= 2 JAN 2017

Policy Document on Processes, Procedures and Practices towards

Implementation of E-Governance in Administration and Academics

Vision: *Institution 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 to day 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, 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.

To achieve this, the institution has advocated IT-enabled processes with the specific objectives.

Objectives: The institution shall endeavour to attain:

- Total automation in office administration;
- Digital mode of inter/intra-institutional communication;

- Cashless financial transactions;
- Instant access to information, instant tracking, accessing, sharing of the documents;
- Digital depositary of documents
- Providing remote/on-line services through interactive web-portal;
- Creating on-line feed-back mechanism through interactive web-portal with in-built mechanism yielding auto-generated and analysed reports.

IT based processes:

- Student Information System with database back-up module
- On-line Admission System with payment gateways
- Instant issuance of various certificates with the facility of on-line application
- E-mail mode of communication
- File Management System with tracking, retrieving, accessing, channelizing, updating features
- Inward and outward register with the tracking of movement of documents
- Accounting System with Cashless Transactions
- Leave Accounting System with the facility of on-line application and approval
- On-line Grievance Redressal System
- On-line application for scholarships, free ships, bursaries
- Auto generated Messaging System
- Quick Response System (QR code scanning facility
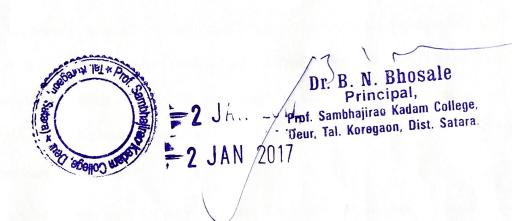- Institutional App and Blogs for accession, dissemination, sharing of information

Plan of Action:

- Orienting campus community so as to be comfortable with the technology driven processes
- Conscious investment on digital infra-structure and hardware
- Converting all classrooms into smart classrooms
- Engaging tech-professional for software development to devise IT enabled processes
- 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 on-line 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"
- Promoting 'Cashless transactions' and 'Smart Card' UID

Attainment: On evolving, integrating and operationalizing IT based practices together shall create on-campus and off-campus visible digital impact on the organisational, administrative, academic management, hassle-free quality of service and overall functioning of the institute with enhanced 'Institution-stakeholder virtual Connect; and eventually shall emerge it as the best practice the institution has been identified with; advocating the cause of 'Digital India Mission'.

Dr. B. N. Bhosale
Principal,
Prof. Sambhajirao Kadam College,
Deur, Tal. Koregaon, Dist. Satara.

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