AMAR SEWA MANDAL'S (Regd. No. M/220/78 NGP) F-2299 (N)
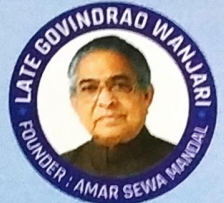
KAMLA NEHRU MAHAVIDYALAYA
(ARTS, COMMERCE & SCIENCE)

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A⁺ Grade Reaccredited by NAAC

LATE GOVINDRAO WANJARI
FOUNDER : AMAR SEWA MANDAL

DR. (Smt.) SUHASINI G. WANJARI President   Adv. ABHIJIT G. WANJARRI Secretary   DR. DILIP S. BADWAIK Principal

KNM/_____

Date : 10 / 12 / 2019

E-GOVERNANCE POLICY
(Effective from 2019-20)

Scope:

E-governance aims to improve our college's administration by harnessing the latest technologies. It focuses on key areas like Administration, Finance and Accounts, Student Admission and Support, Examination, Library information systems. The goal is to gradually involve all stakeholders in these processes to make everything run more smoothly and efficiently. The scope of this policy broadens to the following areas:

- College Administration
- Student Admissions and scholarships
- Examination & Evaluation
- Library Management
- Account & Finance Section
- ICT Infrastructure and E-content Management and delivery

Objectives

- **Streamline and enhance college operations** through the implementation of e-governance.
- **Create a paperless and green campus** by improving access to information and ensuring data security.
- **Make the institution visible globally** and promote transparency and accountability in all functions.
- **Enable campus-wide Wi-Fi** for better connectivity.
- **Equip classrooms with modern ICT tools** such as desktops, laptops, smart boards, and projectors.
- **Facilitate smooth online communication** within and outside the institution.
- **Achieve efficiency** in various institutional functions and operations.

Policy:

- To streamline and enhance governance within the college, we have decided to adopt and integrate e-governance into as many operational activities as possible.
- The institution will implement e-governance to ensure smooth data access, which will support improved decision-making at all organizational levels.

Area of Implementation:

1. Website & Social Media
2. Student Administration including Hostels
3. Academics
4. Communication System
5. Office Administration, Finance & Accounts
6. Library Information System
7. Alumni association
8. Feedback
9. Online Video Lectures and E Content delivery

E-governance in following areas:

To enhance convenience, the policy is segmented into different operational areas. These segments are merely examples, and the society retains the authority to extend e-governance to other areas not explicitly mentioned here. E-governance aims to streamline processes, improve transparency, and foster greater participation from all stakeholders, ensuring efficient and effective management across all sectors.

1. Website & Social Media:

A dedicated Website Committee will be established to manage the college website. This website will serve as a central hub of information, showcasing the college's activities, important announcements, and available courses. It will reflect the dynamic life of the college, ensuring that all relevant information is easily accessible. The website will be securely hosted and maintained by a third-party provider. Additionally, staff will receive training, and specific individuals will be appointed to oversee the website's administration and updates at the college level. Key information and achievements will be shared on both the college website and social

5. Office Administration, Finance & Accounts:

To simplify managing accounts and finance, KNM will implement Tally ERP and MasterSoft ERP software. These systems will automate routine tasks, streamline fee collection, and provide secure, role-based access to data. They will also integrate financial transactions into a single system, ensuring accurate reporting and real-time data access. This will make administrative processes more efficient and user-friendly, enhancing the overall educational experience for students and staff.

6. Library Information System:

In the future, our college will continue to uphold academic excellence by maintaining a well-stocked library and expanding e-learning resources for both teachers and students. E-governance will ensure seamless transitions to online learning during disruptions, maintaining uninterrupted education. The fully automated library system will provide easy access to resources both on and off-campus, supported by plagiarism-check software for original writing. The library software will facilitate efficient book searches and reservations. An e-library and e-public library will offer access to e-books, literature, magazines, and newspapers online. The library will be linked with Delnet for online books and journals, and e-journals and e-resources will be accessible on campus through N-list. This future-focused approach will create a dynamic, efficient, and supportive educational environment for the entire college community.
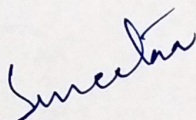
7. Alumni Association:

To strengthen our connections with alumni, we will create a dedicated alumni page on our website. This page will offer features such as registration, showcasing prominent alumni, and providing a platform for feedback and other important aspects. We will regularly consult the alumni association to keep the page updated and manage the alumni database effectively. This initiative will help us maintain strong, ongoing relationships with our alumni community, ensuring they remain an integral part of our college's journey.
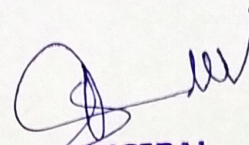
8. Feedback:

Feedback from students, parents, and alumni will be collected online, ensuring a convenient and efficient process. Students will also have the opportunity to provide feedback directly to our faculty members. This system will allow us to gather valuable insights from our community, helping us to continuously improve the educational experience. By leveraging

digital platforms, we will create an open and transparent environment where everyone's voice can be heard and considered. This approach will foster a collaborative atmosphere, encouraging active participation and engagement from all stakeholders in the college community.

9. Online Video Lectures and E Content KNM will enhance its e-governance facilities by offering comprehensive online video lectures and e-content. These resources will be easily accessible through the college's digital platforms, ensuring that students can continue their education seamlessly, regardless of any disruptions. Faculty members will create engaging and informative video lectures, supplemented by a wide range of e-content, including notes, presentations, and interactive materials. This approach will foster a more flexible and self-directed learning environment, allowing students to study at their own pace and convenience. By integrating these digital resources, KNM will ensure that all students have equal access to high-quality educational materials, preparing them for a successful academic journey in a digital world.

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