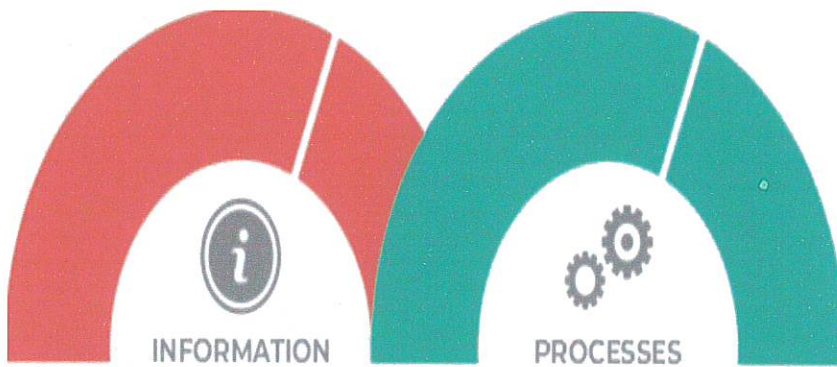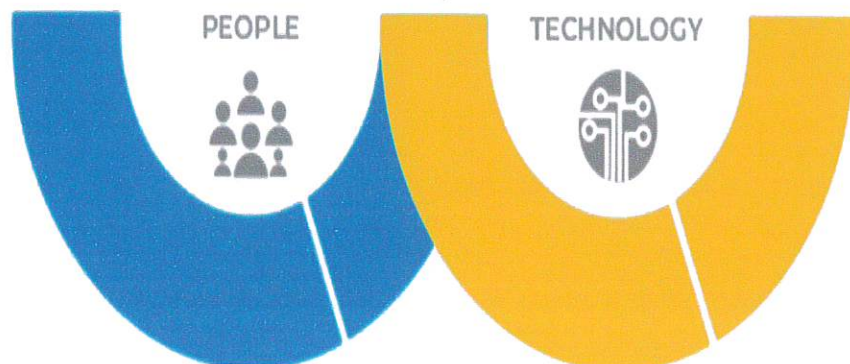# AISSMS

COLLEGE OF ENGINEERING

ज्ञानम् सकलजनहिताय

Approved by AICTE, New Delhi, Recognized by Government of Maharashtra
Affiliated to Savitribai Phule Pune University and recognized 2(f) and 12(B) by UGC
(Id.No. PU/PN/Engg./093 (1992)
Accredited by NAAC with "A+" Grade | NBA - 6 UG Programmes

INFORMATION

PROCESSES

E - GOVERNANCE POLICY

PEOPLE

TECHNOLOGY

E- Governance Policy Document for AISSMS COE, Pune

1. Introduction

AISSMS College of engineering recognizes the importance of leveraging technology to enhance governance processes and improve efficiency.

The E-Governance Policy is formulated to guide the effective and ethical use of Information Technology in the management and administration of the college.

The advantage of implementing e-governance system include -
1. Rapid accessibility to data
2. Decreased dependency on human resources
3. Enhanced search capabilities
4. Boosted productivity
5. Improved quality
6. Enhanced predictability
7. Increased consistency
8. Real-time release of information
9. Improved Traceability

2. Vision

To enhance the system of governance for the overall development of the institute by leveraging Technologies

3. Preamble

E-governance or Electronic Governance is the application of information & communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges with in the college and
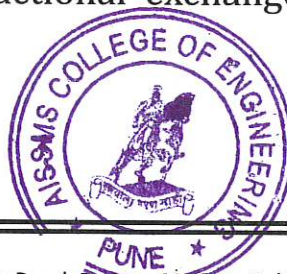
other agencies to empower the stakeholders through access & use of information.

It is the both governance of that environment and governance within that environment, using electronic tools

4. Scope of the Policy

Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization

The focus areas of this policy are:
1. Administration
2. LMS
3. Finance & Accounts
4. Examinations
5. Communication System
6. Student Support
7. Library
8. Website & Social Media
9. Alumni

5. Objectives

1. Scope of E-governance will be used to strengthen governance in various areas of administration, Student support, finance and accounts, library and examination
2. The primary objective of the E-Governance Policy is to establish technology based systems that would promotes transparency, accountability, and efficiency in the functioning of AISSMS College of Engineering through the use of technology.
3. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
4. To promote transparency and accountability in all the functions of the college.
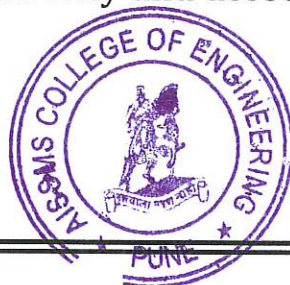
5. E-governance will be used to strengthen governance in various areas of

administration.

6. Student support, finance and accounts, library and examination

7. To achieve and create a paperless environment in the college.

8. To provide easy and quick access to information.

9. To make campus Wi-Fi enabled.

10. To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.

11. To establish a fully automated Library.

6. Policy

AISSMS College of engineering, Pune will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure:

1) Administration

1. Use of ICT and E governance in administration helps to enhance administration processes.

2. Use of E governance would bring benefits such as participation ,transparency and accountability to the user to enhance the efficiency of work.

