

PUNE DISTRICT EDUCATION ASSOCIATION'S

# Annasaheb Magar Mahavidyalaya

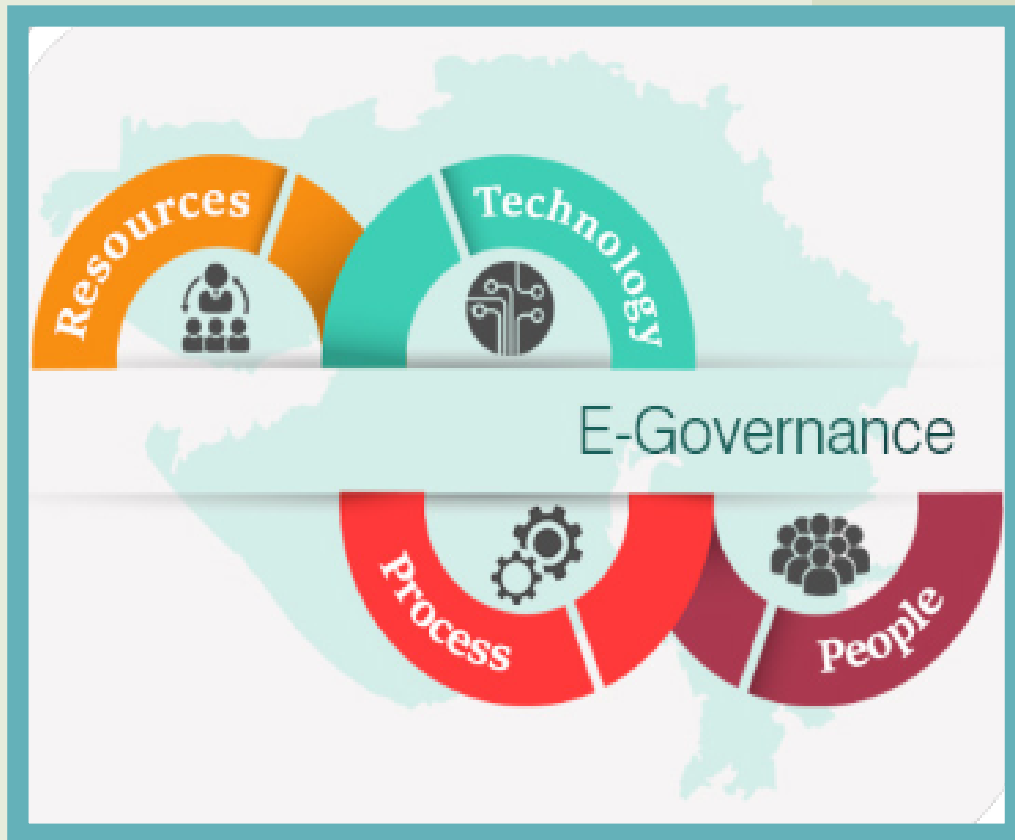
Hadapsar, Pune - 411 028



E-mail : plasma\_amm@yahoo.co.in

Affiliated to Savitribai Phule Pune University Id No. : PU/PN/ASC/029/1971

Accredited by NAAC at 'B' Grade



2022-2023

## E-GOVERNANCE POLICY



Pune District Education Association's  
**Annasaheb Magar Mahavidyalaya**  
 Hadapsar, Pune - 411 028.



E-mail : plasma\_amm@yahoo.co.in Affiliated to Savitribai Phule Pune University Id No. : PU/PN/ASC/029/1971

Accredited by NAAC at 'B' Grade

## E- GOVERNANCE POLICY

In all the working processes of the system, E-governance is the integration of Information and Communication Technology. It aims to improve the communication and create transparent system. To facilitate the same, college is using ERP, Vriddhi and Tally software. E-governance is used in the area of administration, finance & accounts, admissions and examinations.

