



KHADKI EDUCATION SOCIETY'S

Tikaram Jagannath Arts, Commerce & Science College



Principal

Dr. Sanjay Chakane

M.Sc., M.B.A., Ph.D.

Criterion -6

6.2.2 Implementation of e-governance in areas of operation

E-Governance Policy

The college is committed to adopt, implement and practice e-governance in order to provide a simpler, robust and efficient system of governance. Extensive use of E-governance has to be incorporated into every sphere of college functioning. It is to be implemented at various levels to provide efficient system of governance within the institution leading to paperless administration at its best.

1. The college subscribes to e-governance in administrative matters, finance and accounts, library and examination related processes.
2. The college staff including administration, faculty, support staff and students to be electronically connected for instant disposal and receipt of messages, notices etc. This can be achieved by using messaging applications such as WhatsApp, and cloud based video communication applications (Zoom, Gmeet) etc.

491, Dr. Babasaheb Ambedkar Road, Khadki, Pune - 411 003.

(Affiliated to Savitribai Phule Pune University - ID / PU / PNY 0146 / 1983)

Office : (020) 25811491 Principal : 9890171857 / 7020674545

Web Site : www.tjcollege.org E-mail : admin@tjcollege.org / schakane@gmail.com

3. Staff punctuality is to be ensured by electronic attendance (biometric) which is secure from tampering.

4. The website of the college is to be full-fledged and functional. It serves as the focal point of e-governance initiatives. If due to any technical reason, if it becomes non-functional then all out efforts to be made to restore its functionality.

5. The college admission process to be carried out from the college website in a user-friendly manner. Proper notices, alerts, links for other procedures such as online fee payment is to be provided on the college website Separate login for students, teachers and alumni to be available. Students are to be able to operate through laptops and mobile phones too.

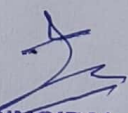
6. The college finance and accounts are to be maintained with help of the ERP software named Vriddhi and the Tally software wherever possible.

7. The college library is computerized with catalog searching of books made available on OPAC terminals.

8. The college website has incorporated library related data with links to access E-learning facilities such as N- List, e-journals, e-books and periodicals.

9. The college website to provide online form for book recommendation and feedback.




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10. A library advisory committee is constituted for the purpose of arbitrating library related issues and forwarding their recommendations/suggestions to the IQAC and Principal.

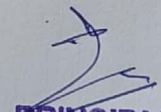
11. Training sessions for use of digitized library and e-learning resources to be provided to staff and the students.

12. The college website has to also provide facilities to alumni like alumni registration, information/notices of college activities, details of a few selected alumni, feedback and many other related issues.

13. The college examination process is automated by system using ERP software Vriddhi along with the exclusive examination portal provided by the affiliating university which ensures absolute confidentiality in hierarchical delegation of work, data entry and processing with ease.

14. In examination related matters, a committee headed by college examination officer (CEO) is constituted to supervise and conduct the examination process under the guidance of principal. Technical team (website maintenance committee) headed by system administrator is to be appointed to handle the technical issues related to digital online operations of the college.




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