ASHOKA

Ashoka Education Foundation's
ASHOKA CENTER FOR BUSINESS AND COMPUTER STUDIES

Recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University (ID No. PU/NS/CS/143/2009)
AISHE Code C - 42104 NAAC Accredited with B+ Grade ISO Certified 9001 : 2015 Minority Institutions (Linguistic)

E-GOVERNANCE POLICY

Education 4.0 needs to be technology compliant. This will help institute to be in line with the present trends. Ashoka Center for Business and Computer Studies uses E-governance system to improve the efficiency and to modernize the operations, enhancing transparency, improve service delivery and meet the evolving needs of students, faculty, staff, and other stakeholders in today's digital world.

This policy will be effective from 1st August 2020.

Policy Scope

The scope of this policy extends to the following areas:
- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E Waste Management

Objectives

Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.

1. Enhancing transparency and accountability throughout all college operations.
2. Endeavoring to create a paperless environment within the college.
3. Ensuring seamless and timely access to information for all stakeholders.
4. Establishing a fully automated library system to improve accessibility and efficiency.

Policy

The college will incorporate e-governance across all operational aspects, including the library, financial accounts, admissions, administration, and teaching activities. This policy is designed to ensure transparency and accountability in all functions.

General Administration

- Each administrative and faculty member will have a dedicated computer or laptop with LAN and internet connectivity, backed by UPS for uninterrupted power supply.

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- Staff attendance will be recorded using a punching machine with face detection facility. Attendance management software will track attendance for administrative staff and teayching faculty.

- The administrative office will utilize Excel and File Management System Tools for database maintenance, aiming for a paperless process.

- Official Email Id and ERP id will be allocated to each teaching and Admin staff.

Website

The college website will serve as an information hub, reflecting college activities, courses, and important notices.

- A dedicated service provider/web designer will maintain the website, with training provided to staff for updates.

- A Website Committee will lookafter maintenance and updates, ensuring the website remains updated and informative.

Student Admissions

Admission process will be an open and transparent, complying with ethical practices set by the Savitribai Phule Pune University. Student profile details, admissions, withdrawals, and fee submissions etc. will be managed through ERP

Examination

The college has implemented a system for students to view their internal assessment marks and report discrepancies. Examination processes adhere to the e-governance policy of the University.

Library

The college prioritizes academic excellence by maintaining a comprehensive library collection and enhancing e-learning resources. A fully automated Integrated Library Management System (ILMS) is used, facilitating easy access to resources and online subscriptions. Future library visits by students, faculty, and staff will be automatically recorded.

Accounts

Financial accounts will be managed through robust softwares and ERP, ensuring regular updates and training for staff. Multiple software solutions will be used to manage funds, payroll, and transactions securely.

Alumni

A separate alumni page will be created on the website to strengthen alumni relationships, offering facilities for registration, feedback, and updates.

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ICT Infrastructure

- Each classroom will be equipped with projectors or smart interactive panels, along with provisions for CPUs and peripherals.
- Adequate desktops, laptops, computers, and printers will be provided across campus.
- CCTV surveillance will be enhanced, complemented by networking devices and interactive teaching boards.
- The college will maintain configuration servers for fast data transmission and regularly update office automation packages and antivirus software.

E-Waste Management

The college will ensure responsible disposal of e-waste through eco-club initiatives.

Note: The e-governance policy will undergo annual review for continual improvement, with revisions made through discussion and approval from relevant authorities to enhance overall college development.

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