ARTS & COMMERCE COLLEGE, WARWAT BAKAL

2nd Cycle of Assessment & Accreditation by NAAC

CRITERION VI GOVERNANCE, LEADERSHIP & MANAGEMENT

6.2	Strategy Development and Deployment
6.2.2	*Institution implements e-governance in its operations*

INDEX

SELF-DECLARATION

This is to certify that the information, reports, true copies of the supporting

documents, numerical data and weblinks furnished herein are verified by IQAC

and the head of institution and are found correct.

IQAC Co-ordinator
Arts and Commerce College,
Warvat Bakal

Principal
Arts & Commerce College,
Warvat Bakal Dist.Buldana

E-GOVERNANCE POLICY OF ARTS & COMMERCE COLLEGE, WARWAT BAKAL

Introduction:

E-governance policy refers to the adoption and implementation of digital technologies in government operations and services to enhance efficiency, transparency, and accessibility. It involves the use of information and communication technologies (ICT) to transform traditional bureaucratic processes into streamlined digital systems. By leveraging technology, e-governance aims to improve the delivery of academic services, facilitate stakeholder participation, and promote effective governance.

Objectives:

The objectives of e-governance initiatives at Arts & Commerce College Warwat Bakal are:

a. Enhance administrative processes through the adoption of digital technologies and systems.

b. Improve transparency, accessibility, and efficiency in delivering services to stakeholders.

c. Facilitate effective communication and collaboration among students, faculty, staff, and administration.

d. Foster a culture of innovation and continuous improvement through the integration of technology.

e. Ensure data security and privacy in all digital operations.

Current Status:

The college currently has an established e-governance infrastructure, including digital platforms, software applications, and hardware resources. This infrastructure supports various administrative functions such as admissions, registrations, and grievance redressal. Keeping in mind to provide information immediately, finance and account department can be said that it is partially e-governed. The clerk of this department where it is necessary prepare accounting statements on computer. Clerk is responsible for the preparation of draft accounts to be audited. After consultation of Principal, he submits draft account statements to Auditor appointed by the Management and gives necessary inputs to settle it in the proper manner.

Implemented Initiatives:

Arts & Commerce College Warwat Bakal has successfully implemented the following e-governance initiatives:

a. Online Admission Process: Students Whats app group was formed for simplifying the application and admission process of students.

b. Digitization of Records: College records, including student records, academic documents, and administrative files, have been digitized for easy access, retrieval, and storage.

c. Finance and accounts: Finance and account department can be said that it is partially e-governed. The clerk of this department where it is necessary prepare accounting statements on computer.

d. Online Grievance Redressal: A dedicated online grievance redressal system allows students, faculty, and staff to submit and track their grievances, ensuring timely resolution.

e. Digital Services: Various digital services, such as online library resources, course materials, examination schedules, and result publication, are available to stakeholders through the college's website and online platforms.

Progress and Achievements:

Arts & Commerce College Warwat Bakal has made significant progress in its e-governance initiatives. Key achievements include:

a. Increased efficiency and reduced paperwork through the implementation of online processes.

b. Enhanced accessibility and convenience for students and parents through online services.

c. Improved transparency in administrative processes and decision-making.

d. Strengthened communication and collaboration among stakeholders.

e. Positive feedback from students, faculty, and staff regarding the effectiveness of digital initiatives.

Challenges and Solutions:

The college has encountered challenges during the implementation of e-governance initiatives. These challenges include infrastructure constraints, digital literacy gaps, and resistance to change. To address these challenges, Arts & Commerce College Warwat Bakal has:

a. Upgraded the IT infrastructure to support the growing digital needs of the college.

b. Conducted training programs and workshops to enhance digital skills among faculty, staff, and students.

c. Implemented change management strategies to promote acceptance and adoption of digital solutions.

d. Encouraged feedback and suggestions from stakeholders to continuously improve the e-governance framework.

Future Plans:

Arts & Commerce College Warwat Bakal's future plans for e-governance include:

a. Expanding online services to cover additional administrative processes and student support services.

b. Integration of emerging technologies such as artificial intelligence, data analytics, and virtual learning environments.

c. Strengthening data security measures to safeguard personal and confidential information.

d. Continual capacity building initiatives for faculty, staff, and students to stay updated with technological advancements.

e. Collaborating with industry partners and other educational institutions for knowledge sharing and best practices.

Budget and Resources:

The college has allocated a specific budget and will put up Infront of management for approval for e-governance initiatives, including infrastructure development, software licensing, training programs, and ongoing maintenance. Additional resources are mobilized through partnerships with government agencies, grants, and sponsorships.

