6.2.1 E-governance policy

Concept

Technology has proved to be nothing less than a blessing to the world of academics especially in the sphere of day-to-day functioning, enabling the streamlining of operations and contributing to the improvement of the education scene. Good governance is all about keeping abreast with the changing scenario and catering to emerging needs. The e governance policy of the college is aimed towards managing the institution in a more efficient and seamless manner and to enable smooth and transparent administration in all areas. In the light of the needs of the institution, RNC Arts, JDB Commerce and NSC Science College, Nasik has curated its own e-governance policy primarily aimed at introducing and ensuring continued implementation of e-governance in various areas of operations, transactions and services of the institution so that it runs more efficiently and with greater transparency, accountability and better record keeping and documentation. The college is gradually moving towards paperless administration as part of its commitment to adopting environment friendly practices which is also clearly mentioned in its perspective and strategic plan. All stakeholders are sensitised and motivated to follow and practice e-governance. This e-governance policy of the college applies to the realms of administration, Finance & Account, Student admission, Examination and similar such spheres. With an e- governance system in place the effective integration of all of the institution's stakeholders as well as the automatization of many functions is a certainty. It will also add a layer of transparency to the process. The significance of having a well-oiled e-governance machinery in place for ensuring a hassle-free administration is only too well recognised by the management of the college with its eyes on becoming an even better acclaimed institution of learning and higher education. E-governance stands to benefit all the stakeholders besides automatizing the day-to-day working of the institution.

Objectives:

- Implementing E-governance in all areas of functioning to ensure a more efficient, much simpler and more transparent governance mechanism within the institution.
- Increase accountability in the functioning of the college.
- Organised documentation and record keeping.
- Move towards a paperless work environment in the college.
- Make information quick and easily accessible.
- Enhancing online channels of communication both internally and externally.
- Encouraging the use of ICT enabled classrooms.
- Working towards digitalisation of the Library.
- Ensuring the secured safe-keeping of data.
- Promoting the visibility of the institution on a global platform through digital media.
- Encouraging students to secure admissions even remotely.
- To make sure that students, teachers, management,etc. are able to avail the benefits of e-governance.

Administration

- A major part of the college administration process has been made paperless for a hassle-free and smooth functioning.
- College Administrative Office makes use of Advanced Excel in order to maintain updated database.
- To make maximum services in online mode available to students.

- The college has plans to works towards further automatization of the administrative process.
- Admin Staff is trained and well-versed in the use of technology.

Examination

- The college follows and adheres to all the norms of the e-governance policy of the university with respect to examinations.
- Online allotment of assessment and marks entry to subject teachers.
- Online entry of internal and external marks through BCUD profiles of teachers.
- Access to ledger which records internal and external marks.
- Online receipt of University question papers.

Student Admission

- Website announcing admissions at the start of the academic year.
- Online admission forms remotely filled by students.
- Admission portal to manage admissions.
- Details such as former record of students and personal details to be stored in the portal.
- Mandatory submission of online admission forms

Accounts

- Accounts records and transactions maintained on Tally.
- Effective and accurate entry of all financial exchanges and records.
- Generation of Profit and Loss, Balance Sheet for the purpose of annual financial audit.
- Regular updation and protection of softwares.
- Online crediting of salaries, PFs, etc.
- Generation of salary slips for all staff members on a monthly basis.

ICT

- Adequate number of computers allotted to each department for use by staff for administrative and academic purposes.
- Installation of Projectors in the classrooms to enhance ICT enabled teaching.
- Printers made available for documentation and record keeping.
- Office automation packages for desktops like Open Office, MS Office and Antivirus purchased and updated.