

PDEA's Waghire College of Arts Commerce and Science Saswad

Tal-Purandar, Dist-Pune, 412301

E- GOVERNANCE POLICY

In all the working processes of the system, E-governance is the integration of Information and Communication Technology. It aims to improve the communication and create transparency in system. To facilitate the same, college is using ERP, Vriddhi and Tally software.

E- Governance is used in the area of:

1. Institute Administration
2. Account & Finance Section
3. Student Admission
4. Examination & Evaluation

The objectives of e-governance are as follows:

1. Paperless environment in the campus.
2. Promoting transparency and accountability.
3. Provide quick access to information.
4. Efficient functioning.
5. Improving the organizational efficiencies of the HEI.
6. Fully automated Library.
7. Encouraging clarity and accountability.
8. Making information readily available to stakeholders.

Scope of Policy:

1. In order to provide efficient system of governance within the institution, it is decided to implement e-governance in maximum activities.
2. Institution to embrace e-governance for the seam access of data for better decision making at different levels of the organization.

Area of Implementation: -

1. **Website & Social Media:** As per the current era, the institute website to be updated continuously. To create an attractive and user friendly website, the management may work with a different service provider or web designer. Website committee will undertake the responsibility of website administration and updating.
2. **Student Admission:** The institute having ERP System for online admissions of the programs. The

Admission committee will take appropriate decisions and appoint the people who will be responsible for putting the policy into action.

3. **Academics & Office:** A flexible administrative procedure is followed with ERP software for smooth conduction, convenient and cost-effective approach. The institute administration procedure is targeted to expand institutions vision and mission, achieve compliance of laws and regulations as applicable, strengthen the internal controls, and promote operational efficiency. It j es on enhancing functional competences, best practices, effective decision-making and compliance with laws and regulations as applicable
4. **Finance & Accounts.** The Institute is committed to provide the best resources to all the stake holders. The institute has a system of managing and mobilizing its financial resources which is periodically audited and transparent. The parent institute of the HEI uses Tally accounting software to keep track of its finances. Appropriate security measures will be adopted to ensure transaction confidentiality. The present office staff must be trained on a regular basis, and the existing software must be updated.
5. **Library:** The institutional library is the knowledge center for learning resources and publications. Due to the demands of various stakeholder, institutional library updates periodically. The widely used OPAC system must be changed to a web-based version in order to promote remote access and effective exchange of libr resources. As per the recommendations of Library Committee, e-learning resource such as online/digital research journals and other published material accessed and subscribed. Staff and students should undergo extensive training on how to access and use e-learning materials. Library access to e-journals & e-resources is provided in and outside the campus.

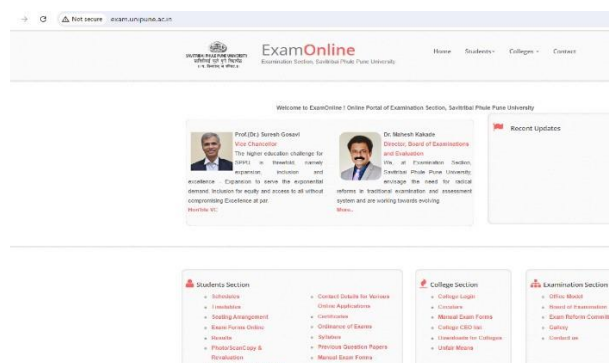
E- Governance Mechanism for Students and Teachers

a) For Students

The institute follows SPPU's Examination system software portal for execution of an examination system. The enrolled students create the account, filled all information for creation of ABCid-account. The students fill the examination form when SPPU makes announcement through portal after that college draft the notice displayed on the notice board. The result of the students are also announced and declared through the portal. If any query regarding the exam form or result occurs, it is immediately informed through the Web-Mail to SPPU. During the covid-19 pandemics, affiliating university and college conducted online examination. Marks entry of internal and external examinations always completes through online mode at university examination portal. College utilizes Learning Management System (LMS) for Continuous Internal Assessment (CIA) of students throughout the year. Automation in examination management helps in introducing efficiency and transparency in assessment and evaluation methods and facilitated smooth conduct of examinations.