3. College vision, quality policy of the college, information about the college and faculty, updates on infrastructure, courses offered, various activities and initiatives taken by the college can be seen in policy.

4. The dissemination of information required for admission, upcoming events in the college, news, roll number s and many other facets required to be updated to all the stakeholders by office

5. The adaption of such policies of E governance make the work paperless, and thus environment friendly.
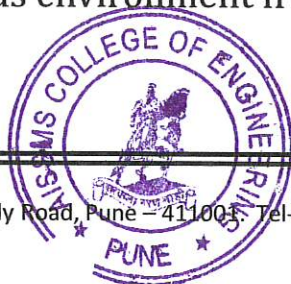
2. Learning Management System

1. Use of web based LMS will help in seamlessly carry out daily activities such as attendance monitoring and action thereof , SMS communication, report generation.
2. Detailed Student information availability will help mentor faculty to improve mentee performance.
3. Video lecture capture facility of lectures will enhance grasping of technical content among students.

3. Finance and Accounts

Use of latest software such as Tally, will be made available for efficient accounting. The transactions will be performed confidentially using appropriate security. The softwares are to be updated on regular basis. Additionally, efficient use of MS office-excel software is to be appreciated wherever possible

All the financial transactions (receipts as well as payments) as far as possible will be through electronic payment systems.

4. Student admission and support

1. The details of the admission process to all courses run by the college will be displayed on the college website.
2. The scholarship details will be dealt through online government portal.
3. The information needed by the students will be made available on the college website/LMS such as students roll numbers, eligibility numbers, formats of different certificates, policies, fee structure, fee payments.
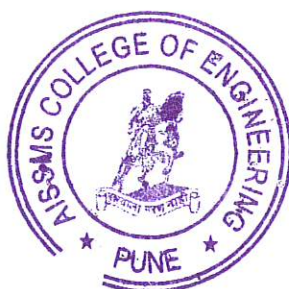
5. Examination

The enrolment of students for In-semester / end examination of university will apply for exam through university portal. Faculty has to submit intemal and extermal marks to the university through online portal of the university.

6. Library

1. The library utilises SLIM21, a specialised system developed for the purpose of managing and organising library information. Students are encouraged to make use of the library resources available through the library web OPAC, which can be accessed at https://aissmscoelibrary.weebly.com/library-opac -- collection.html.
2. The Library has obtained subscriptions to a wide range of print journals, newspapers, periodicals, e-Journals (such as Science Direct, IEEE, ASME, ASCE, Springer, MC Graw Hill, N-List, Delnet) and e-books (from publishers such as Schand, NewAge, Person Pub.).
3. The website provides access to all database linkages. Access to subscription electronic resources is provided remotely using the map my access platform at https:// aissmscoe.mapmyaccess.com/.
4. The primary objective of the Calibre Digital Library is to offer students access to a wide range of E-books and previous year exam papers. The College Local Area Network (LAN) provides access to this library.
5. The Dspace software is utilised as an institutional repository that includes research papers. The library utilizes the Drillbit programme for checking for plagiarism.
6. Kibo software (multilingual translation) is utilized by the library to provide translation services.
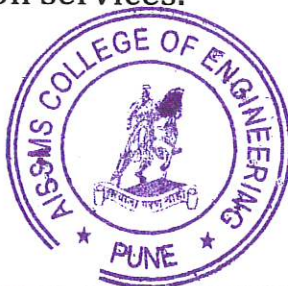
7. Alumni

In order to strengthen our alumni relationships, a separate alumni page will be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

8. College website and social media

The website of the college shall be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available.

Website is hosted & deployed by a third party on a secure platform. Along with it, training shall be given to the existing staff and persons will be identified who shall undertake the responsibility of website administration and updating at the college level. Important information & achievements shall be posted in the Social Media. For the administration of the college website, a Website Committee will be constituted, On regular basis, the Committee will oversee the process of updating, maintaining, and operating the website.

The Committee will highlight the student and staff achievements on the website. Photos of events organised in college are displayed and updated, All the important notifications have to go live on the website as and when they are released.

9. E-Waste Management

College ensures that its usage of technology and generation of e-waste does not impact the environment.
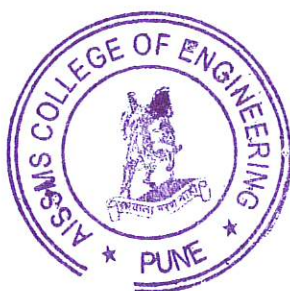
7. Conclusion

The e-governance policy of our college is a comprehensive framework that outlines the various areas of operation in which technology will be leveraged to enhance the functioning of the institution. With the implementation of this policy, we aim to achieve transparency, accountability, and efficiency in the administration of the college, while also promoting student engagement and innovation through activity-based learning. By leveraging technology in all aspects of our operations, we are confident in our ability to provide a high-quality educational experience to all stakeholders and achieve our mission of becoming a leading institute of higher learning.

Date of Approval: 01.07.2023

Signature
Dr. D S Bormane
Principal