

Estd. 1958

|| Be One with the downtrodden and the underprivileged ||

Shri Shivaji Education Society Karad, Board For Higher Education's

YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

Vidyanagar, KARAD - 415 124 Dist. Satara (Maharashtra)

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Accredited B⁺⁺ Level by NAAC, Bangalore

AN ISO 9001-2000 CERTIFIED COLLEGE REG. NO. : RQ91/5237

E- governance Policy

Electronic governance or e-governance is the application of information and communication technology (ICT) for delivering services, exchange of information, communication transactions, and integration of various stand-alone systems between the management and other major stakeholders of the college – the students, faculty, staff, and alumni.

The scope of this policy extends to the following areas:

- Administration
- College website
- Student Admission
- Accounts and Finance
- Library
- Examination
- ICT Infrastructure

The primary objectives of the e-governance policy of Yashwantrao Chavan College of Science, Karad include:

- Implementation of E-governance in effective functioning of the institution. Reduce the usage of paper in administration of the institution.
- To improve transparency and accountability.
- Providing online internal and external communication between various executive bodies of the institution.
- To achieve the aim of being an environmental and user-friendly institution.
- Facilitate easy access to the information and to maintain the data on a secure environment.
- To implement automation in library facility.
- Making the institution visible to the stakeholders globally by the use of digital media.
- To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.
- To establish fully automated process of Administration, Accounts and Finance, Student Admission and support services, Library and Examination etc.



Administration-

The college administration is made paperless in order to give a hassle-free, convenient, and smooth process.

Administrative Office should use Advanced Excel, File Management System Tools, Tally software and Biyani software to maintain effective database. Students must be able to obtain maximum services in online mode. Administrative Staff to be provided with adequate training and development to keep them abreast with the new technology.

College Website -

The college website is the heart of the institution. It should act as a mirror of the college and all its activities. All the relevant data should be made easily available to the outsiders. Website shows the college activities and information about all activities, important notices etc. A service provider/web designer will be appointed for the purpose. Administrative and teaching staff will receive training on how to make crucial website upgrades. Along with it, training should be given to the existing staff and designated person/persons should be identified who will undertake the responsibility of website administration and upgradation at the college level. The website will serve as an information hub for the college, including all of its events, major announcements, and course offerings, among other things. The website of the college to be continuously updated taking into account the new changes.

Student Admission-

The admission portal is made available on college website for transparent admission process. It is strengthened by ethical practices and regulations of Shivaji University, Kolhapur. The guidelines for admission process are to be displayed on the website including schedule of admission, course structure, admission criterion etc. Biyani software to be used to manage the admissions in the college. Number of students registered to each course, withdrawals, fee submission, all to be managed through this software only.

Accounts and Finance-

- The office continues to maintain its account through Tally software.
- The attendance management system for administrative and teaching staff is done through Zenon system Pvt. Ltd to trace the attendance record.
- Administrative staff should be used advanced excel and file management system tools to maintain effective database.
- Administrative staff should be provided with adequate and proper training to cope up with new technologies.

Library -

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should maintain a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The library to install fully automated software which should have an easy to use- Graphical User Interface and export facility for most reports. The use of the software's Online Public Access Catalogue (OPAC) module to search library databases using selected phrases for information retrieval.



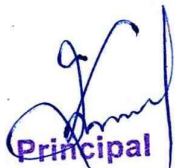
Examination -The college use online system for examination provided by Shivaji University, Kolhapur. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. The university examination forms are submitted on university web portal. The students can seek their examination hall tickets as well as result from the online portal. All the examination related services and issues are addressed through the online examination portal maintained by the affiliating university SUK.

ICT Infrastructure-

The College to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected.

The institute shall organise trainings for different categories of users for using the e-governance system.




Principal
Yashwantrao Chavan College of Science, Karad

ATTENDANCE

Sr. No.	Name	Signature
1	Hon. Shamrao <i>Alias</i> Balasaheb Padurang Patil [Chairman]	<i>SPah.</i>
2	Hon. Prakash Pandurang Patil (Secretary of Management)	<i>PPK Patil</i>
3	Hon. Diliprao Dadasaheb Chavan [Local Member (Education)]	<i>[Signature]</i>
4	Hon. Ashokrao Shankarrao Dubal [Local Member (Alumni)]	<i>[Signature]</i>
5	Hon. Nandkumar Laxmanrao Batane [Local Member (Social)]	<i>[Signature]</i>
6	Dr. Shyam Shivanand Bajekal [Local Member (Research)]	<i>[Signature]</i>
7	Dr. Shivaji Hariba Burungale [Teacher Representative]	<i>[Signature]</i>
8	Dr. Sushma Anandrao Kirtane [Teacher Representative]	<i>[Signature]</i>
9	Dr. Girish Gajanan Potdar [Teacher Representative]	<i>[Signature]</i>
10	Mr. Jagannath Mahadev Pawar [Non-Teaching Representative]	<i>[Signature]</i>
11	Dr. Bhramanand Prabhakar Relekar [IQAC Coordinator]	<i>[Signature]</i>
12	Dr. Nasir Rasul Shaikh [HOD Nominated by Principal]	<i>[Signature]</i>
13	Student Representative [Secretary, Student Council]	—
14	Prin. Dr. Suryakant Bapu Kengar [Chairman, Student Council]	<i>[Signature]</i>
15	Prin. Dr. Suryakant Bapu Kengar [Secretary CDC]	<i>[Signature]</i>



[Signature]
Principal

Yashwantrao Chavan College of Science, Karad