



University of Mumbai
Kharepatan Panchakroshi Shikshan Prasarak Mandal, Kharepatan's
**ARTS, COMMERCE AND SCIENCE
COLLEGE, KHAREPATAN**



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At. Swatnrya Sainik Guruvariya Veer Shankarrao G. Pendharkar Educational Campus, Kharepatan
Tal. Kankavli, Dist. Sindhudurg - 416 703 - (MS) India

Dr. Atmaram Deu Kamble
Principal

O. W. No.:

Date:

E-Governance Policy Report

Introduction

E-Governance at Arts, Commerce and Science College, Kharepatan, aims to enhance operational efficiency, transparency, and accessibility through technology-driven processes. The policy is implemented in various administrative domains, streamlining tasks such as student admissions, scholarships, examinations, finance, and account management. Below is a detailed report outlining the key areas where E-governance has been applied.

1. Administration

E-governance is employed in the administration to digitize daily operations and improve workflow efficiency.

1.1 Document Management:

- Digital systems are used to store, retrieve, and manage official records and documents, reducing paperwork.
- Cloud-based storage ensures easy access to files from anywhere.

1.2 Communication Channels:

- Internal communication with staff and external communication with stakeholders is managed through email, SMS, and digital notices.



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- Meeting schedules, circulars, and official updates are sent via digital platforms to ensure timely communication.

1.3 Human Resource Management:

- Employee attendance is tracked through biometric systems.
- Payroll and leave management are handled digitally, improving record accuracy.

2. Student Admission

The college employs an online admission process, ensuring efficiency and transparency in student enrolment.

2.1 Online Application Form:

- The college provides an online portal for prospective students to submit admission applications.
- The system auto-generates application numbers, ensuring organized processing.

2.2 Verification Process:

- Admission-related documents, including mark sheets and certificates, are uploaded online for verification, minimizing manual errors.
- A dedicated team reviews applications and verifies documents online.

2.3 Seat Allocation:

- The seat allocation process is automated based on merit and reservation policies, providing transparency.

2.4 Fee Payment:

- The admission fee is paid online through a secure payment gateway, reducing the need for physical transactions.

3. Scholarship

The E-governance system ensures that scholarships are managed efficiently and fairly, making the process more accessible for students.




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3.1 Scholarship Information Portal:

- A dedicated section on the college website provides comprehensive information about available scholarships.
- Students can check their eligibility criteria and apply for various government and private scholarships online.

3.2 Online Application and Submission:

- The scholarship application process is fully digitized, allowing students to upload required documents and track their application status.

3.3 Disbursement of Funds:

- Once approved, scholarships are disbursed directly to students' bank accounts, ensuring swift and transparent payment.

4. Examination

The examination process at the college leverages E-governance tools to improve efficiency, ensure timely results, and maintain confidentiality.

4.1 Online Examination Forms:

- Students register for examinations through an online portal, reducing the workload for administrative staff.
- The system automatically generates hall tickets for students once the application process is completed.

4.2 Examination Schedule and Notifications:

- Examination timetables and updates are published on the college website and communicated via email and SMS.

4.3 Digital Evaluation:

- The college has integrated a digital evaluation system, where scanned answer sheets are evaluated by faculty online, reducing manual workload and errors.




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4.4 Result Publication:

- Examination results are published online, accessible to students through their unique login credentials.

5. Finance and Accounts

The finance and accounting processes at the college are handled using E-governance tools to ensure accuracy, transparency, and accountability.

5.1 Fee Collection:

- Students can pay tuition and other fees online, minimizing physical cash handling and improving accountability.

5.2 Accounting Software:

- All financial transactions are recorded in a dedicated accounting software, which allows real-time tracking of financial activities and generates reports.

5.3 Budgeting and Auditing:

- The system helps in preparing the annual budget, tracking expenses, and ensuring that all financial data is readily available for internal and external audits.

5.4 Payroll Management:

- Faculty and staff salaries are processed digitally, ensuring timely and error-free payments.

The implementation of E-governance in Arts, Commerce, and Science College, Kharepatan has significantly enhanced operational efficiency, transparency, and accountability across multiple domains. By automating routine tasks, the college has improved service delivery to students, faculty, and administrative staff, while ensuring secure and timely management of crucial processes such as admissions, scholarships, examinations, and financial transactions. This policy continues to evolve, aligning with the latest technological advancements to further enhance institutional effectiveness.




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