

Rayat Shikshan Sanath's  
**Dr, Babasaheb Ambedkar College, Aundh  
Pune**

**E-GOVERNANCE POLICY**

Dr. Babsaheb Ambedkar College has formulated the E Governance policy in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. for the transference and accountability in each and every activity of the college

**Objective of the Policy**

1. Implementation of E-governance in various functioning of the institution
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Facilitating online internal and external communication between various entities of the institution
5. To achieve and create a paperless environment in the college.
6. Making the institution visible globally

**Sections of E Governance**

**1. Student Admission**

The College has made the decision to handle all admissions online. This will apply to enrolment in all programmes, including graduate, postgraduate, Certificate courses. Admission Application, Subject selection, I card, Account, fees will be paid by the software. The ERP software developed by the Karmaveer Bhaurao Patil Institute Satara will be uses for Admission and e governance.

**2. Website**

The website will serve as an information hub for the college, reflecting all of its activities, significant announcements, courses offered, etc. The college will choose a different service provider/web designer for this reason. A Website Committee will be formed to manage the college website. The Committee will oversee the regular updating, maintenance, and operation of the website. The Committee will also look for other website changes that are needed.

**3. Accounts**

The society already uses Tally software to make accounting easier. However, with new accounting methods and compliances, it has become necessary



to acquire additional software. ERP admission Software also used for maintaining the student fees, fines, dues. "EDU mart" software should be used for e tendering defined by the Parent Institution Rayat Shikshan Sanatha.

**4. Library:**

Software Namely "Librearia" developed for library Administration and Services. Software provides Web OPAC for 24X 7. Library activities like Book Accession, Circulation, Membership, OPAC, Report are done through the software.

**5. Administration:**

- Attendance Management Software with Biometric Machine to be used by Administrative Staff and Teaching Faculty to record and track Attendance,
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Most of communication to the authority, university, joint director of higher education should be on mail only.

Activities and functions of the University, Jaunt Director of Higher education , Rayat Shikshan Santha, UGC, Government should be online. Such activities are Examination, Online Information, MISD, AISHE, NIRF, Employee Salary, Affiliation should be through E governance as per required by the Authority.



  
**PRINCIPAL**  
Dr. Babasaheb Ambedkar College,  
Aundh, Pune-67.