E-governance Policy

Introduction:

E-Governance Policy is a framework that outlines the effective implementation and utilization of information and communication technology (ICT) tools in the administrative processes of an institution. The use of ICT tools can enhance the efficiency, transparency, and accessibility of services provided by an organization to its stakeholders. With the increasing dependence on technology in every aspect of our lives, e-governance policies are becoming increasingly relevant E-Governance policies can streamline administrative processes, improves service delivery, and increase stakeholder participation in decision-making processes. The implementation of e-governance policies can also promote accountability, reduce ambiguity, and increase public trust in the organization. Overall, an effective e-governance policy is crucial for the success of any institution in today's digital age.

Objective:

The objective of this E-Governance Policy is to provide a framework for the effective implementation and utilization of information and communication technology (ICT) tools in the institute's administrative processes. This policy aims to enhance the efficiency, transparency and accessibility of services provided by the institution to its stakeholders, including students, staff, faculty, and the wider community.

Policy:

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

2. The institution has already started with e-governance in some of the aspects of functioning such as admissions, library, etc. But institution has to resolve the implementation of e-governance in many more areas and for the same the policy framework has been drafted.

Areas of implementation:

For the purpose of implementation, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement governance even the areas not enlisted herewith.

1. **Website:** The website of the institute reflects of the vision and mission of the institute. Information related to programme offered, facilities, college activities, faculty members, important notices. etc. should be made available to the stakeholders. For this purpose, a separate service provider is appointed by the authority. A faculty member has given the responsibility of website administration and updating.

YUGANTAR EDUCATION SOCIETY'S

SHRI BALASAHEB TIRPUDE COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(Approved by AICTE, New Delhi, Govt. of India, Govt. of Maharashtra & Nagpur University, Nagpur)

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AICTE Permanent Institute Id : 1-14318331 ● DTE Institute Code : HM4219 ● RTM College Code - 007
AISHE Code : C-18976

Important information and achievements will be posted on website and other social media platforms. The institute is using 'EduGrievance'-Online software Grievance Redressal Software which is directly linked with website.

2. **Admission of students:** The institute had decided to process all admissions online mode using ERP application. A cloud-based ERP software- CCMS (Centralized Campus Management System) of MasterSoft ERP Solutions Pvt. Ltd. will cover the courses. For this purpose, an arrangement has been made for payment of fees through digital modes. ERP account need to be created for each newly admitted student with all the details require in the specified fields. ERP account reflects fees payment details in terms of received and pending of each student as applicable for the duration of programme. The Management has given authority to the principal to take appropriate decisions and through account section of central administration the policy is implemented.

3. **Accounts:** For ease of maintaining record of various types of fees collection the college is also using MS Excel. Digital payments are also accepted for the collection of fees. Generation of TDS Chalan, Professional tax and payment is done directly in website of Income Tax department.

4. **Library:** Library is fully automated with Cloud based library management System software of MasterSoft ERP Solutions Pvt. Ltd., which will manage all the library functions and activities. It will maintain the database of new books and the books that are borrowed by members along with their due dates. It has different modules which carries out different tasks of the library like transaction, reports, M-OPAC, data editing, serial control etc. Through M-OPAC students and teachers can search books in the library by subject, author, title, accession number, publisher, etc,
The institute library is a member of e-Shodhsindhu, NDLI, RTM Nagpur University remote access, N-List for access to e-resources. The library was using Libman software during 2017 to 2020 and then switched to Cloud based library management System in 2020.
E-resources: Library has subscribed for NDLI, which provide access to various of e-journals, e-books & databases. Students and teachers can access various E-books Oxford university press, e-Shodhsindhu etc.

5. **Administration:** To provide hassle-free, convenient and economical process, maximum of the of the administration is handled with ICT based technology. Institute has planned to use ERP phase wise to facilitate online online fees payment, e-copy of salary certificates (on request), etc.

6. **Examination:** As per the directions of university, it is mandatory to handle examination work in Online manner. Filling of examination forms, revaluation forms, photocopy of scoresheet forms, obtaining Hall tickets, downloading of old question

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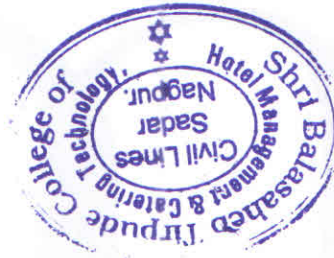AISHE Code : C-18976

papers, uploading of practical marks and internal marks, etc. has to be done in online manner.

7. **Alumni:** In order to strengthen alumni interaction, a separate alumni webpage will be provided on Institute website to facilitate like Registrations, information of activities, feedback and many other aspects. A separate alumni coordinator at college level is appointed to take care of alumni activities,

Software for practical: The institute is using Hotel Property Management System (InnKey) Software for training the students to train the students to handle the Front office operations which will be helpful for the students during their employment.

(Akshay Dandale)

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