SHRI SHARDA BHAVAN EDUCATION SOCIETY'S

NARAYANRAO CHAVAN LAW COLLEGE

VIP Road, BABANAGAR, Nanded - 431602 (M.S.)

AFFILIATED TO

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

3rd Cycle

Assessment & Accreditation by NAAC

6.2: Strategy Development and Deployment

6.2.3: Implementation of e-governance in areas of operation

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(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)

E.Mail –nclcnanded@yahoo.com   Website: www.nclawcollegenanded.org

President	Secretary	Principal (I/c)
Hon'ble Shri Ashokrao Chavan	**Shri D.P.Savant**	**Dr. V. V. Patil**
B.Sc.,M.B.A.	**B.Sc. (Hons)**	**B Com., LL.M., Ph.D.**

Ref.No.:-202 -   /   Date:-

DECLARATION

This is to declare that the information, reports, numerical data and photographs furnished as proof in this file as supporting documents for **6.2: Strategy Development and Deployment 6.2.3: Implementation of e-governance in areas of operation** have been maintained by the office as per the requirements laid down by law and verified by IQAC and found to be correct. Hence verified and declaration thereof.

IQAC Coordinator   **Principal**

IQAC Co-ordinator
Narayanrao Chavan Law College
Nanded

I/C PRINCIPAL
NARAYANRAO CHAVAN
LAW COLLEGE,NANDED

Establishment Year: 1970　　　　　　　　　　　　　　　Phone No. Office　　(02462)　253771
Post Box No. 201　　　　　　　　　　　　　　　　Principal　(02462)　254869　Library　250127

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E-GOVERNANCE POLICY DOCUMENT

Objectives

- Introducing E-governance across the institution's operations to enhance efficiency

- Foster transparency and accountability

- Transition to a paperless administration

- Enable online communication within and outside the institution

- To render the classroom ICT enabled, equipped with

- Ensure easy and quick information access

- Establish a global presence for the institution.

Scope and Applicability

To establish a more straightforward and effective governance system within the institution, the decision has been made to extensively incorporate e-governance across our operations. There's a concerted effort to expand this implementation to numerous other areas. This policy framework has been drafted with the specific goal of achieving this broader integration of e-governance. While the institution has initiated e-governance in areas such as

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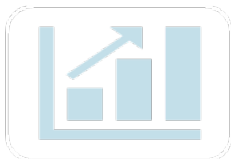| President	Secretary	Principal
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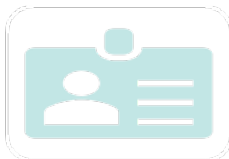

Administration   Finance and Accounts   Admission   Examination

Student Support   Library   ICT Infrastructure

E-governance shall be applied in the listed areas for ease of reference. However, these operational categories are indicative, and the institution retains the authority to implement e-governance in additional areas not explicitly mentioned.

Administration: To ensure a seamless, convenient, and cost-effective administrative process, the college aims to primarily utilize ICT-based technology. This is used to automate, transfer and analyze the data or information in college administration for all the purposes of administration. In this regard, it is proposed to update, upgrade the present website, in alternative, avail the services of new web designer.

Finance and Accounts: To streamline accounting procedures, the college presently utilizes Tally software. However, due to evolving accounting practices and compliance needs, acquiring additional software has become essential. Therefore, the Principal, after consulting with the accountant and other accounting personnel, is required to evaluate the requirements and potentially acquire new software. Maintaining transaction confidentiality appropriate security measures are taken. Timely training of the existing staff, ensure that software's are regularly updated. In that regard, it is proposed to acquire an ERP software.

Admission: The college has opted for exclusively online admissions for all Grants courses through MAH-LAW CET of undergraduate. For postgraduate, diploma, and

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autonomous programs which are non-grants courses college is having its own procedure. To facilitate this, a potential arrangement is to make available with a reputable bank where the college holds its accounts. The Secretary of the Society holds the authority to make suitable decisions and designate responsible individuals for executing this aspect of the policy.

Examination: Following the University's directives, the examinations are required to be conducted as per directions from the university time to time. This encompasses tasks like filling examination forms, revaluation requests, photocopy requests, acquiring hall tickets, receiving examination papers, uploading marks, and more, all to be carried out online. Ensuring the highest level of secrecy and confidentiality is paramount during examination handling, requiring meticulous care and caution. The examination process is regulated by the university and thus e-governance policy of the university to be adopted in this regard. Efforts should be made to conduct examination online, if at all university permits.

Student support:

College Website: The college's website requires an overhaul updates to reflect recent developments. It is serving as a comprehensive platform displaying all college activities and essential information, ensuring easy access for external users. To achieve this, collage hire a separate service provider/web designer. Additionally, training the existing staff and assigning individuals responsible for website administration and updates within the college as and when necessary.

Use of social media messaging Application: By using several apps of social media messaging like Whatsapp, Telegram, the college shall strive to establish a good connection with the students. It is proposed to create general group of college and class wise group of all courses. Through which College strives to showcase its vibrant self and activeness through this app. College group in this app shall be denoted as Virtual Notice Board of College.

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Library: Our esteemed library, aims to enhance its standing by expanding its e-learning resources for the benefit of both teachers and students. Additionally, identifying and subscribing to newer e-learning resources, such as journals, shall consider recommendations from the library advisory committee, teachers, and students. Providing adequate training for staff and students on utilizing these e-learning resources. Library is open to bonafide students of all classes. Library has expanded its service and resources most significantly for all the users with automation and digitization. Efforts should be made to encourage the students, research students to access e-journals on N-List.

Adopted this day 14th Day of February 2020.

PRINCIPAL
NARAYANRAO CHAVAN
LAW COLLEGE NANDED

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E GOVERNANCE REPORT THROUGH IMPACT OF E-GOVERNANCE POLICY

Implementing an e-governance policy with robust grievance redressal mechanisms in a law institution leads to increased transparency, accountability, stakeholder satisfaction, and fairness, while reducing conflicts and potential litigation. It also enhances institutional reputation and allows for continuous improvement in governance practices.

DEPLOYMENT: -

1. An Independent ERP system is bought and activated for E Governance in Admission, Administration, Library and Examination.
2. College website changed, updated, upgraded.
3. Tally software purchased.
4. Library purchased new books barcoded.
5. E journals list updated on website.
6. Orientation on use of N-List for research students and faculty conducted.
7. Orientation on use of ERP software conducted for teaching and Non-Teaching staff.
8. Admissions are totally made online using ERP.
9. Examination during covid times conducted using college ERP.
10. Telegram Group for circulating Notice and information of college created. A public group is activated.
11. Class-wise group on Telegram created.
12. Model MCQ question bank supplied to the students using college website.
13. All certificates of students are being generated using students profile in ERP.
14. Fees are collected using college ERP, electronic receipts are being generated.

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