



R. C. Patel Educational Trust's
R. C. Patel Arts, Commerce and Science College
Shirpur-425405, Karvand Naka, Dist.- Dhule (Maharashtra)
E-mail - principal@rcpasc.ac.in

Affiliated to: K. B. C. North Maharashtra University, Jalgaon-425001

Self Study Report (SSR): 2024 (4th Cycle)



Criteria - 6
Governance, Leadership and Management

Key Indicator - 6.2
Strategy Development and Deployment

Metric No. - 6.2.2 (QnM)
Institution implements e-governance in its operations

Submitted to
National Assessment and Accreditation Council, Bangalore



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President

Hon. Bhupeshbhai Patel

Principal

Dr. D. R. Patil

Date: 15/06/2024

Declaration

This is to declare that, the information, reports, true copies of the supporting documents, numerical data etc. submitted in these files is verified by Internal Quality Assurance Cell (IQAC) and it is correct as per the office record.

This declaration is for the purpose of NAAC accreditation of the HEI for the 4th cycle assessment period 2018-19 to 2022-23.

Place: Shirpur

Date: 15/06/2024

Dr. Sandip P. Patil
IQAC Co-ordinator
IQAC Coordinator

R. C. Patel Educational Trust's
R. C. Patel Arts, Commerce and Science College
Shirpur, Dist.-Dhule (M.S.) 425405



Dr. D. R. Patil
IQAC Chairman & Principal
PRINCIPAL

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**RCPET's R. C. Patel Arts, Commerce and Science
College, Shirpur-425405**

E-GOVERNANCE POLICY

Scope

The scope of this policy extends to the following areas

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Objectives

- Implementation of E-governance in all functions of the institution to provide a simple and efficient system of governance within the institute.
- 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 make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

Policy

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make every function transparent and accountable. The College decides to make the following policies and procedures:

Website

The website 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 service provider/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 Website Committee is to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining, and working on the website regularly. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University of Delhi. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. The number of students applying to each course, withdrawals, and fee submission, are all to be managed through this Portal only. Students are required to submit a separate Online Application Form for admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

Accounts

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance sheets are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken to maintain the confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like the Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online modes such as NEFT, RTGS, Bank Transfers, etc.

Library

The College continues to maintain its academic excellence through maintaining a well-stocked 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. Recommendations are taken from the teachers and students while subscribing to the e-resources. 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 ILMS software which should have an easy-to-use-Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- The use of the Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to fully automated software for plagiarism checks.

Administration

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports and Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain an effective database.
- To provide a hassle-free, convenient, and smooth process, the administration of the college is to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination

The college has adopted and works accordingly with software support provided by the university. The Examination process is regulated by the University and thus e-governance policy of the University is to be adopted in this regard.

E-Waste Management

R. C. Patel ACS Colleg ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT Tools

Hardware Infrastructure

- The College to ensure that it has an adequate number of desktops and laptops for students and staff.
- Computers and printers are to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms, and laboratories.
- The infrastructure to be complemented by Resograph, computer networking devices, scanners, interactive teaching board/smart board, etc.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office, and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational, and scientific typesetting packages.



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