



Kukadi Education Society's

Savitribai College of Arts

Pimpalgaon Pisa, Tal-Shrigonda, Dist-Ahmednagar

E-GOVERNANCE POLICY

Scope

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access of information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT enabled.
- To establish an automated Library

Policy

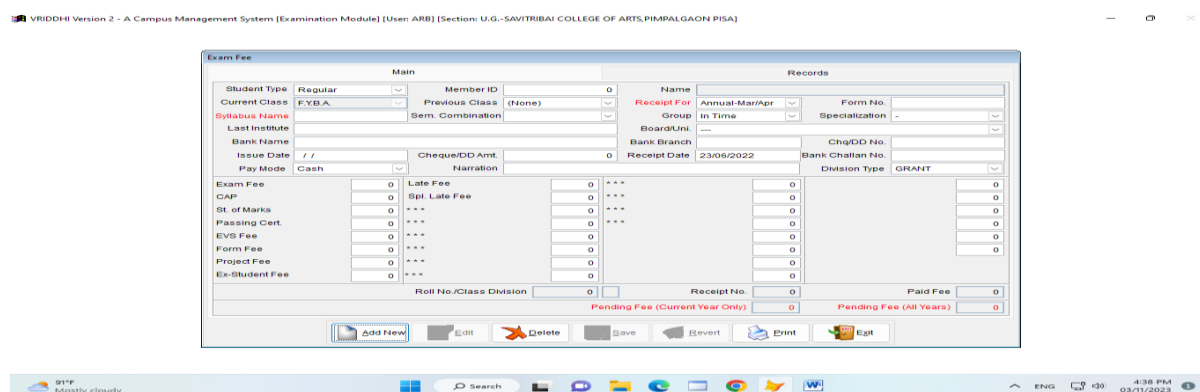
The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

1 Administration



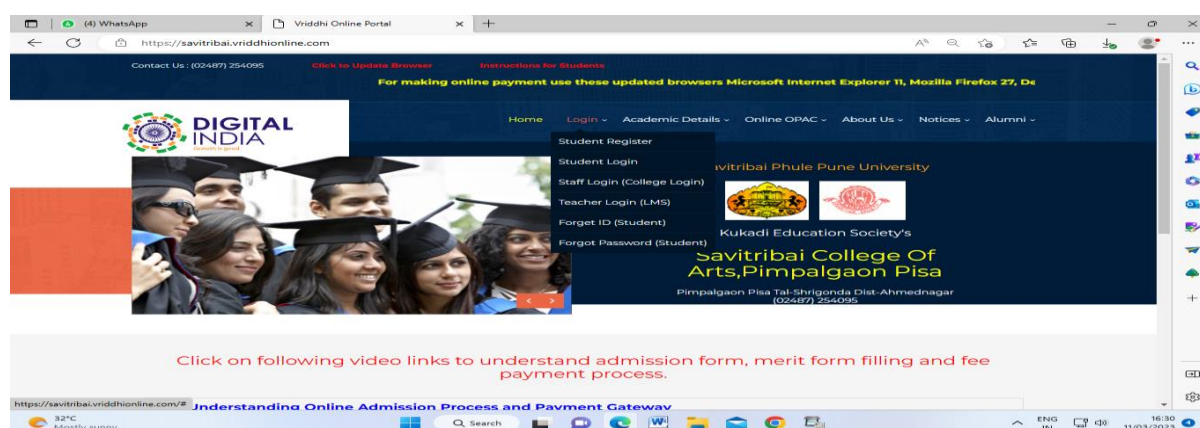
The Administration of the college is functions with E-governance system at College level which is cover under rural areas of Ahmednagar district. It helps to provide the brief notice for the students of any event to be happened on college. Messages are sent to students through WhatsApp groups. The college have biometric attendance for teaching and non-teaching staff.

2) Finance and Accounts



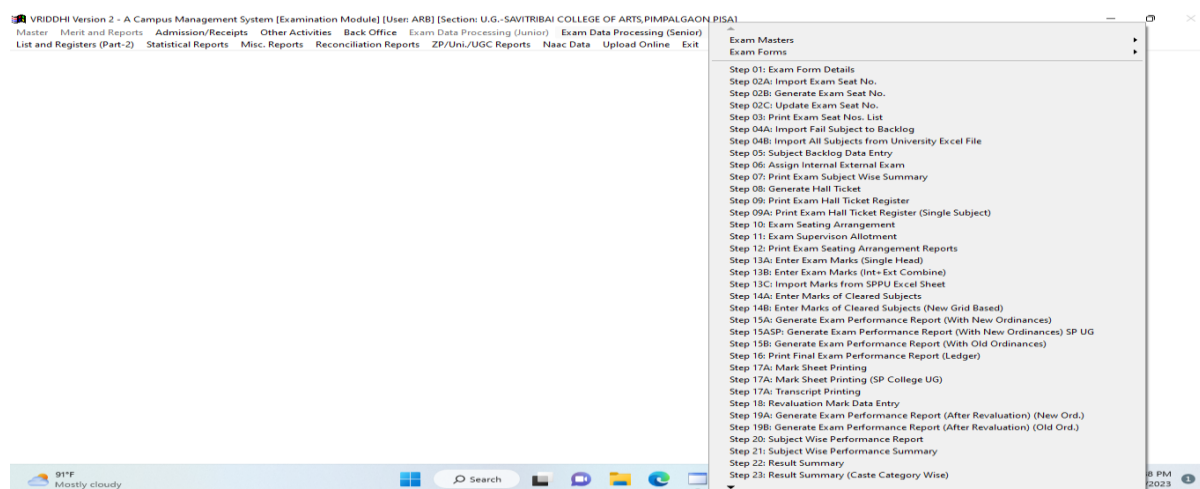
The college uses the Vridhhi software for E-governance for transparent functioning of Finance and Accounts department of the college. The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for.

3) Student Admission and Support



The most important key factor of the college toward the student's admission and support is that college has a system which allows students to take admission. The College has Viddhi software for the admission purpose. College has extended helping counter for the students which provide them several services as such registering admission form, Examination form as well as Scholarship form at college campus only.

4) Examination



The College has the separate Examination department as per the requirement of Savitribai Phule Pune University. All the necessary equipment's are provided and displayed in the Examination Centre by the college such as separate Desktop and Internet Facility for online procedure of Question Paper Downloading and further activities for exam purposes. The examination department has the separate Machine for printing the question papers downloaded from university portal. As per university regulation the Examination of F.Y,B,A, , F.Y.B.Sc, F.Y.B.Com need to conduct at college level.