



E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- Student Academics

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 to information.
- To establish an automated Library.

Policy:

The institute will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make most of the functions transparent and accountable. E-governance Policy of the college is diversified into three areas.

A. Website:

The website of institute will act as an information Center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Web Designer appointed by college will be looking after the administration of the college website including the process of updating, maintaining and working of the website on a regular basis. All the important notifications have to go live on the website as and when they are released.

B. ERP Software:



**ZEAL EDUCATION SOCIETY'S
ZEAL COLLEGE OF ENGINEERING AND RESEARCH
NARHE | PUNE -41 | INDIA**



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The ERP Software will be used to carry out most of the daily activities in the areas of General Administration, Student Admission, Library, Accounts and Finance, Student Academics, Feedback etc. For this purpose, an Institute ERP Coordinator will be appointed by the college at institute level along with Department ERP Coordinators at department level. Training will be given to the administrative and teaching staff to make data updation in ERP Software. Institute ERP Coordinator appointed by college will be looking after all kind of administration of the ERP Software in coordination with Technical Team of the ERP Service Provider. This includes process of Software Testing of modules, updating the data, link deployments, providing necessary access to staff, maintaining and working of the software on a regular basis. Institute ERP Coordinator will also look after gathering the new requirements from the users / stakeholders, process the requirements and finalize the New Requirement documents and communicate with technical team for the development of same.

C. Examination:

As an institute is affiliated to Savitribai Phule Pune University and the Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. All the Examination related work will be carried out on the Examination Portal Provided by the Savitribai Phule Pune University on its website.

The College has decided to implement the following policies and procedures:

General Administration:



Most of the general administrative activities will done through ERP Software. This will include Certificates generation, Leave Management, Biometric Attendance, Scholarship data Management, Faculty Appraisals etc. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology. The institute will look into opportunities to automate some of its functions related to administration.

Student Admission:

All the Admissions in the college will be done through an Admission Module of ERP. Starting from Student registration till the end of Admission Process, all the process will be carried out through Admission Module.

Examination

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. Filling of Examination Forms, Obtain Admit

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Cards, Uploading Marks, etc, everything related to examination process of students will be carried out using the Examination Portal Provided by the Savitribai Phule Pune University on its website.

Library

The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The Library to install fully automated software **Web OPAC Library System** which should have an easy to use- Graphical User Interface, Unicode support Search and export facility for most reports. The software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books. It should cover all operations of database creation and maintenance. To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Accounts and Finance

The account office will use ERP Software for carrying out day to day activities. This includes Admission fee receipt to students, Refund of excess fees, Online Fee transaction facility, Payroll Salary Calculation, TDS and Form 16 related Activities. Training to the existing staff and updation of the existing software must be done regularly. All the related reports required will be generated through ERP Software. The Payment reminders to students to be send automatically.

Student Academics

Academics module of ERP Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, course plan generation and Execution. Monthly Reports, Semester End Reports, Course Plan Reports should be generated through ERP. Student Academic Feedback is to be taken through ERP Software along with Reports generation.

Approved by



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