MAHILARATNA PUSHPATAI HIRAY ARTS, SCIENCE AND COMMERCE MAHILA MAHAVIDYALAYA, MALEGAON CAMP, NASHIK

3rd Cycle

Assessment & Accreditation

Criterion – 6

Governance, Leadership and Management

Key Indicator- 6.2 Strategy Development and Deployment

QnM – 6.2.2 Institution implements e-governance in its operations
1. *Administration*
2. *Finance and Accounts*
3. *Student Admission and Support*
4. *Examination*

e- Governance

Policy and Procedures

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Introduction:

In New Education Policy (NEP 2020), the ICT usage in administration, teaching, and learning is emphasised. Accordingly, Smt. Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya, Malegaon Camp has a vision to offer its services to all stakeholders – the students, faculty, staff, and alumni, through effective e-Government. Its goal is to prepare and facilitate the implementation of any infrastructure necessary for the deployment of innovative apps and solutions for the institute's smooth administration. The policy is developed and structured to ensure accountability for each and every function. The policy extends to the Administration, Students Admission, Examination, Library, and Teaching-learning

Objectives:

- e-governance implementation in various capacities and efficiency
- Fostering accountability and transparency
- Creating and encouraging a paperless environment at the college
- To provide rapid and simple information access.
- To provide Wi-Fi on campus.
- Facilitating internet communication between different entities

Policy:

- It has been determined to accept and implement e-governance in the majority of our daily operations in order to create a more straightforward and effective system of governance inside the institution.
- Adopting e-governance would enable institution to easily access data for better decision-making across the organisation.

Regulatory Principles:

The policy is separated into many operational areas for convenience. These are only indications, and the society retains the freedom to use e-governance in areas that aren't covered here.

Website & Social Media: The College's website serves as an information hub for all events, major announcements and circulars, programmes and courses offered, and accomplishments. The institute updates the webpage. According to necessity, IQAC is continually involved in updating and improving the college website. The institute's public

relation committee manages the social media account. For quick communication, various stakeholders are organised into Whats app groups. The college website hosts the e-contents created by faculties for various programmes. ATRs, AQARs, SSRs and IQAC meetings are posted online.

Administration:
In order to make administration easier, the institute has used the following mechanism.

- Staff biometric attendance
- Online Support from SPPU, Pune for affiliation, eligibility, staff approval, staff fixation and CAS promotion, circulars and notifications, Selection Committees, etc.
- *HTE Sevarth* support from GoM, for salary disbursement of staff
- Use of *360 software* for accounting, preparation of budget and admissions, enrolment, reports and fees receipts.

Student support:

The link for admissions using the institute's subscribed 360 software is hosted on the college website. The login information, student ID, and password are given to the students when they register on this site. To apply for admission to a particular programme, they must do so online. On the college website, the prospectus and academic calendar are often updated and published. The students are advised to seek assistance on the relevant SPPU, UGC, State, and Central Government websites in order to apply for various scholarships and take exams.

Examination:

The University controls the examination process; hence in this case the University's e-governance policy needs to be used. According to the University's instructions, it is necessary to complete all examination applications, revaluation applications, hall ticket requests, mark upload requests, etc. in online mode. In order to facilitate contact with the university through the online portal and webmail, the college has a College Examination Officer (CEO). Teachers get appointments for their exam-related tasks and compensation via an online system. On this website, students get access to online examination forms, timetables, schedules, results, photocopies, revaluations, certificates, and old questions papers.

Link to Examination Section of SPPU, Pune: http://exam.unipune.ac.in/

Library:

The college maintains its commitment to academic success by keeping its library well-stocked. For the advantage of the teachers and the students, the college will keep adding new online learning materials. The College should subscribe to new magazines and publications on a regular basis. For online books and articles, the library is affiliated to N-LIST consortiums.

Teaching and Learning:

The institution has established the NPTEL, SWAYAM Local Chapter, which makes it easier for students to enrol in MOOC courses. E-content prepared by teachers, videos of various co-curricular and extra-curricular activities are uploaded on You tube channel.

We make an effort to pursue a plan of constant improvement and upgrading in our practises and processes, and we regularly examine the policy to determine its on-going applicability and to track compliance.

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Place: Malegaon

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