E-governance Area	Details
Planning and Development	The Vision and Mission Statement is uploaded on the college website. Further Institutional-Procedures-and-Policies file is uploaded on the website. The College has adopted the policy of e-correspondence and information of its policies, decisions and notices for its staff and stakeholders through Whats app group. To use ICT in the process of planning college-events and activities, institute uses google sheet, google docs. Important notices and reports are also circulated via whats app group. As an institutional strategy, it has been made mandatory for all the departments, committees and cells to submit their annual planning and reports in soft formats and hard copies.
Curriculum Development	Curriculum is designed by SGBAU. Enhancement of curriculum is done through value added certificate courses, projects, etc
Teaching and Learning	Teaching learning process shifted to online mode. Whats App group, Google classrooms are formed for teaching purpose. Teachers also use LCD projectors for teaching. Teachers are encouraged to develop e- learning resources such as ppts and videos.
Examination and Evaluation	Progressive Examination of odd semester of this session was conducted through online mode and for that Google form links were used to conduct examination at college level

	by examination committee. Online tests and quizzes are also conducted by teachers to evaluate students' performance.
Research and Development	Teachers can utilize computer lab for writing their research paper, preparing subject lesson ppts etc.,
Management Information System	For efficient and effective administration, the college has procured College Automation Software (CAS). At the initial stage CAS has independent modules for administrative tasks like Admissions, scholarships, students' data, account and finance etc. The CAS ensures that number of papers used for printing and storing data and info is limited. Operational Modules: • CAS Office • CAS Payroll • CAS Admissions •CAS Account
Human Resource Management	IQAC and Senior faculty member encourages new staff members to attend Online Professional development programmes.
Students Admission and Support	The admission procedure and other details are recorded and maintained through College Automation Software. Students Whats App group for teaching and learning purpose are formed.
Finance and Accounts	Keeping in mind to provide information immediately, this department can be said that it is partially e-governed. The clerk of this department where it is necessary prepare accounting statements on computer. Clerk is responsible for the preparation of draft accounts to be audited. After

	consultation of Principal, he submits draft account statements to Auditor appointed by the Management and gives necessary inputs to settle it in the proper manner.
Community engagement	The college has an active NSS wing and NCC. Google links are provided to new admitted students to join these bodies every year.

Screen Shot of Salary Statement prepared on computer:

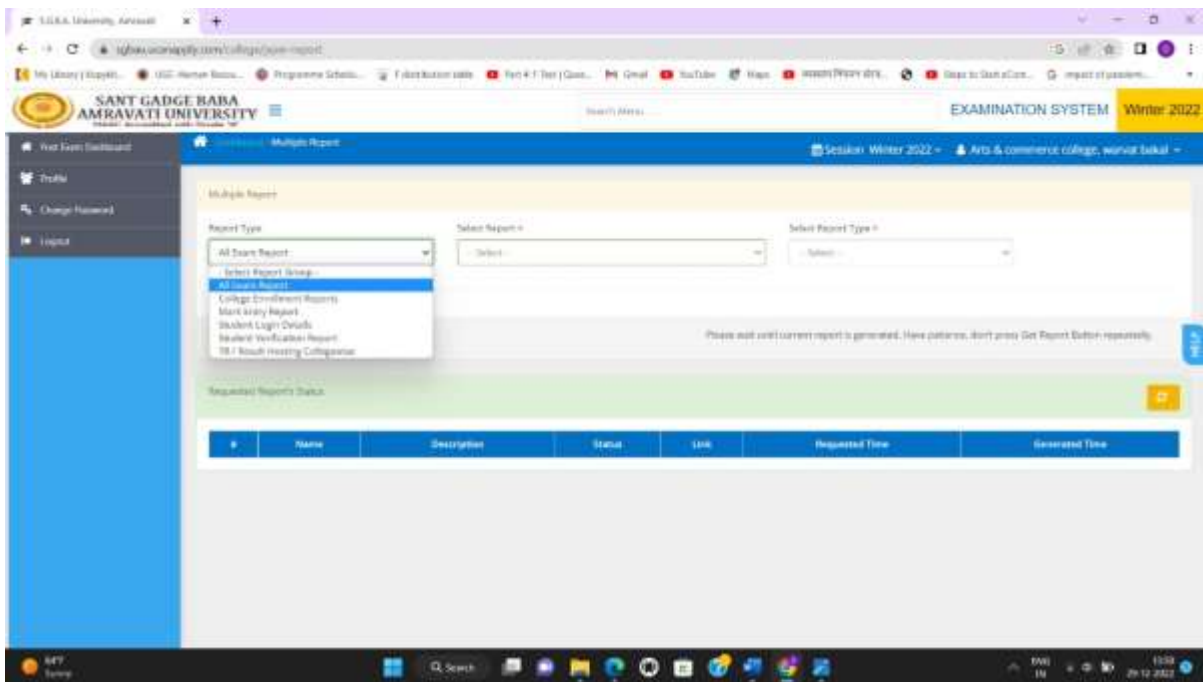Screen Shot of Student Admission is carried out through College Automation Software

