ADARSH ARTS and COMMERCE COLLEGE,
DESAIGANJ (Wadsa) DIST- GADCHIROLI

Criterion-VI

6.2.2- Institution Implements e-Governance in Its operations

e-Governance Policy Documents

Adarsh Arts and Commerce College, Desaiganj (Wadsa), Dist- Gadchiroli

e-governance POLICY

Adarsh Arts and Commerce College, Desaiganj (Wadsa), Dist- Gadchiroli constantly strives to keep pace with the changing trends in higher education and adopts new technology to upgrade the teaching-learning process in the institution. The higher education sector in India is in the mode of transformation. New technological developments have compelled the policy designers to bring new ways of imparting knowledge to its stakeholders. In such circumstances, our institution decided to frame a policy document on the use of e-governance in its functioning.

Objectives:

1. To implement e-governance in regular functionings of the institution.
2. To increase work efficiency through e-governance.
3. To promote transparency and accountability.
4. To reduce the use of papers in administration.
5. To formulate online communication between the university and the institution and between the institution and its stakeholders.
6. To avail easy access to the information of the institution.
7. To safeguard and protect the data of the institution.
8. To make the institution globally approachable.
9. To adopt new trends in technological development.

The Policy:

To chieve the above mentioned objectives, the institution decided to adopt and implement e-governance in its maximum activities. We wish to facilitate simple and efficient service to our stakeholders through e-governance. The institution wishes to embrace e-governance for the

seamless access of data for better and quick performance at all the levels. The institution has e-governance facilities in the shape of Website, Student Admission, Finance and Accounts, Administration and Internal and External Examinations.

Website:

The College Website is the mirror of the institution. it contains every information related to the institution and its staff. It is updated at regular intervals. It acts as an information center. Hence, an expert in the sector will be appointed to design and maintain the college Website. Teachers would be trained in the course of time to handle and manage the Website. A Website Maintenance Committee would be formed to upload details of every activity in it. The Committee would also look after the process of updating, maintaining and smooth working of the Website on regular basis. To project the vibrant nature of the institute, all the important policy documents, circulars, Committees, Courses, Grades, Certificate, Awards and Achievements etc would be displayed on the Website. The students and parents would be encouraged to visit the Website to get detail information of the institution. The link to the Website would be shared on prospectus, letter heads, banners and posters published by the institution.

Student Admission:

The fair, open and transparent strategy has been adopted by the institution for admission process in the college. While implementing all the norms and instructions of the Gondwana University, Gadchiroli, we follow all the ethical and student-friendly practices in admission process. The institution decided to avail facility of online admission to the students of all courses.

Finance and Accounts:

The institution decided to adopt suitable Accounts and Finance Software for safe and easy maintenance of all financial matters of the college.

Administration:

The use of ICT in administration has created hassle-free and convenient practice for the administrators. The Principal of the college keeps watch on the whole campus sitting in his chair through CCTV Cameras. They are also installed in all the classrooms.

Internal and External Examinations:

The Gondwana University is a digital university. The University has directed all colleges to handle all types of examinations in online manner mandatorily. Generation of Exam forms, filling of exam forms, revaluation forms, photocopy of solved answer sheets, obtaining hall tickets, receiving of question papers, uploading internal assessment marks, etc are done through online mode. The whole process would be done with topmost secrecy, confidentiality, caution and accountability. The in-charge teachers would take care of the sensitivity of the process of internal and external examination under the supervision of the Principal.

IQAC Coordinator
Co-ordinator
Internal Quality Assurance Cell (IQAC)
Adarsh Arts & Commerce College
Desaiganj (Wadsa)

Principal
PRINCIPAL
Adarsh Arts & Commerce College,
Desaiganj (Wadsa) Dist.- Gadchiroli