

ARTS AND COMMERCE COLLEGE, PHONDAGHAT.

Tal. Kankavli, Dist. Sindhudurg Pin - 416601

(महाराष्ट्र शासन मा.क्र. एनजीसी - ३५९५/ नमवि/(१३७/९५)/मशि- ३ दिनांक ४ ऑगस्ट १९९५)

Recognised Under Section 2 f and 12 b of the UGC.

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■ Affiliated to University of Mumbai

Ref. No.

Date :

E-Governance Policy

Effective from: Academic year 2015-16

Approved by: The Governing Council

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.

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 Examination, Admission etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation.

1. Website.

The website of the college needs to be revamped 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



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given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level.

2. Student Admission & support services :

The College has decided to process all admissions in online mode. This will cover admissions to all courses whether graduate courses.

3. Accounts:

For ease of maintaining accounts, the college decided to use Tally software but, with new accounting methods and compliances, it has become necessary to procure other software's as well. Accordingly, requirements should be assessed by the Secretary by discussion with accountant and other accounts staff and accordingly new software's may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software's must be done on timely basis.

4. Library:

We have decided to use more e-learning resources for the benefit of the teachers and students. Library is presently using ILMS Software-Library Manager Version 20 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 INFLIBNET-N Lisette should be subscribed taking into recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

5. Administration:

To provide an hassle free & convenient process, maximum of the administration of the institution should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, internal



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communication between the employees, etc. Students also must be account the recommendations of the library advisory committee. able to obtain maximum services like transfer certificates, bonafide certificates, etc., 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 handling examinations and work needs to be done utmost care and caution. Examination result software can be used for smooth process & data safety. College Examination Chairman needs to supervise the entire process of examination under the guidance of the Principal of the college


PRINCIPAL

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