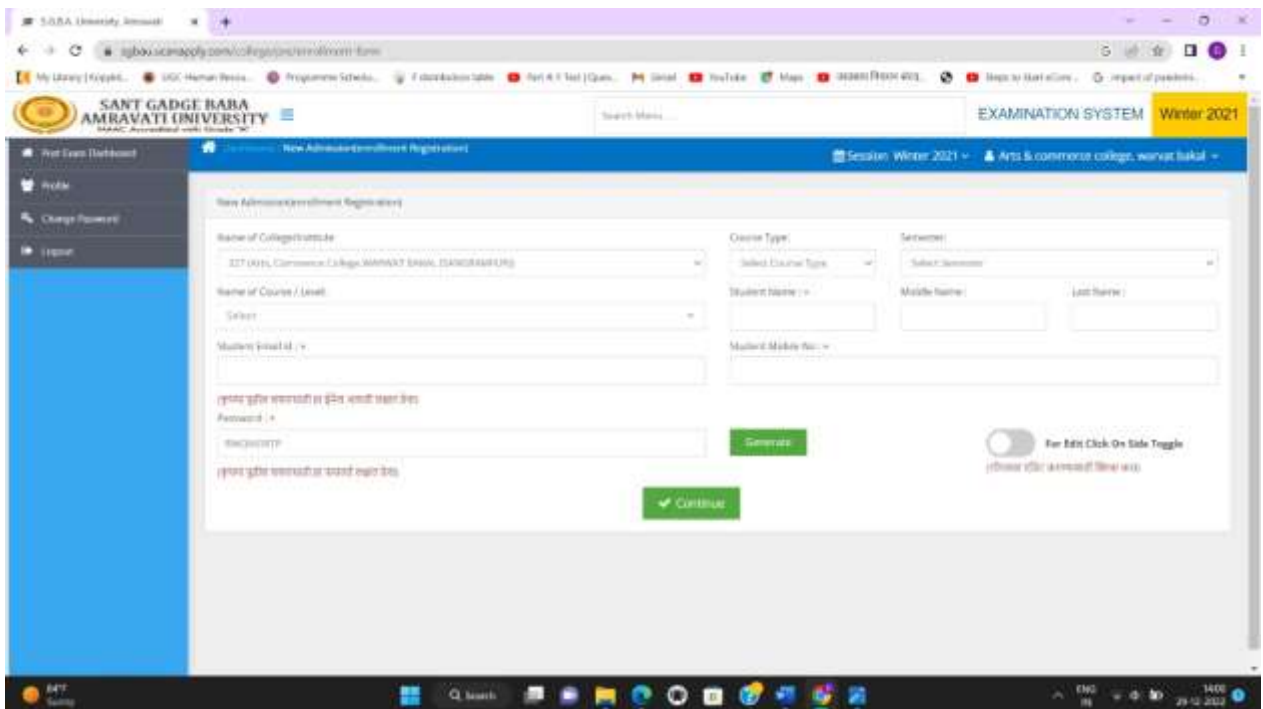Screen Shot of Transferring Certificate is carried out through College Automation Software
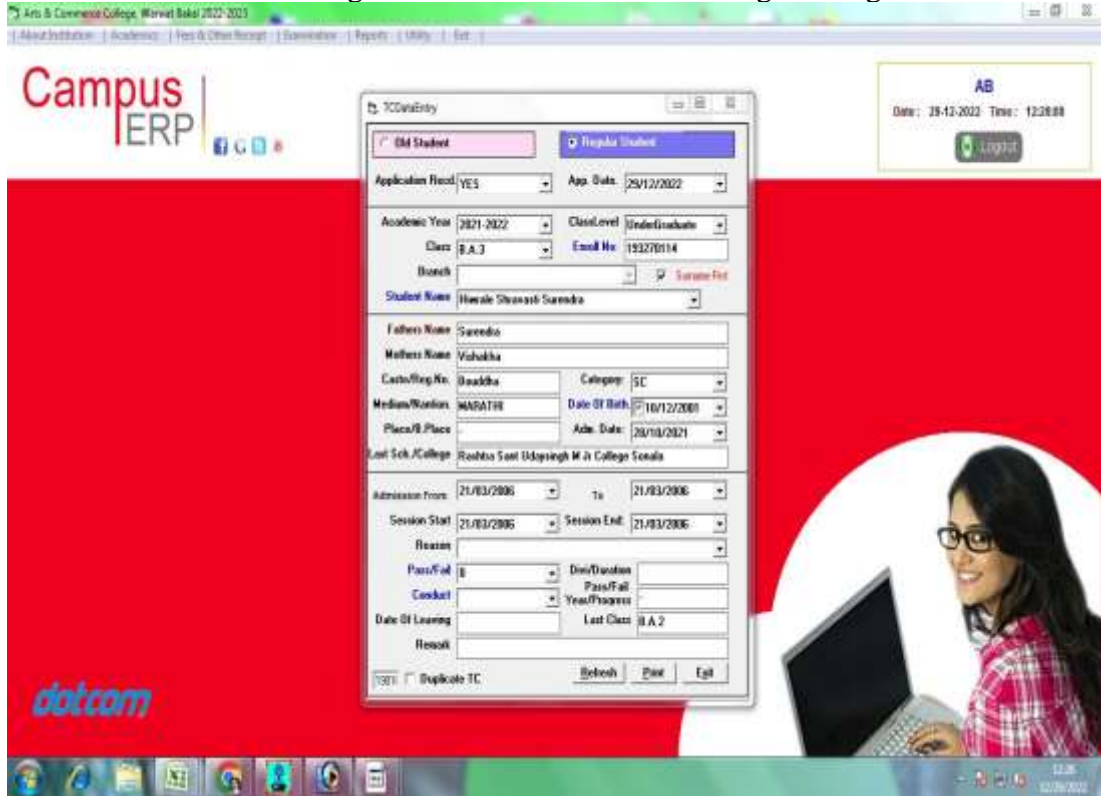
Screen Shot of ERP Software
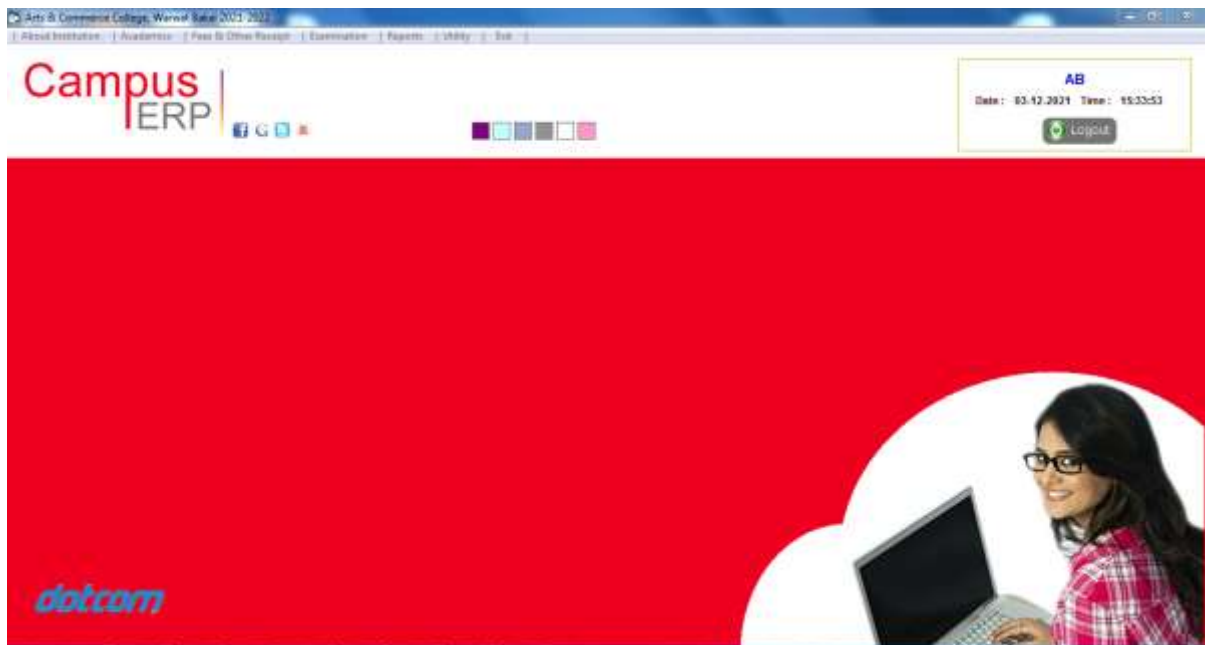
Screen Shot SGBAU Ucanapply Software (SGBAU Online Portal)

Screen Shot SGBAU Ucanapply Software (SGBAU Online Portal)

Screen Shot of online exam (Progressive) conducted by exam committee at college level for students

- Name of the ERP Software Vendor with contact details
  Mr. Pankaj Belsare
  dotcom Infotech Pvt.Ltd.,
  2nd Floor Shetkari Bhavan,
  Above SBI-ADB Bank, Old Market, Amravati (M.S.) India
  Ph.No. 0721-2566245 Cell No. 9823194885, 9823646168,
  e-mail; info@dotcominfotech.co.in
  website: http://dotcominfotech.co.in
- Year of implementation: 2017.