



MARATHWADA MITRA MANDAL'S

SHANKARRAO CHAVAN LAW COLLEGE

Accredited with 'A' Grade by NAAC
202/A, DECCAN GYMKHANA, PUNE - 411 004.

Affiliated to Savitribai Phule Pune University & Approved by Bar Council of India, New Delhi
(Permanent Reg. No. - Id No. : PU / PN / Law / 179 - 2002)



“येथे बहुलांचे हित”

Late. Shri. Shankarrao Chavan
Founder President

Shri. Shivajirao D. Ganage
President

Prin. Bhausaheb Jadhav
Exe - President

E-Governance Policy

Policy Title: E-Governance Policy		
1	Administrative Policy Number (APN): APN/IQAC/E-G/2022-23/09	Functional Area: College Academics and Administration
2	Brief Description of the Policy:	Purpose: To implement e-governance in areas like administration, admission process, student support, examination, finance and accounts, etc. Audience: All Stakeholders
3	Policy Applies to:	All students, faculties, administrative staff, etc.
4	Effective from the Date:	11/ 07/ 2022
5	Approved by:	College Management, IQAC and CDC
6	Responsible Authority	Principal
7	Superseding Authority:	Management
8	Last Reviewed / Updated:	New Policy
9	Reason for the Policy	Ensure eco-friendly, efficient and transparent administration by doing paperless work which is in-tune with International and Government goals



INTRODUCTION:

Shankarrao Chavan Law College Pune strongly believes that E-governance, which is a mechanism to ensure efficient functioning, is required to improve administration in the modernized educational set-up. Thus, it has become a need to align various organs of the College in an orbit to not just ensure eco-friendly and transparent flow but also ascertain that the interests of stakeholders are given justice to.

Keeping the stakeholders at the focal point, the College has taken initiatives to transform its administration by e-governing various instruments like admission process, teaching-learning, library work, accounts and administration, etc. This Policy is drafted to provide a direction to function effectively and eventually achieve complete transparency and accountability.

OBJECTIVES:

- To employ E-governance in the Institutional administration to promote easy and organised system of governance
- To promote transparency and accountability
- To support the cause of Eco-friendly Administration by adopting paperless transactions
- To provide quick access to information at fingertips
- To make the College Campus Wi-Fi-enabled
- To make the classrooms ICT-enabled
- To establish a fully Automated cum Digitalized Library

AREAS OF FUNCTIONING

1. Website:

The College Website would perform as an Information Center. It would incorporate and highlight all academic and administrative activities, Notices, Programme details, admission and payment details, etc. Important information to be known to students, parents and faculties would be available in electronic form. The administrative staff and teaching faculties would provide important updates on the Website.

A Website Committee would administer the Website and look after the process of updating, maintaining and working of the Website on a regular basis by guiding the Vender. The Committee will also look for other changes that are required on the Website. All important notifications would be made available on the Website which would ensure transparency.



2. Admission Process:

A transparent process of admission would be followed through the College Website. A College Brochure would be displayed on the Website for the stakeholders to read and know the guidelines required for the admission process. An Admission Portal (In a later stage an ERP system is proposed to be merged with admission process) would be used to carry out the process of admission. Students are required to follow all the instructions and guidelines provided in a detailed form on College Website.

3. Accounts:

The Office functions by using Tally software. Smart versions of the Software would be purchased and used by the College. Advanced features would help the staff to maintain financial records meticulously and strife-free. Profit and loss and Balance Sheets would be generated through this Software. All analysis reports would be generated through this Software. Training to the existing staff and updation of the software would be done regularly.

4. Library:


The College maintains a well-stocked Library. It would add quality e-learning resources for the benefit of teachers and students. It would subscribe to new journals and books after taking suggestions from the Library Committee. Recommendations are taken from faculties and students before subscribing to e-resources. Teachers apply to get books of different authors for the subjects they teach to upgrade knowledge database. The Library would be automated through I-SLIM Library Management software which would make it efficient and approachable for the stakeholders. It would use a USER TRACKING System, KNIMBUS – REMOTE ACCESS PLATFORM, and JAWS (Screen Reader) Software.

EXPECTED OUTCOMES:

- The College administration to an extent would become paper-free
- Stakeholders would get easy access to information available on College Website
- International and Governmental standards of transparency and accountability would achieved too


Dr. Kanti Deshmukh
Principal




Prin. B.G. Jadhav
Executive President
Marathwada Mitra Mandal

