VSPM Academy of Higher Education Nagpur's

Jawaharlal Nehru Arts, Commerce and Science College, Wadi, Nagpur- 440023 (M.S.)

(Affiliated to RTM Nagpur University, Nagpur)

Website: www.jncwadi.ac.in   E-mail: jnc.wadi@rediffmail.com   Phone: (07104) 220963

E-GOVERNANCE POLICY

Introduction

Jawaharlal Nehru Arts, Commerce and Science College is dedicated to adopting and integrating technology into its functioning to achieve excellence in education, administration, and stakeholder services. This policy provides a structured framework for the implementation of e-Governance practices, which will help the college ensure transparency, efficiency, accountability, and accessibility across all its operations. Through e-Governance, the college seeks to minimize manual intervention, reduce paperwork, and provide seamless, technology-enabled services to students, faculty, and other stakeholders.

Scope

The E-Governance policy applies to all college operations, including academic, administrative, financial, and student support services. It encompasses all stakeholders: students, faculty, administration, alumni, and external regulatory bodies.

Objectives

- To promote transparency and accountability in the functioning of the college.
- To enhance efficiency in administrative and academic processes.
- To provide seamless and user-friendly online services for students, faculty, and staff.
- To ensure secure and efficient management of college data and infrastructure.
- To facilitate eco-friendly practices by minimizing paper use through digitization.

POLICY FRAMEWORK

1. Website

The college website will serve as the central hub for communication and information dissemination. It will be updated regularly to provide accurate information on academic schedules, events, quality enhancement policies, and notices. The website will also host links to various e-services, ensuring accessibility for all stakeholders. Strong security protocols will be implemented to protect user data, and compliance with accessibility standards will be maintained to cater to individuals with disabilities.

2. Student Admission

An open and transparent strategy for the admission process will be followed which is further strengthened by the ethical practices and regulations as directed by RTM Nagpur university. The institute adheres the online admission portal of the RTM Nagpur university to facilitate a transparent and efficient admission process. This portal will enable applicants to submit forms, pay fees, and track their application status in real time ensuring compliance with government-mandated reservation policies and eligibility criteria.

3. Accounts and Finance

The college will implement an e-finance management system to handle all financial transactions, including fee collection, salary disbursement, and reporting. Online payment methods will be introduced to make transactions easier for students and staff. The system will maintain digital records of all financial activities, which will be subject to regular audits for enhanced accuracy and compliance.

4. Library

The library will be transformed into an e-library by digitizing resources such as books, journals, and academic papers. An online cataloguing system will allow users to browse, reserve, and borrow resources conveniently. Advanced technologies like barcoding will be adopted for efficient tracking and management of physical resources. Additionally, remote access to digital learning materials will be provided to students and faculty, ensuring continuous learning opportunities through N-list.

5. Administration

Administrative processes such as attendance, payroll, leave management, and recruitment will be automated through an integrated Tally ERP system. A centralized database will be created to securely

store and manage institutional records. This system will enhance efficiency in decision-making by providing quick access to accurate and up-to-date information. Administrative office should use advance excel and file management system tools to maintain effective database

6. Examination

The examination process is regulated by RTM Nagpur university and thus e-governance policy of the university to be adopted in this regard. As per the directions of the University, filling examination form of students, payment of examination fee, uploading of marks, etc. are in online mode.

7. Waste Management

The college is committed to eco-friendly practices and will implement a robust e-waste management policy. The college has signed an agreement with SURITECH E-waste management Company for scientific disposal of E-waste. This includes the safe disposal and recycling of outdated electronic equipment. Digital solutions such as electronic documents, emails, and digital signatures will be promoted to minimize paper usage. Awareness campaigns will be organized to educate staff and students on the importance of sustainable practices.

8. Hardware/ Software Infrastructure

The college will invest in state-of-the-art hardware infrastructure, including computer labs, smart classrooms, and ICT-enabled facilities. Regular maintenance and upgrades will be conducted to ensure optimal performance. High-speed internet connectivity will be provided throughout the campus to support academic and administrative functions. Licensed and secure software solutions will be used for all academic, administrative, and financial processes.

9. Conclusion

The e-Governance policy of Jawaharlal Nehru Arts, Commerce and Science College is a step towards creating a technologically advanced, efficient, and sustainable operational environment. By embracing technology, the college aims to foster transparency, improve stakeholder engagement, and achieve excellence in education and administration. This policy aligns with the institution's vision of holistic growth and innovation, preparing it for the challenges and opportunities of the digital age.