



# AISSMS

## COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra,  
Affiliated to Savitribai Phule Pune University and recognized under 2(f) and 12 (B) by UGC  
(Id.No.PU/PN/Engg./093 (1992), AISHE Code No. C-41227)

Accredited by NAAC with A+ Grade



**SHRI MALOJIRAJE CHHATRAPATI**  
Honorary Secretary

**Dr. D. S. BORMANE**  
Principal

## E – GOVERNANCE POLICY

AISSMS COE, PUNE  
1992-2017

# **E- Governance Policy**

## **AISSMS COE, Pune**

### **1. Introduction**

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

The advantage of implementing e-governance system include -

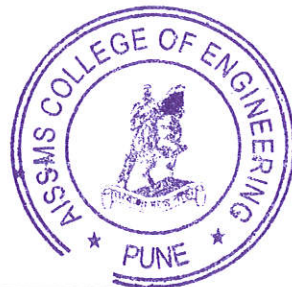
1. Easy accessibility of data
2. Improved quality
3. Enhanced predictability
4. Real-time release of information
5. Improved Traceability

### **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



#### **4. Scope of the Policy**

Main purpose of implementation is seamless access of data for better decision making at various levels in organization

#### **The focus areas of this policy are:**

1. Administration
2. LMS
3. Finance & Accounts
4. Student Support
5. Examinations
6. Library
7. Website & Social Media

#### **5. Objectives**

1. The primary objective of the E-Governance Policy is to establish technology based systems that would promote transparency, accountability, and efficiency in the functioning of AISSMS College of Engineering through the use of technology.
2. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
3. To achieve and create a paperless environment in the college
4. To provide easy and quick access to information
5. To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
6. To establish a fully automated Library.



## **6. Policy**

AISSMS College of engineering, Pune will implement e-governance in all aspects of functioning. 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 to enhance the efficiency of work.
3. The dissemination of information required for admission, upcoming events in the college, news, required to be updated to all the stakeholders by office
4. The adaption of E governance make the work paperless, and thus environment friendly.

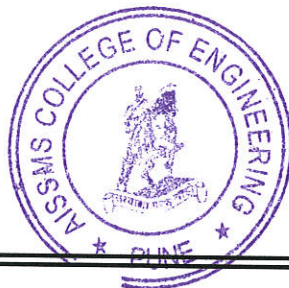
### **2. Learning Management System**

1. Use of web based LMS will help to carry out attendance monitoring and action thereof , SMS communication, report generation.
2. Detailed Student information availability to improve mentee performance.

### **3. Finance and Accounts**

Use of Tally software , will be made available for efficient accounting. The transactions will be performed confidentially using appropriate security.

Electronic payment systems is encouraged for the financial transactions as far as possible .



#### **4. Student support**

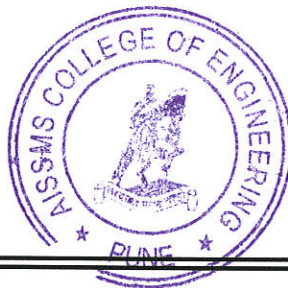
The information needed will be made available on the college website/ LMS such as admission process, students roll numbers, eligibility numbers, formats of different certificates, policies, fee structure, fee payments, scholarship details etc .

#### **5. Examination**

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

#### **6. Library**

1. The library utilises SLIM21, for the purpose of managing and organising library information. Students use library web OPAC, which can be accessed at <https://aissmscoelibrary.weebly.com/library-opac-collection.html> --
2. The Library has subscriptions of Science Direct, IEEE, ASME, ASCE, Springer, MC Graw Hill, N-List, Delnet and e-books.
3. Access to subscription electronic resources is provided remotely using [https:// aissmscoe.mapmyaccess.com/](https://aissmscoe.mapmyaccess.com/).
4. The Dspace software is utilised as an institutional repository, Drillbit programme for checking for plagiarism and Kibo software to provide translation services.



## 7. Website and social media

The website of the college shall be continuously updated taking into account the new changes, information about all activities, important notices etc.

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.

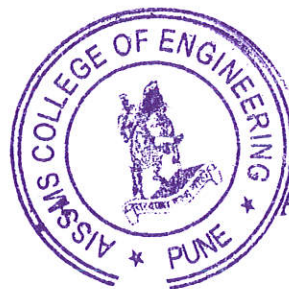
All the important notifications have to go live on the website as and when they are released.

## 7. Conclusion

With the implementation of e-governance policy, we aim to achieve transparency, accountability, and efficiency in the college.

By leveraging technology in our operations, high-quality educational experience to all stakeholders and mission of becoming a leading institute of higher learning can be achieved.

Date : 24.01.2020



  
Signature

Dr. D S Bormane

**PRINCIPAL**

**AISSMS, COE, PUNE-1**