### The scope of this policy broadens to the following areas :

- Institute Administration
- Account & Finance Section
- Student Admission
- Examination & Evaluation

### The objectives of e-governance are as follows:

- \* Paperless environment in the campus.
- \* Promoting transparency and accountability.
- \* Provide quick access to information.
- \* Efficient functioning.
- \* Improving the organizational efficiencies of the HEI.
- \* Fully automated Library.
- \* Encouraging clarity and accountability.
- \* Making information readily available to stakeholders.

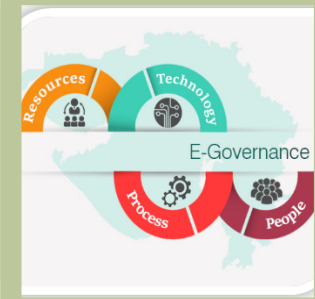
### \* Scope of Policy :

1. In order to provide efficient system of governance within the institution, it is decided to implement e-governance in maximum activities.

  
 Dr. Joshi R. P.  
 Coordinator  
 IQAC Committee  
 Annasaheb Magar Mahavidyalaya,  
 Hadapsar, Pune-28.



  
 PRINCIPAL  
 Annasaheb Magar Mahavidyalaya  
 Hadapsar, Pune-411028



Pune District Education Association's  
**Annasaheb Magar Mahavidyalaya**  
 Hadapsar, Pune - 411 028.



E-mail : plasma\_amm@yahoo.co.in Affiliated to Savitribai Phule Pune University Id No. : PU/PN/ASC/029/1971

Accredited by NAAC at 'B' Grade

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

v Area of Implementation: -

- Ø Website & Social Media.
- Ø Student Admission
- Ø Academics & Office
- Ø Finance & Accounts
- Ø Library

**1. Website & Social Media :**


As per the current era, the institute website to be updated continuously. To create an attractive and user friendly website, the management may work with a different service provider or web designer. Website committee will undertake the responsibility of website administration and updating.

**2. Student Admission :**

The institute having ERP System for online admissions of all the programs. The Admission committee will take appropriate decisions and appoint the people who will be responsible for putting the policy into action.

**3. Academics & Office :**

A flexible administrative procedure is followed with ERP software for smooth conduction, convenient and cost-effective approach. The institute administration procedure is targeted to expand institutions

  
 Dr. Joshi R. P.  
 Coordinator  
 IQAC Committee  
 Annasaheb Magar Mahavidyalaya,  
 Hadapsar, Pune-28.



  
 PRINCIPAL  
 Annasaheb Magar Mahavidyalaya  
 Hadapsar, Pune-411028



Pune District Education Association's  
**Annasaheb Magar Mahavidyalaya**  
Hadapsar, Pune - 411 028.



E-mail : plasma\_amm@yahoo.co.in Affiliated to Savitribai Phule Pune University Id No. : PU/PN/ASC/029/1971

Accredited by NAAC at 'B' Grade

vision and mission, achieve compliance of laws and regulations as applicable, strengthen the internal controls, and promote operational efficiency. It focusses on enhancing functional competences, best practices, effective decision-making and compliance with laws and regulations as applicable

#### 4. Finance & Accounts :

The Institute is committed to provide the best resources to all the stake holders. The institute has a system of managing and mobilizing its financial resources which is periodically audited and transparent. The parent institute of the HEI uses Tally accounting software to keep track of its finances. Appropriate security measures will be adopted to ensure transaction confidentiality. The present office staff must be trained on a regular basis, and the existing software must be updated.

#### 5. Library:

The institutional library is the knowledge center for learning resources and publications. Due to the demands of various stakeholder, institutional library updates periodically. The widely used OPAC system must be changed to a web-based version in order to promote remote access and effective exchange of library resources. As per the recommendations of Library Committee, e-learning resources, such as online/digital research journals and other published material accessed and subscribed. Staff and students should undergo extensive training on how to access and use e-learning materials. Library access to e-journals & e-resources is provided in and outside the campus.

  
Dr. Joshi R. P.  
Coordinator  
IQAC Committee  
Annasaheb Magar Mahavidyalaya,  
Hadapsar, Pune-28.



  
PRINCIPAL  
Annasaheb Magar Mahavidyalaya  
Hadapsar, Pune-411028