Marathwada Shikshan Prasarak Mandal's

YASHWANTRAO CHAVAN ARTS, COMMERCE AND SCIENCE COLLEGE,

Ambajogai, Dist. Beed - 431517 [M.S.]

Estd. : 1972

NAAC Re-accredited 'B++' Grade   ISO 21001: 2018 EOMS Certified   ISO 14001:2015 EMS

Affiliated to	: Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
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POLICY OF E-GOVERNANCE

- **Introduction :**

    Yeshwantrao Chavan Arts, Commerce and Science College is one of the branches of Marathwada Shikshan Prasarak Mandal Aurangabad. During 2021-22, the college has celebrated Golden Jubilee Year. The institution is constantly rendering quality educational services to the Rural Society of Marathwada. The institution walks with the changing scenario in relation to the Use of ICT. In relation to E-governance, the institution has adopted following policy.

- **Aim :**

To use ICT tools for giving quality education.

- **Objectives :**
    1. To give ICT services at Office Administration.
    2. To make the office administration paperless.
    3. To use E-services at Admission Process.
    4. To use E-services at Account Section.
    5. To use E-services at Examination Services.
    6. To give ICT services at Library.
    7. To give ICT services for Teaching Learning in the form of Desktops. Laptops, Interactive Panel, Smart Board, Projectors, Webcam, Mobiles etc.
    8. To make the campus Wi-Fi enabled.
    9. To use E-services at IQAC office.
    10. To provide CCTV Surveillance to the college campus.
    11. To organize Online Programmes with Zoom, Google Meet, Youtube, Facebook etc.

- **Scope :**

The scope of the e-governing policy in the areas as –

1. Office Administration.
2. Accounts Section.
3. Admission Programmes.
4. Library Facilities.
5. ICT Facilities for Teaching Learning Programmes.
6. Organizing Seminars, Conferences, Workshops on the Online Mode.
7. Examination Services.

- **Policy :**

The institution gives quality education to the students of Marathwada through the transparent policy of e-governance. The institution accepts Opportunities and Challenges to walk with the time. The present period is impressed by ICT Technology. The computer and the devices in connection to the computer have captured the globe with internet facilities. Our institution has adopted the e-governance policy to be implemented for, Office Administration, Account Section, Admission Programmes, Library Facilities, ICT Facilities for Teaching Learning Programmes, Organizing Seminars, Conferences, Workshops on the Online Mode. Examination Services.

- **Office Administration :** The institution will use e-governance at office administration. All the activities running at the administrative office will be visible for all the administrative staff with the computer in LAN. The controlling authority is the head of the institution. Registratio, Admission, Conformation of the admissions through the MKCL Software of the University, payment of the fees, Filling examination forms, declaration of results, providing Bonafide, Character Certificate, Passing Certificate, Attempt Certificate, I-Card and Leaving Certificate/Transfer Certificate etc.

- **Library Services** : The library of the institution is computerized for library administration. The library will give Online Services to the students. The library will have its own website upon which the facilities will be provided to the students. Books, Reference Books, Periodicals, New Arrivals, Updates of the College will be given. N-List, OPAC, Accession will be given to the students and the staff.

- **Computer Laboratories** : The institution will provide computer laboratories for the students of the college. The faculty of Science, Commerce and Languages have Labs with software's.

- **College Website :** The college will create its own website to display the information of the institution. It will have Home, About, Administration, NAAC, IQAC, Academics, Departments, Facilities, Research, AISHE/NIRF, Library, Gallery, Activities, Contact and Fees etc. as the Heads. The website will remain on active mode.

- **Hardware and Software Infrastructure :** The institution will maintain the e-governance through sufficient hardware and software infrastructure. The computer laboratories for Commerce, Science and Languages will be provided. The required software's for the Labs, office administration and library will be provided. The required infrastrucrure will be given as per requirement. Desktops, Laptops will be given open office, MS Office, Tally Software, MSPM_ERP Software and Antivirus time to time. Internet facility will be provided to all the computers used at the campus.

- **E-Waste Management :** The institution will repair Computers, Hard Disks, Mother Boards, Printers etc. through Sai Laptop agency under MOU.

Co-ordinator
Internal Quality Assurance Cell
Yeshwantrao Chavan College
Ambajogai

PRINCIPAL
Yeshwantrao Chavan College
Ambajogai