Maharshi Karve Stree Shikshan Samstha

Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052

E-GOVERNANCE POLICY

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Smt. Bakul Tambat Institute of Nursing Education, Karvenagar, Pune 411052

E-Governance Policy

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Objective:

1. Promoting and Implementing of E-governance in various functioning of the institution

2. Promoting transparency and accountability

3. Achieving efficiency in the overall functioning of the institution

4. Achieving paperless administration in the institution

5. Facilitating online internal and external communication between various departments / members of the institution.

6. Providing easy access to information

7. Making the institution visible globally

8. Feedback Policy

1. In order to provide simpler, robust and efficient system of governance, it is decided to adopt and implement e-governance in maximum activities of the functioning within the institution

2. The institution has in place e-governance in some aspects of administration, finance and accounts, student support like attendance update through whatapp services, library usage and examination result processing and website.

3. The samstha has resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework. For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the samstha reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Website: The website of the college is revamped taking into account the needs of all the stakeholders. The website acts as a mirror of the college vision and mission, information about all programmes offered, facilities provided, activities, important notices etc which is made easily available to the outsiders. For this purpose, a separate service provider/web designer is appointed by the head of the institution. Along with it, training has been given to the existing staff to undertake the responsibility of website administration and updating at the college level. The internal communication between the staff is facilitated with institutional email IDs. A Website Maintenance Committee is formed for this purpose.

2. Finance & Accounts: For ease of maintaining accounts and fee collection, the institution is using Software. With new accounting methods and compliances, it has become necessary to procure other software as well. The institution as per the direction of the samstha is planning to use Tally Software as instructed by the auditor. Appropriate security measures should be taken for maintaining

confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done on timely basis.

3. Library: The institution has one of the best library facilities provided to the faculty and students. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using New Gen Lib software for its internal working. It is updated timely. Also the OPAC system is used to utilize the library resources effectively. Similarly newer e-learning resources like journals, databases etc. should be identified and subscribed taking into account the recommendations of the library committee. Recommendations of the teachers and students also need to take into account while subscribing any resources. Appropriate training to the faculty and the students for using the e-learning resources is provided through orientation program conducted by the librarian at the beginning of the academic year.

4. Administration: To provide a hassle free, convenient and economical process, maximum of the administration should be handled with ICT based technology. Facilities should be provided for online admissions, online fee payment, online leave management of employees, etc.

5. Examination: The institution is underway to procure an ERP to automate the entire process of examination system i.e. filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. To supervise the entire process of examination under the guidance of the Principal of the institute.

6. Alumni: In order to strengthen alumni interaction, a separate alumni whatsapp group and facebook page is started for providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate alumni coordinator at the college level is appointed to take care of the entire activity.

7. Feedback: An online Feedback mechanism to be developed and put in place so as to get regular feedback from Students/Alumni/ Parents etc. By considering the feedback of every faculty, they are graded according to 4 point scale (Satisfactory; Good; Very Good; Excellent) and rewarded/ improvised accordingly.

8. BioMetric: Bio metric facility to be in place to monitor the punctuality and regularity of the staff by recording the in and out time swipes.

9. Committee/ Authorized person to look into the requirements and maintenance of the above e-governance software's