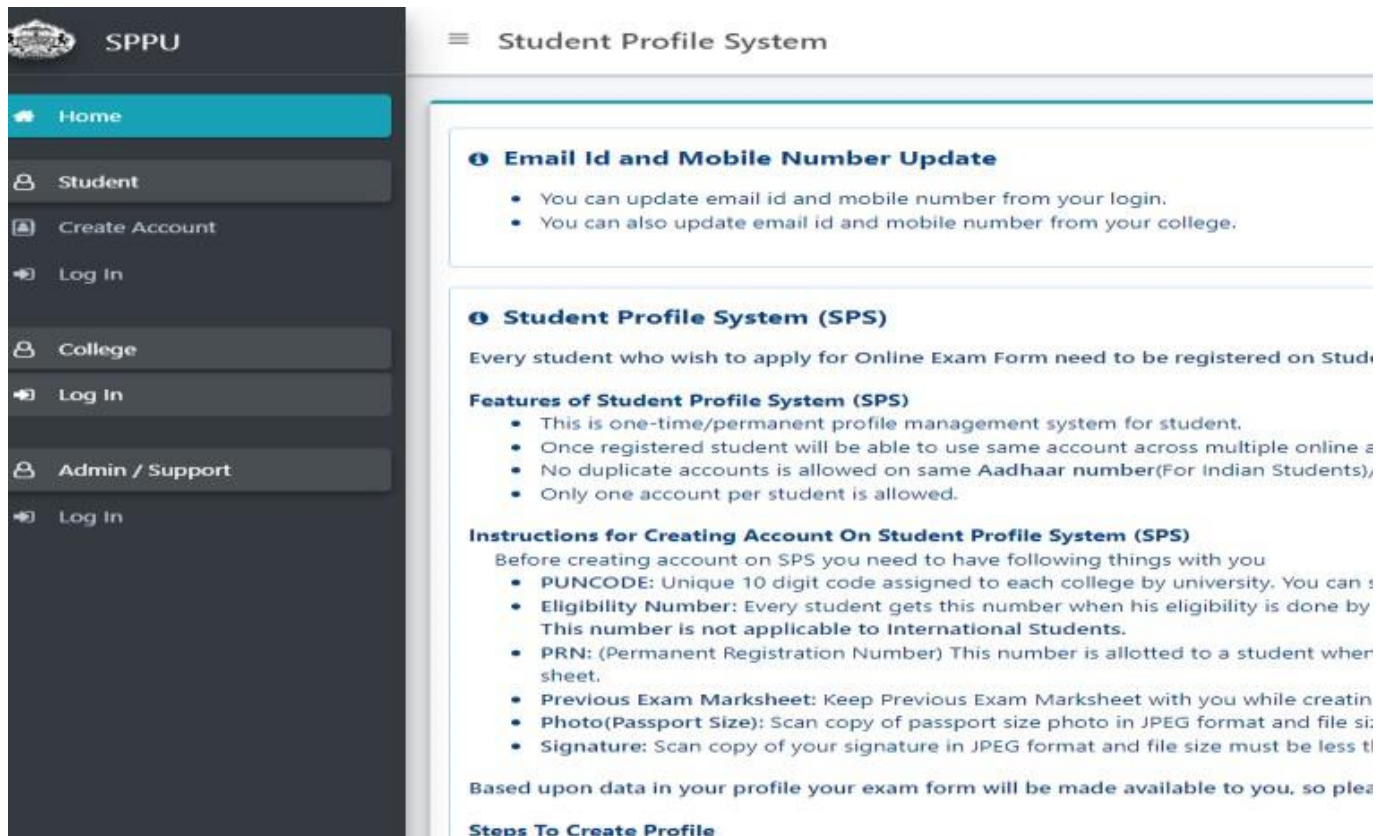


SPPU_Portal



Exam Portal

Procedure of Students Creating Account



The screenshot displays the SPPU Student Profile System interface. On the left is a dark navigation menu with the SPPU logo and the following options: Home, Student, Create Account, Log In, College, Log In, Admin / Support, and Log In. The main content area is titled 'Student Profile System' and contains the following information:

- Email Id and Mobile Number Update**
 - You can update email id and mobile number from your login.
 - You can also update email id and mobile number from your college.
- Student Profile System (SPS)**

Every student who wish to apply for Online Exam Form need to be registered on Stud

Features of Student Profile System (SPS)

 - This is one-time/permanent profile management system for student.
 - Once registered student will be able to use same account across multiple online e
 - No duplicate accounts is allowed on same Aadhaar number(For Indian Students),
 - Only one account per student is allowed.

