

*Janvikas Shikshan Sanstha Yeoda's*

# Arts Commerce College, Yeoda

Tq. Daryapur Dist: Amravati,

Maharashtra, PIN: 444706



**D.V.V.**

## **CLARIFICATION**

**FOR**

**6.2.2: Institution implements  
E-governance in its operations.**



*Janvikas Shikshan Sanstha, Yeoda's*

# Arts-Commerce College Yeoda

Tq. Daryapur, Dist. Amravati, Maharashtra, 444706

Affiliated to S.G.B. Amravati University, Amravati (M.S.)

**Recognized by U.G.C. u/s 2(f) & 12B & NAAC**

Phone No: 07224-237063

Email: [accollegeyeoda@gmail.com](mailto:accollegeyeoda@gmail.com)

College Code: 155

Website: [www.accy.ac.in](http://www.accy.ac.in)

Sau. Sulbhatai M. Kokate

Shri Gajananrao N. Kokate

Dr. Y.G. Singh

**President**

**Secretary**

**Principal**

Mobile: 9967963999

Mobile: 9970163075

Mobile: 9657233055

## DECLARATION

This is to declare that the Information, Photos, Reports, True Copies, Numerical Data, etc. furnished in this file as supporting documents is verified by IQAC and found correct.

**IQAC Coordinator**

**Coordinator**

Internal Quality Assurance Cell  
Arts Commerce College, Yeoda  
Tq. Daryapur, Dist. Amravati



**Principal**

**PRINCIPAL**  
Arts-Commerce College  
Yeoda, Dist. Amravati

Janvikas Shikshan Sanstha Yeoda's

# Arts Commerce College, Yeoda

Tq. Daryapur Dist: Amravati,

Maharashtra, PIN: 444706



## INDEX

### POLICY DOCUMENT ON E-GOVERNANCE

Sr. No.	Name of Document	Page No.
1.	Policy Document of E-Governance	4-9

**IQAC Coordinator**

**Coordinator**  
Internal Quality Assurance Cell  
Arts Commerce College, Yeoda  
Tq. Daryapur, Dist. Amravati



**Principal**

**PRINCIPAL**  
Arts-Commerce College  
Yeoda, Dist. Amravati

# Arts-Commerce College Yeoda



## E-GOVERNANCE POLICY

### **INTRODUCTION:**

Arts Commerce College, Yeoda, situated in rural areas, is committed to embracing modern technologies to enhance its governance practices and communication strategies. Recognizing the transformative potential of e-governance, the college has developed this policy to streamline administrative processes, foster effective communication channels, and uphold principles of transparency and accountability throughout the institution. This policy represents the college's proactive approach towards embracing digital innovation to better serve its stakeholders and fulfil its mission of providing quality education in a technologically advanced environment.

### **A) SOFTWARE AND PLATFORM UTILIZATION:**

Arts Commerce College, Yeoda, is committed to maximizing the use of most of the free software and digital platforms to optimize administrative, academic, and communication functions. The college will continue to leverage a variety of tools, including but not limited to Gmail, Google Drive, MS Office, Zoom, Google Meet, Whatsapp, Telegram, Google Classroom, Google Forms, Google Sheets, and Google Docs. These platforms offer versatility, accessibility, and efficiency, facilitating seamless collaboration and communication among students, faculty, and staff. Additionally, the college will explore other similar tools that align with its e-governance objectives to further enhance operational effectiveness and stakeholder engagement.

## **B) COLLEGE WEBSITE MANAGEMENT:**

The college website is designated as the central platform for disseminating official announcements, notices, circulars, and information to a wide array of stakeholders, including students, faculty, staff, parents, alumni, and other interested parties.

### **KEY COMPONENTS OF THE COLLEGE WEBSITE**

- 1. Information Dissemination:** The college website serves as the primary channel for distributing official communications, ensuring that stakeholders stay informed about important updates, events, and initiatives within the institution. All announcements, notices, circulars, and relevant information are promptly posted and updated on the website.
- 2. Accessibility of NAAC Documents:** In alignment with the principles of transparency and accountability, the college website provides access to essential NAAC (National Assessment and Accreditation Council) documents. This includes accreditation reports, self-study reports, and any other pertinent documents related to the college's evaluation and accreditation processes. By making these documents readily available on the website, the college fosters transparency and allows stakeholders to review and assess the institution's performance and progress.
- 3. Feedback Mechanisms:** The website features robust feedback mechanisms designed to solicit input, suggestions, grievances, and feedback from various stakeholders, including students, parents, alumni, and peers. These mechanisms enable stakeholders to express their opinions, voice concerns, and offer constructive feedback on different aspects of college operations, services, and experiences. The feedback received through these channels is carefully reviewed and considered by relevant authorities to inform decision-making and drive continuous improvement initiatives.
- 4. User Engagement:** The college website serves as a platform for fostering active engagement and participation among stakeholders. Interactive features, such as forums, discussion boards, and online surveys, are incorporated to encourage dialogue, collaboration, and community-building within the college ecosystem. Additionally, the website facilitates networking opportunities and connections among alumni, students, and faculty members.

**5. Regular Updates and Maintenance:** The college website is regularly updated and maintained to ensure the accuracy, relevance, and currency of the information provided. Dedicated personnel are responsible for monitoring and managing the website, implementing necessary updates, and addressing any technical issues or concerns promptly.

