

Ajeenkya DY Patil School of Engineering, Charholi (Bk.), Pune.



# E-Governance Policy

**ICT enabled efficient organization**

POLICY No: APN/ 2020/ 6.6.1

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## *Vision*

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Empowerment through quality technical education

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## *Mission*

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M1: To excel as a center of excellence in technical education

M2: To impart skill based education to meet the needs of industry and Society

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social & ethical values among the students

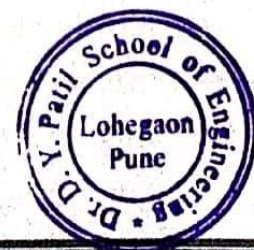
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## *Quality Policy*

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We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.

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## 1. Objectives:

- 1) Implementation of E-governance in various functioning of the institution
- 2) Achieving efficiency in our functioning
- 3) Promoting transparency and accountability
- 4) Achieving paperless administration of the institution
- 5) Facilitating online internal and external communication between various entities of the institution
- 6) Providing easy access to information
- 7) Making the institution visible globally
- 8) Assimilate 360 degree feedback from our stakeholders

## 2. Policy:

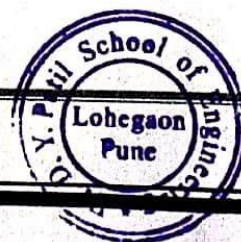
- 1) In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
- 2) The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

## 3. Area of implementation:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

### 1) Website:

The website of the institute acts like a mirror of the vision and mission of the college. Information about the programmes offered, facilities, college activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider is appointed by the college management. Along with it, training is



given to the existing staff to undertake the responsibility of website administration and regular updation at the college level. Important information and achievements will be posted on website and other social media platforms. A website maintenance committee is formed for the this purpose.

## 2) Student Admission:

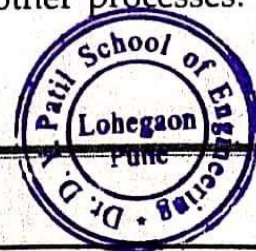
The College has decided to process all admissions in online mode using ERP application. ERP software - ERP I Cloud EMS: Fee Collection Software (Vendor Name: Name CNV LABS AND TECHNOLOGIES PRIVATE LIMITED) will cover admissions to all the courses whether graduate, post graduate, or diploma programmes. For this purpose, an arrangement has been made to facilitate Fee payment using various digital modes eg, NEFT, GPay, Phone Pay, Net banking, Credit / Debit Card payment. Newly admitted student must create an ERP account which will reflect his Fee payments details and Fee receipts as applicable for the duration of the programmes. The Management has given the authority to the Principal to take appropriate decisions and through account section of central administration policy is implemented.

## 3) Accounts:

For ease of maintaining accounts and record of various types of Fee collection, the college is already using 'Tally ERP 9'- accounting software which is linked to ERP account of each stakeholder. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software is done on timely basis. Our college uses software like Gen e-TDS: Income Tax Retune Filing (Vendor Name: SAG Infotech Pvt.Ltd.) for the purpose of tax calculation and form 16 creation.

## 4) Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The library is using KOHA Library Management Systems which gives easy access to Library systems. OPAC systems is also used for library database searching , book issue and return processes along with other processes. Library





provides easy access to staff and students through web portal where ease of access is given to EBSCO: an e-journals database, NPTEL videos, Syllabus, SPPU questions papers, DELNET: Database of E-Books etc. Recommendations of the teachers and students also need to be taken into account while subscribing to any resources. Appropriate training to the staff and the students for using the e-learning resources is provided.

#### 5) Administration:

To provide an hassle free, convenient and economical process, maximum of the administration should be handled with ICT based technology. College has procured an ERP which facilitates online leave management of employees, e copy of salary certificates, online fee payment, etc.

#### 6) Examination:

As per the directions of the University, it is mandatory to handle examination work in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality is maintained while handling examination related work and this work is done with utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

#### 7) Alumni:

In order to strengthen alumni interaction, a separate alumni portal is started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate module is created on college website and a separate alumni coordinator at the college level is appointed to take care of the entire activity.

#### 8) Bio-Metric:

Staff attendance is recorded using Bio-Metric Software which is linked to the ERP module. College authorities can monitor and implement effective supervision. All staff



members can view these records through ERP and same can be linked to their leave records.

9) Feedback:

Online feedback mechanism is developed to get regular feedback from students / Alumni/ Parents/ staff etc. Such 360 degree feedback mechanism allows us to improve and introspect our day today functioning. This helps us to provide best quality education and services to all the stakeholders.

4. Policy Details:

Policy drafted by	IQAC
Policy Applies to	All departments staff & students, administration
Effective from the date	8 June 2020
Approved by	Management and IQAC
Responsible Authority	Principal
Superseding Authority	Management
Last Reviewed	8 June 2020
Policy No.	DYPSOE / POLICY/ 2020/ E-Gov / Version 1



Prepared by  
IQAC



Approved by  
Principal



Approved by  
Management