Instructions for Creating Account On Student Profile System (SPS)


Before creating account on SPS you need to have following things with you


 - PUNCODE:** Unique 10 digit code assigned to each college by university. You can :
 - Eligibility Number:** Every student gets this number when his eligibility is done by This number is not applicable to International Students.
 - PRN:** (Permanent Registration Number) This number is allotted to a student wher sheet.
 - Previous Exam Marksheet:** Keep Previous Exam Marksheet with you while creatin
 - Photo(Passport Size):** Scan copy of passport size photo in JPEG format and file si;
 - Signature:** Scan copy of your signature in JPEG format and file size must be less tl

Based upon data in your profile your exam form will be made available to you, so pleas

Steps To Create Profile

Student Profile System

 SPPU

 mel GAIKWAD PIYUSH VASANT

[Dashboard](#)

[Log Out](#)

Student Profile System

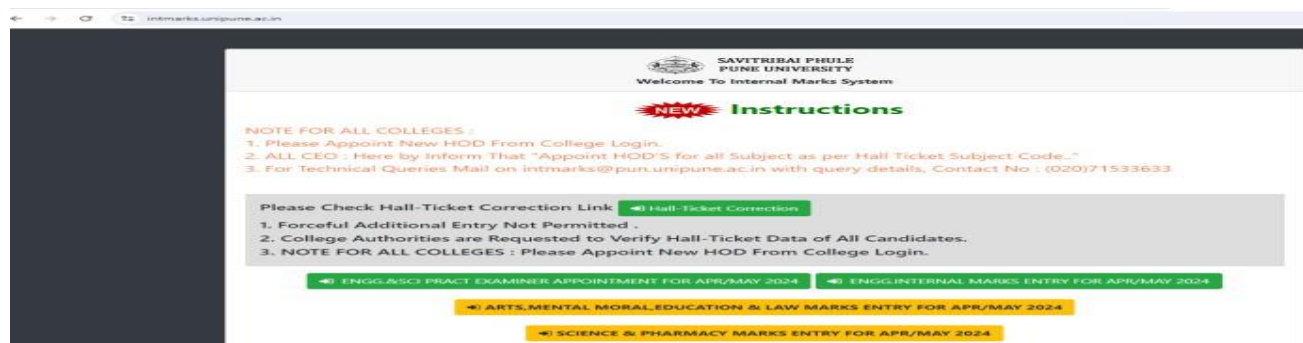
Dashboard

[New Course Enrollment](#)

