



Rayat Shikshan Sanstha's

Karmaveer Bhaurao Patil College, Vashi
Navi Mumbai
[Autonomous]

E-Governance Policy



E-Governance Policy

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E-Governance Policy

1. Preamble-

We, the Karmaveer Bhaurao Patil College, recognize the importance of e-governance in facilitating efficient, transparent, and accountable service delivery to our citizens. As we strive towards building a Digital India, we acknowledge the potential of technology in transforming the way we interact with our citizens and improve governance outcomes. We believe that e-governance can help bridge the gap between the our institute and the Students and Society as a whole by making our services more accessible, efficient, and responsive. We also acknowledge the need to ensure data privacy and security, and to build robust digital infrastructure that can support the implementation of e-governance initiatives. With this e-governance policy, we commit to leveraging technology to enhance citizen-centric governance and foster innovation in service delivery.

2. Scope-

The scope of this policy widens to the following areas:

- College administration
- Student's admission
- Examination and Evaluation
- Library management
- Accounts and Finance sections
- ICT infrastructure

1. Definition-

E-governance, meaning 'electronic governance' is using information and communication technologies (ICTs) (such as Wide Area Networks, the Internet, and mobile computing). E-governance refers to the use of technology to improve the efficiency and effectiveness of government and public services. A college can

also benefit greatly from e-governance policies, as it can streamline administrative processes, increase transparency, and improve communication between students, faculty, and staff.

2. Objectives-

- Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college.
- To achieve and create a paperless environment & to make green campus in the college.
- To provide easy access to information & to maintain the Data on a secure environment.
- To make the institution visible globally.
- To provide easy and quick access to information.
- To promote transparency and accountability in all the functions of the college.
- To make campus Wi-Fi enabled.
- To make our classrooms ICT enabled with EyeRis software, smart boards, projectors, etc.
- To establish a fully automated Library.
- Implementation of E-governance in various functioning of the institution
- Facilitating online internal and external communication between various entities of the institution.

1. Area of Implementation:

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are descriptive and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Website: The website will act as an information center which will reflect about the college, all its activities of academics & IQAC committees, important notices, courses offered, etc. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform. Along with it, training is given to the existing website committee members and undertake the responsibility of website administration and updating all the information regularly at the college level. Important information & achievements will be posted in the social media like newspapers.

A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a consistent basis. The Committee will also look for other changes that are required on the website. The institute strives to showcase its vibrant self and activeness through college website. All the important notifications have to go live on the website as and when they are released. The website of the institute to be regularly updated taking into account the new changes.

1. **Student Administration:** The institute brings out its notice which is displayed on the website as well as on notice board for the admission process. Website [<https://www.kbpcollegevashi.edu.in>] has to be used to manage the admissions in the college. Number of students can apply to each course by registering college website, admission fees is managed through this website only. Students are also required to submit a separate Online Application Form for taking admission to the college.

2. Examination Committee:

Our College is conferred with Autonomy in year 2018. All examination and

evaluation related activities are organized by Examination committee. All examination related information like filling of examination forms, generation of hall tickets, receiving of examination papers, paper setting, allotment of blocks, seating arrangement, revaluation forms, photocopy forms, uploading of marks, declaration of results *etc.* everything has to be done by online mode. The results are uploaded on institutional website by Examination Committee. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done utmost care and caution. Examination Committee needs to supervise the entire process of examination under the guidance of the Principal of the institute. Regular updates of student's internal performance to be maintained and communicated to the parents. Online examination: The College will conduct online examinations for students, reducing the need for physical exams and making it more convenient for students to take tests.

4. Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management

5. e- Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the

funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

6. Online Registration: The College can also introduce online registration for courses, which will allow students to register for classes and pay fees online. This will reduce long queues and waiting times during registration periods.

7. Online admission process: The admission process can be made entirely online, from filling up application forms to submission of documents and fee payment.

8. E-learning/ Online Learning Management System: The college would adopt an online learning management system (LMS) that will allow students to access course materials, assignments, and grades online. This will make the learning process more flexible and convenient. The college will introduce e-learning platforms and tools to support online learning, such as virtual classrooms, video lectures, and online assessments.

9. Online Feedback System:

The college can introduce an online feedback system that will allow students to give feedback on courses, faculty, and administrative processes. This will help the college to improve its services and address any issues that students may face.

10. Online Student Services: The College can provide online student services such as online counselling, career guidance, and placement services. This will help students to access these services from anywhere and at any time.

11. Online Library Services:

The college introduces an online library system that will allow students to access books and journals online. This will reduce the need for physical visits to the library and make the process more efficient.

- The library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus
- In future original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check.
- The central library computerized through MKCL using *Libreria* software & OPAC module of software provides facilities of search books by different approach of user. Users search a library catalog principally to locate books and other material available at a library. Users reserve books by this facility.
- E-library is also available for e-books and other literature.
- E-public library is also available. Anyone can read books, periodicals, journals dictionaries, cyclopedia magazine and newspapers by clicking on the link.
- Open educational recourses for access of students using QR codes.

12. Online Payment System: The College will adopt an online payment system that will allow students to pay fees online. This will reduce the need for students to visit the college and make the process more convenient.

13. Online grievance redressal: The College will provide an online grievance redressal mechanism, where students can register their complaints and track their status.

14. Electronic records management: The college will introduce electronic records management systems to manage student records, administrative records, and financial records.

15. Collaborative research: The college will create online platforms for collaborative research with other institutions and industry partners.

16. Social media engagement: The college will use social media platforms to engage with students, alumni, and the wider community, sharing information and updates about college activities and events.

17. Placements: A placement cell will be established to provide the training to encourage the skill among the students. Various online placement and training drives will be organized by Placement cell.

18. E-waste management:

e-waste management can help ensure that the institution is properly disposing of electronic waste in an environmentally responsible manner. Following are the steps for effective e-waste management.

- Conduct an inventory of electronic equipment.
- Identify e-waste disposal options.
- Establish guidelines for e-waste disposal
- Implement a recycling program
- Develop guidelines for the disposal of electronic waste
- Implement a recycling program for electronic waste on campus. This can include setting up collection points for e-waste, organizing regular collection drives, and ensuring that all electronic waste.
- Educate the college community

2. Policy Review

An annual review of the e-governance policy may be done by the head of Institute at the end of an academic year and may be adopted with the consent of faculty. However, the principal of the college has the right to initiate a

review of a particular policy as and when such need arises. All the changes or new policies that have an implication to the management and running of the college are implemented only after obtaining permissions from the college Governing Board.

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