Godavari foundation's

Godavari Institute of Management and Research Jalgaon

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Affiliated to Kaviyitri Bahinabai Chaudhari North Maharashtra, Jalgaon & Approved by
All India Council for technical Education New Dehli & Recognized by Govt. of India

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e-Governance Policy Document

GIMR College adopts a comprehensive approach to e-Governance initiatives, ensuring the efficient management of various activities within the institution.

Policy Purpose and Objectives:

The aim of this policy document is:

- To implement e-governance effectively across all functions within the college.
- To evaluate, update, enhance, or support the previous physical governance systems with e-governance solutions to improve the efficiency of various within the college functions.

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes. The scope of this policy extends to the following areas:

- General Administration

- Student Admission

- Examination

- Library

- Accounts and Finance

- ICT Infrastructure

etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

Policy:

The college 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:

Website:

The website will serve as an information hub, showcasing details about the college, its activities, important announcements, and the courses offered. To achieve this, the college will hire a dedicated service provider or web designer. Administrative and teaching staff will receive training to manage key updates on the website. A Website Committee will be established to oversee the management of the college's website, ensuring it is regularly updated, maintained, and functioning smoothly. The Committee will also identify and implement any additional changes needed for the website.

Elements of Policy:

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at GIMR College are enumerated below:

e-Governance in Administration:

- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with Godavari ERP software and internet facilities, wherever required, for necessary connectivity.
- The college administration shall be equipped with a customized user-friendly.
- Enterprise Resource Planning (ERP) solution to manage all Teaching and Non-Teaching data, annual fee submission etc.
- All the classrooms, Auditorium shall be furnished with ICT-enabled projectors and screens.
- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The college shall develop and maintain a user-friendly interactive website to disseminate general information as well as updates to its students, teaching and nonteaching staff and to the public, in general.
- In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database
- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- The college shall also subscribe to online platforms to support online teaching learning process, trainings, lectures, webinars and other official interactions etc.

e-Governance in Finance and Accounts:

The accounts section will run and manage all accounting operations using its own Godavari ERP software, including processing related to pensions and payroll. The office will continue to handle its accounting on Tally.

e-Governance in Student Admission and Support:

The college will implement the online admission process as required by the university from time to time. A clear and transparent approach to the admission process is adhered to, further reinforced by the ethical guidelines and regulations set by the University.

e-Governance in Examination:

The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc as mandated by university from time to time.

e-Governance in Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students.

Expected Outcomes:

The anticipated outcomes of this policy include:
• Enhancing the college's overall productivity by streamlining and digitizing various processes across different functions.
• Promoting transparency and accountability in all operational bodies of the college.
• Ensuring prompt responses to student-focused inquiries and concerns.

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