
	<p>Pravara Rural Education Society's</p> <p>Pravara Rural College Of Architecture, Loni</p> <p>At. Post.: Loni Kd., Tal: Rahata, Dist: Ahmednagar, M.S. - 413 736</p> <p>Tel: (02422) – 274295/96, Email ID: principalprca@yahoo.co.in</p> <hr/> <p>Affiliated to Savitribai Phule Pune University (SPPU, Pune) (Id No. PU/AN/ARCH,51/1996)</p>	
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E GOVERNANCE POLICY FOR 2018 TO 2023

1. Introduction

The E-Governance Policy outlines the strategies and guidelines for the implementation of digital technologies

2. Scope and Objectives

This policy covers the integration of e-governance across various college processes. The primary objectives are:

1. To Implement of E-governance in various functioning of the institution
2. To Achieve efficiency in our functioning
3. To Promote transparency and accountability
4. To Achieve paperless administration of the institution
5. To Facilitate online internal and external communication between various entities of the institution
6. To Provide easy access to information

3. Key Stakeholders

Stakeholders involved in this initiative include faculty, staff, students, administrators, and IT personnel.

4. E-Governance Components

These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website should demonstrate all activities of the college and information about all activities, important notices, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the management of the Pravara rural education society. Along with it, training should

be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the college level.

2. **Accounts:** For ease of maintaining accounts, the society is already using Tally software. But, with new accounting methods and compliances, it has become necessary to procure other soft wares as well. Accordingly, requirements should be assessed by the Secretary by discussion with accountant and other accounts staff and accordingly new softwares may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done on timely basis even in the areas not enlisted herewith.
3. **Library:** Library is presently using KOHA software for its internal working. It needs to update timely. Similarly newer e-learning resources should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to take into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided
4. **Examination:** As per the directions of the affiliated university, it is mandatory to handle examination in online manner. 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. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

5. **Academic Processes:** The institute follows Online Course Registration system.

Digital Submission and Evaluation of Assignments and Grade Management . Identification of other areas of E governance in academic processes need to be done and implemented.

5. **Communication :** Internal Messaging and Announcement Platforms should be developed.

6. Implementation Strategy

. The IT department will oversee software selection, customization, and integration. Training sessions will be conducted for all stakeholders before each phase. Training on Tally, computer training programs, MIS fees training program for administration and accounts department will be conducted.

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