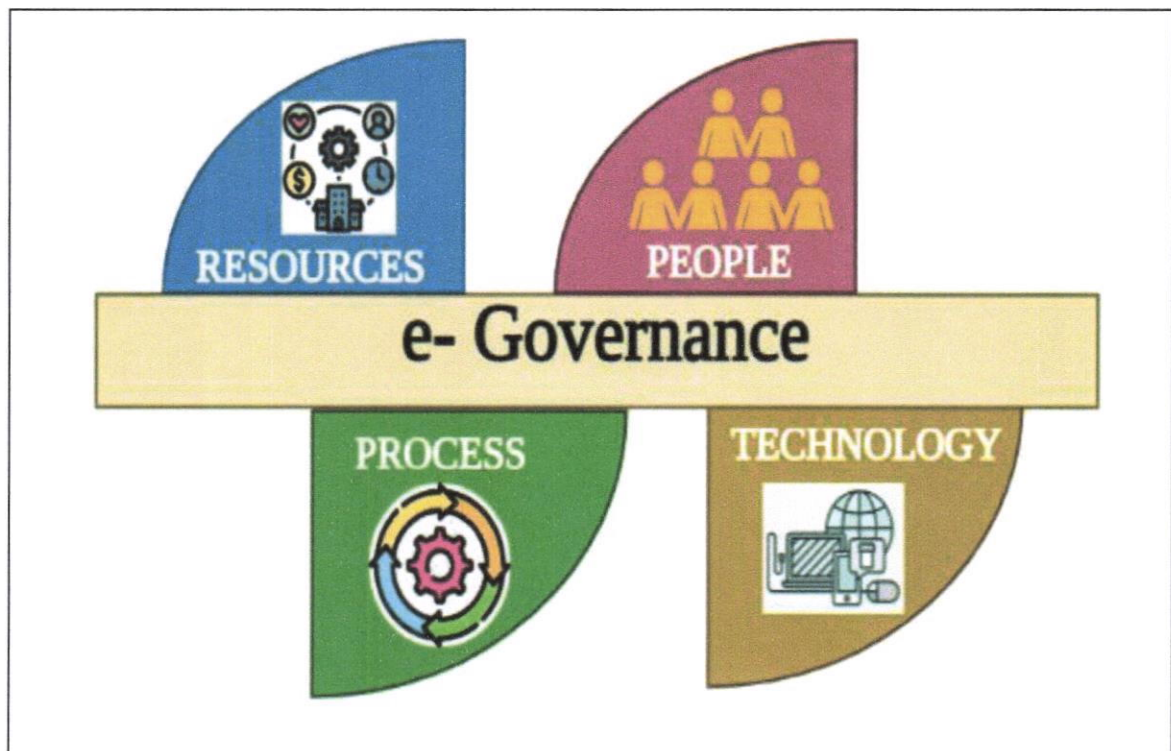




Gokhale Education Society



e-Governance Policy

E-Governance Policy

E-governance architecture in the college

Electronic governance, often known as e-governance, is the use of information and communication technology (ICT) for providing organisational services with organisational, non-organizational groups, and stakeholders for the achievement of good governance

Objectives of the e – governance:

1. Efficient administration
2. Improve and encourage transparency and accountability across a range of college activities.
3. Make all possible steps to minimize documentation.
4. Boosting online interaction within the college and outside entities.
5. Easy access to the information.
6. Propagate the college Goals, Vision, and Mission by enhancing global visibility.

Implementation of e-governance in areas of operation:

1. College Website

The website serves as an image of the organization and influences public perception of it. The website of the college provides information about the college, quality policy, vision and mission, staff members and their profiles, programs offered, academic calendar & timetable, student support and activities, training and job prospects, co-curricular and extracurricular activities, infrastructure and facilities etc. The college website needs to be updated on a regular basis.

2. Student Admission

The admission committee is responsible for updating the current admissions process as specified by the DTE, Government of Maharashtra at college website. The college Facilitation Center (FC) coordinator look after the entire D. Pharm, B. Pharm, and M. Pharm online admission process and display the status of admission including vacant seats. The website also offers the option to submit an online application for admission at the college level via the college website.



3. Examination

The college is affiliated to Savitribai Phule Pune University, Pune (SPPU) and follows the online process of examination and related rules & regulations of SPPU. The examination related other activities like filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of internal marks, etc are done via SPPU exam portal. The College Examination Officer (CEO) coordinates all the activities related to the internal and external examinations through SPPU webmail facility and college e mail ID. He is also responsible for display the exam results on college website.

4. Academics

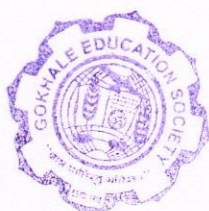
To strengthen teaching learning process and to improve student – teacher interaction, college uses Google Classrooms, Power Point Presentations (PPTs), e-books, Educational / Informative YouTube videos, important web links. All academic notices and academic schedules are sent through e mail to students and faculties.

5. Accounts

For accounting purpose Tally software' Version is used by college administration department. The college also provides ICICI and Bank of Maharashtra Extension counter in campus only and have facility for student's fees and scholarship.

6. Library

College library has rich collection of reference, textbooks, competitive exam books and general reading books for members. Library collection includes both print (books, journals, newspapers etc.) as well as e resources (e-books, e-journals). It has membership with DELNET i.e. Developing Library Network through which various e-resources are available such as e books, e journals, Online Databases. Library is automated with SOUL 3.0 library management software. Digital Library with Internet connection and Plagiarism Checker-X, a plagiarism checking software.



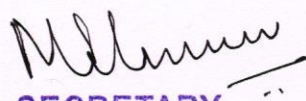
7. Administration

The college Email IDs are provided to all the faculty members for exchange of information / Notices / Circular etc. All communication from/to administrative office are made through email and office WhatsApp group. Different committees are constituted for effective academic and administrative functioning and committee details are uploaded on the website. As a part of administration upcoming campus drives, News, Events organized and conducted the college are displayed regularly through the college website as well as on social media like WhatsApp, Facebook, and YouTube etc. Biometric technology is used to track the entry and exit times of teaching and non-teaching staff members.

8. Feedback:

The Google Form Platform is used to collect the student feedback regarding faculty for each subject and infrastructure facilities. In the Feedback mechanism student identity remains undisclosed and unbiased. Administrative in-charges from class in-charges collect student feedback, which is processed to take actions or express appreciation with the assistance of the principal.




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