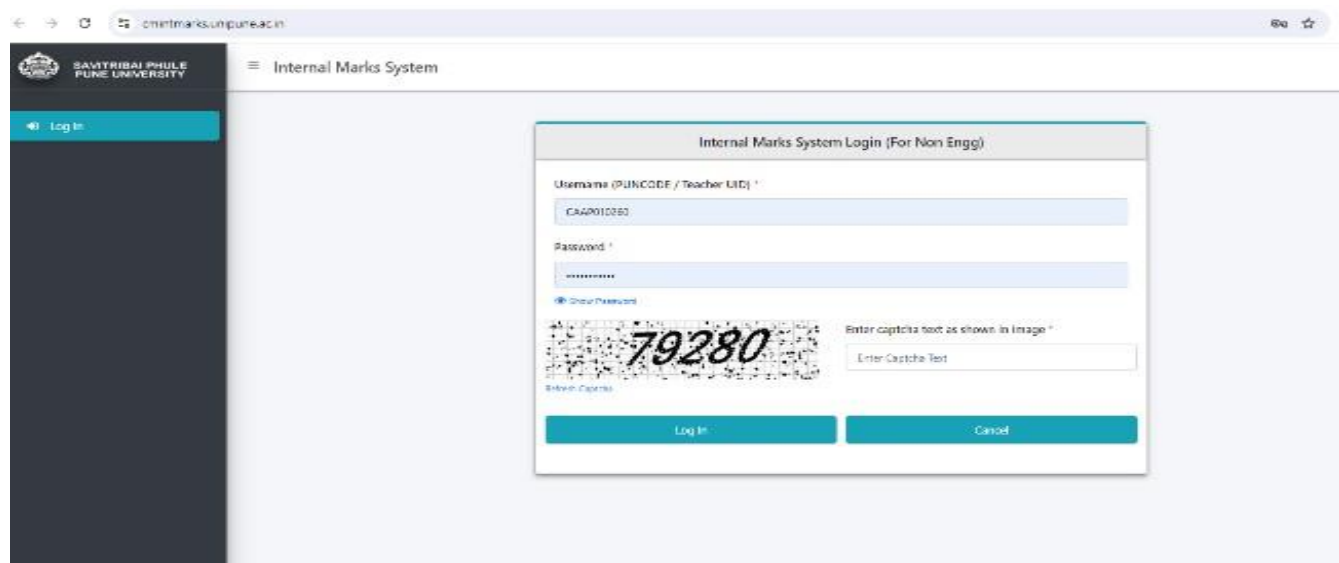
b) For Teachers

The SPPU have developed the system software for feeding of internal/oral/project/practical marks on portal. The system is user-friendly and password protected. The glimpse of mechanism is as follows:

SPPU_Marks Entry Portal



Teachers Marks Entry Profile



cmrmarks.unipune.ac.in/College/Dashboard/Dashboard

Internal Marks System

Dashboard

Contact No:- (020) 71533633

(Managed By SPPU Edutech Foundation. For Online Service related Technical queries Only. Active On All Working Days between 10.30AM to 6.00PM)

IMPORTANT NOTE : 1. Forceful Additional Entry Not Permitted. 2. After the last Date of Marks Entry. Appointment of Examiners and Batch Creation are Not Possible.

Please check Course - BOS - Department Mapping list for HOD Appointment through College / HOD / Principal Login.

Please Note: Any Teacher whose profile is created from college login can be appointed as an internal or external examiner by respective Principal/HOD/Subject Chairman/Practical Co-ordinator.


Show Status of Completed / Pending Mark Entries

Teachers Marks Entry Profile

Sl. No.	Teacher Name	Age	Gender	Qualification	Designation	Subject	Batch	Method	Control	Weight	Batch	Sl. No.
8	Dr. S. S. Patil	64.5	Male	B.A. POLITICAL SCIENCE	INTERNAL EXAMINER	COMMERCE	2020-21	Practical	1	100	2020-21	8
2	Dr. S. S. Patil	64.5	Male	B.A. POLITICAL SCIENCE	INTERNAL EXAMINER	COMMERCE	2020-21	Practical	1	100	2020-21	2
4	Dr. S. S. Patil	64.5	Male	B.A. POLITICAL SCIENCE	INTERNAL EXAMINER	COMMERCE	2020-21	Practical	1	100	2020-21	4
3	Dr. S. S. Patil	64.5	Male	B.A. POLITICAL SCIENCE	INTERNAL EXAMINER	COMMERCE	2020-21	Practical	1	100	2020-21	3
5	Dr. S. S. Patil	64.5	Male	B.A. POLITICAL SCIENCE	INTERNAL EXAMINER	COMMERCE	2020-21	Practical	1	100	2020-21	5
1	Dr. S. S. Patil	64.5	Male	B.A. POLITICAL SCIENCE	INTERNAL EXAMINER	COMMERCE	2020-21	Practical	1	100	2020-21	1


CEO
 Waghire College, Saswad,
 Tal. Purandar, Dist. Pune. 412301




PRINCIPAL
 Waghire College, Saswad
 Tal. Purandar, Dist. Pune.

