DTE Institute Code : 6217

Shri Balasaheb Mane Shikshan Prasarak Mandal's

3865

ASHOKRAO MANE GROUP OF INSTITUTIONS

Address : Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur - 416 112 (Maharashtra)
Phone : (0230) 2407740, 2407760 **Fax :** (0230) 2407750 **Email :** director@amgoi.edu.in **Website :** www.amgoi.org
Approved by : AICTE, New Delhi No. F-No. MS (NewInt) 2009 / 08, Higher & Technical Education Department, Govt. of Maharashtra, Directorate of Technical Education, Mumbai. **Affiliated to :** Dr. Babasaheb Ambedkar Technological University, Lonere - Raigad. (B.Tech. & M.Tech. Programs), Shivaji University, Kolhapur. (MBA Program).

Estd 2009

Accredited by NAAC with 'A' Grade CGPA 3.08

| Founder President
Late Shri. Ashokrao Mane | I/C Director
Prof. Pravin B. Ghewari | President
Hon. Shri. Vijaysinh A. Mane |

Ref. No. : AMGOI/CSE/1A/21-22   Date : 16|10|2021

POLICY DOCUMENT FOR E - GOVERNANCE

Policy Statement

Ashokrao Mane Group of Institutions, Vathar has designed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Teaching Learning Process, Finance and Accounts, Student Admission and Support, Feedback, Library and Examination sections of the institute.

Objectives:

• To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution will automate various modules of intuitional functioning.
• To embed e-governance into every aspect of the organization's operations and to offer a more straightforward and effective system of governance both inside and outside the organization.
• To encourage accountability and transparency in each and every one of the college's functions.
• To make information accessible quickly and easily.

Action Plan - Following efforts are taken so far in implementation of e-governance

1. The authorities must monitor the regular operation of all service modules in the office using ERP software.
2. The Faculty members use attendance management software for Record and track attendance, internal evaluations and more.

3. Digital messaging tools such as SMS and Mails are utilized to provide real-time information to parents, students and employees regarding absentees, academic performance, vacations and other academic & administrative information.

4. Shift to paperless transactions by improving the utilization of Google tools such as: Google Sheet: for collecting data from different departments

    Google Docs: for creating notices and activity reports

    Google Forms: for creating Feedback forms and collecting online feedback from stakeholders

5. Make sure to post all the important administrative info, like announcements and circulars, on institute website and on digital screens at all the important spots.

6. Biometric attendance is mandatory for all personnel.

7. Installing CCTV cameras at different locations.

8. Manage all student information, including course information and fee submission, through the use of Enterprise Resource Planning (ERP).

9. Keep college websites up-to-date with real-time information sharing / dissemination, including admission & online transaction interfaces, etc.

10. The college's IT infrastructure is regularly updated. This is done based on the availability of funds. The college ensures that there are enough computers for the academic purposes. The college has a policy to provide the entire necessary IT infrastructure to every department in the college. IT infrastructure of the college is maintained regularly by appointing Network Admin / lab assistant /external agencies when needed.

Prepared By:

Prof. S. S. Redekar

HOD, CSE

Verified By:

Prof. R. S. Patil

Dean Quality Assurance

Approved By:

Prof. P. B. Ghewari

I/C Director