



Gokhale Education Society's
H.P.T. Arts and R.Y.K. Science College, Nashik-05

Prin. T. A. Kulkarni, Vidya Nagar, Nashik- 422005

"Higher Education for All"

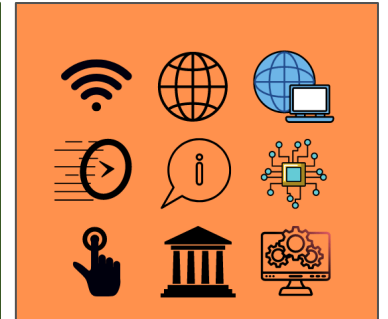
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Permanently Affiliated to Savitribai Phule Pune University (ID No.: PU/NS/AS/001(1924))

NAAC Re-Accredited: 'A' Grade, ISO 9001:2015 Certified College, Best College award by SPPU 2019-20



Internal Quality Assurance Cell (IQAC)



E-GOVERNANCE POLICY

Policy for E-Governance

Introduction

E-Governance is the key component in the educational administration and management in the contemporary scenario. It not only speeds up the administrative work but also brings accuracy and transparency in the overall administrative set-up. It also helps stakeholders to approach the educational institute as they receive precise information with an ease of operational procedures. With this view in mind, H.P.T. Arts & R.Y.K. Science College, Nashik has formulated the policy for e-governance as follows.

Objectives

- To optimize operational efficiency and ensure seamless functioning of the institution by leveraging ICT to enhance the exchange of information through the implementation of web portals, as well as the dedicated Learning Management Systems (LMS) and Enterprise Resource Planning (ERP) systems
- To promote transparency and accountability in the institution's daily operations and improve administrative efficiency through quick access to information.

Procedures

- Utilize digital devices as a method of documentation to promote a paperless office environment.
- Develop an Centralize Storage System (O-Server) that consolidates and securely stores all academic and official data
- Use online system in library for easy access of books and accurate record maintenance
- Implement e-filing and computerized methods for conducting financial transactions and streamline the process and improve efficiency in managing financial records
- Make use of advanced software for maintaining financial account and documents including Tally
- Design an online sack of files for storing academic and administrative information to facilitate easy retrieval and scrutiny

- Utilize online tools to effectively communicate and share information with stakeholders.
- Use Social media tools like WhatsApp for exchanging information with students
- Generate institutional email ids of staff members on google workplace to synchronize interactions and dissemination of information
- Regularly update the college website with information pertaining to teaching, examinations, scholarships, student-centric activities, and other relevant updates
- Introduce dedicated ERP system for admission procedures including document upload and online payment facilities
- Encourage the use of online tools/software for conducting online examinations
- Develop a suitable mechanism for gathering feedback from all stakeholders to enhance growth and excellence
- Encourage staff members and office to submit data through online system for purpose of NAAC, AISHE & other govt. agencies
- Encourage staff members to use online platforms for conducting webinars/meetings
- Train the office staff for effective use of softwares/online portal and LMS
- Support and participate in the initiative taken by Govt. for digitalization



Dr P.U. Ratnaparkhi
Co-ordinator, IQAC



Dr. V.N. Suryawanshi
Principal

