारक मंडळ, मायणीचे

कला व वाणिज्य महाविद्यालय, मायणी

(शिवाजी विद्यापीठ, कोल्हापूर संलग्नित)

ता. खटाव, जि. सातारा (महाराष्ट्र) ४१५ १०२

शासन मान्यता : एन.जी.सी.सी.३५९१-४३०९ विशी-२

Website : <https://acscollegemayani.in>

श्री. सुरेंद्र गुदगे

चेअरमन



श्री. सुधाकर कुबेर

सचिव



डॉ. सयाजीराजे मोकाशी

प्राचार्य

जा.क्र.

दिनांक :

Policy Document on E-Governance in Administration and Academics

Vision:

The college consciously strives to evolve, adopt, deploy and implement the IT enabled processes attributed to e-governance in both administration and academics for effective functioning and education delivery.

Mission:

Transforming campus into "Technology driven Smart Campus "by way of promoting optimal use of Information and Communication Technology in day today functioning, minimising tech-deficit amongst campus community, and making visible impact by leveraging smart technology

Context:

In order to ensure participation of the different functionaries and transparency in the institutional functioning, so as also to ensure quick instant dissemination, access, retrieval of information, documents, and providing on-line/remote access services, the institution has been adopting and implementing IT enabled processes in administration, academics and examinations by leveraging robust technology.

E-Administration: 'Go Digital'

Administrative office, being a service provider, is saddled with variety of pressing tasks

such as maintenance and upkeep of records, documents, various reports, student data, compliance and correspondence with various agencies, books of accounts, various registers, and logbooks. Quality of the service depends on timely, quick response, diligence, instant access to information, timely disposal and zero pendency, functional redressal mechanism and hassle-free administrative processes.

IT based processes:

- To achieve this, the college has advocated IT-enabled processes with the specific objectives.
- Student Information System with database back-up module
- Online Admission System with payment gateways
- E-mail mode of communication
- Accounting System with Cashless Transactions



- On-line application for scholarships, free ships, bursaries
- Auto generated Messaging System
- Quick Response System (QR code scanning facility)

Plan of Action:

- Orienting campus community so as to be comfortable with the technology driven processes
- Conscious investment on digital infrastructure and hardware
- Converting all classrooms into ICT enabled classrooms
- Undertaking full campus networking and creating network sharing environment
- Installing Wireless fidelity (Wi-Fi) routers to cover the entire campus
- Ensuring un-interrupted internet connectivity
- Developing interactive web portal and initiating online processes IT enabled processes
- Promoting optimal use of ICT in academic delivery (Teaching learning-evaluation process)
- Encouraging faculty/students to use e-resources, developing e-contents
- Creating student utility "Common Computing Facility Centre"

Attainment:

On evolving, integrating and operationalizing IT based practices together shall create on-campus and off-campus visible digital impact on the organizational, administrative, academic, management, hassle-free quality of service and overall functioning of the institute with enhanced 'Institution-stakeholder virtual connect, the college has been identified with, advocating the cause of Digital India Mission.

Dr. Sayyad S.A.




Principal
Arts and Commerce College,
Mayani, Tal-Khatav, Dist-Satara.