ग्राम्यजनहितं परमं ध्येयम्

Pravara Medical Trust's
Arts, Commerce and Science College, Shevgaon
Tal-Shevgaon, Dist-Ahmednagar, Pin-414502

E-GOVERNANCE POLICY

Prepared by-
Internal Quality Assurance Cell

❖ **Introduction:**

The goal of e-governance in the institute is to improve the management of the institution through the use of modern technology. It covers various areas such as admissions, day-to-day operations of departments, academics, examinations, placements, and communication with stakeholders. The aim is to create a system that ensures smooth administration by implementing new technologies and infrastructure.

❖ **Vision:**
  ➢ To cultivate a culture of excellence and opportunity in rural areas through the establishment of a leading institute.
  ➢ Our mission is to offer a transformative educational experience that equips rural students with the knowledge, skills, and resources needed to address local challenges, seize opportunities, and build vibrant, resilient communities that thrive in the 21st century.
  ➢ To engage the potential of rural competency and resources through the establishment of an institute that dedicated to excellence, equity, and opportunity

❖ **Mission:**
  ➢ Our mission is to deliver high-quality education, practical skills training, and leadership development programs that empower rural students to succeed academically, professionally, and personally, while also serving as catalysts for rural development and prosperity.

❖ **Objectives:**
  ➢ Implement e-governance in different areas of the institution.
  ➢ Improve the efficiency of the institution's operations.
  ➢ Promote transparency and accountability.
  ➢ Achieve paperless administration.
  ➢ Facilitate easy online communication between various parts of the institution.
  ➢ Ensure easy access to information.
  ➢ Maintain secure data storage.
  ➢ Increase the global visibility of the institution.

❖ **Policy:**
  ➢ The institution will implement e-governance to make the system of governance simpler and more efficient.
  ➢ The institution will use e-governance to ensure easy access to data for better decision-making at all levels.

- ❖ **Areas of Implementation:**
  - ➤ Website & Social Media
  - ➤ Academics
  - ➤ Internal & External Examinations
  - ➤ Communication System
  - ➤ Finance & Accounts
  - ➤ Library
  - ➤ Payment Systems
  - ➤ Placements

- ❖ **Detailed Areas of Implementation:**
  - ➤ **Website & Social Media:**
    The institute website will be updated regularly to reflect the latest information about institute activities, notices, reports, and achievements. The website will be hosted on a secure platform, and ICT committee will be trained to manage and update the site. Important updates and achievements will also be shared on social media such as Instagram, Youtube etc.

  - ➤ **Academics:**
    The academic process, including tracking student progress, will be managed through an ERP solution. Parents will be able to receive real-time updates about their children's academic performance.

  - ➤ **Internal & External Examinations:**
    As per the university guidelines, all examination-related processes (e.g., filling exam forms, revaluation, hall tickets, uploading marks) will be done online. Confidentiality and secrecy in handling exam data will be strictly maintained. The College Examination Officer, under the Principal's guidance, will oversee the entire process. Regular updates on students' internal performance will also be shared with parents.

  - ➤ **Communication:**
    Information regarding fees, academic notices, and other updates will be communicated regularly to students and parents through WhatsApp, and Telegram channel.

  - ➤ **Finance & Accounts:**
    A suitable accounting software will be implemented to manage the institution's financial records efficiently.

  - ➤ **Library:**
    The library system will be fully automated, allowing students and staff to access resources both within and outside the campus. The library will also provide access to e-journals and other digital resources.

- **Payments:**
  Payments for fees and other services can be made by parents and staff using debit/ credit cards or UPI platforms.

- **Placements:**
  The placement office will maintain detailed student information and provide easy access to placement-related updates and opportunities.