By leveraging the college website as a dynamic and interactive communication platform, Arts Commerce College, Yeoda, demonstrates its commitment to transparency, accessibility, and stakeholder engagement in its governance and communication practices

### **C) SOCIAL MEDIA PRESENCE:**

The college recognizes the importance of maintaining an active and engaging presence on social media platforms to effectively communicate with the community, share updates, highlight achievements, and promote events. As part of our e-governance strategy, the following policies are established for managing our social media channels:

- 1. Platform Selection:** The College will maintain accounts on various social media platforms, including but not limited to YouTube, Facebook, Instagram, Whatsapp and Telegram. These platforms provide diverse avenues for reaching different segments of our audience and fostering engagement.
- 2. Content Strategy:** Social media channels will be utilized to disseminate relevant and timely information about college activities, programs, initiatives, and achievements. Content will be curated to appeal to our target audience and align with the college's values and objectives.
- 3. Professional Management:** Social media accounts will be managed professionally to uphold the reputation and values of the institution. Designated personnel, appointed by the college administration, will be responsible for content creation, curation, scheduling, and moderation across all social media platforms.
- 4. Content Guidelines:** Content shared on social media channels will adhere to established guidelines and policies governing respectful and responsible online communication. Posts will be informative, engaging, and inclusive, fostering a positive and welcoming online community.
- 5. Response and Engagement:** The College will actively monitor social media channels to respond to inquiries, comments, and messages from followers and community members. Prompt and courteous responses

will be provided to address queries, assist, and engage in meaningful dialogue.

**6. Promotion and Outreach:** Social media platforms will be utilized to promote college events, initiatives, and accomplishments, reaching a wider audience and generating interest and participation.

**7. Analytics and Evaluation:** Performance metrics and analytics will be regularly monitored to assess the effectiveness of social media efforts. Insights gathered from analytics will inform content strategy and decision-making, helping optimize engagement and reach.

By maintaining an active and well-managed presence on social media platforms, Arts Commerce College, Yeoda, aims to enhance communication, foster community engagement, and showcase the vibrancy and achievements of our institution to a global audience.

## **EXAMINATIONS AND RESULTS**

### **1. Online Examination Software:**

- The college employs university-provided exam software, like “Rsexam,” to administer papers for online exams. However, these exams are conducted in the traditional pen-and-paper format.
- Results of these exams are promptly published on the university's official website, providing students with timely access to their grades and performance feedback.

### **2. Traditional Examination Format:**

- Despite the utilization of online exam software, the college continues to conduct exams in the traditional written format.
- Students sit for exams with pen and paper, adhering to the conventional examination procedures prescribed by the university.

### **3. Formative Assessments:**

- Google Forms serves as a versatile tool for faculty to conduct quizzes and other formative assessments.
- Faculty members have the autonomy to determine the suitability of Google Forms for various assessment purposes, ensuring flexibility in evaluation methods.

By combining the use of online exam software with traditional pen-and-paper exams, Arts Commerce College, Yeoda, ensures a balanced approach to assessment while providing students with convenient access to their results.

Additionally, the integration of Google Forms for formative assessments offers educators a dynamic platform for evaluating student progress and comprehension.

## **D) CCTV SURVEILLANCE**

### **1. Installation of CCTV Cameras:**

- Closed-circuit television (CCTV) cameras are strategically installed throughout the college campus to monitor various areas effectively.
- The placement of cameras is determined based on security needs and critical areas identified by the college administration.

### **2. Enhancing Security and Safety:**

- CCTV footage serves as a crucial tool for enhancing security measures within the campus premises.
- The surveillance system aids in deterring potential security threats, preventing unauthorized access, and safeguarding college property.

### **3. Incident Investigation:**

- In the event of any security breach or incident, CCTV footage is utilized to investigate and analyze the situation.
- College authorities can review the recorded footage to identify individuals involved, assess the sequence of events, and take appropriate action as necessary.

### **4. Safety of Stakeholders:**

- The primary objective of CCTV surveillance is to ensure the safety and well-being of all stakeholders, including students, faculty, staff, and visitors.
- Monitoring campus activities through CCTV cameras helps in promptly addressing any safety concerns or emergencies that may arise.

By implementing a comprehensive CCTV surveillance system, Arts Commerce College, Yeoda, reinforces its commitment to maintaining a secure and conducive learning environment for all members of the college community.

## **E) SEVAARTH SOFTWARE FOR SALLARY**

- The college utilizes Sevaarth Software for managing salary and pension-related tasks efficiently. Sevaarth, developed by NIC, is a centralized web-based system that integrates personnel information and payroll functions. It forms a crucial part of the Integrated Finance Management



System (IFMS), allowing seamless data exchange with other IFMS modules like Treasury NET and BEAMS (Budget Estimation, Authorization & Monitoring System).


- Through the Sevaarth portal, employee details are stored, maintained, and updated individually. This software facilitates the smooth management of payroll processes, ensuring accuracy and timeliness in salary disbursement and pension-related matters.

### **CONCLUSION:**

Arts Commerce College, Yeoda, is dedicated to integrating e-governance practices to streamline operations, foster transparency, and improve communication within the institution. Through the effective utilization of technology, our goal is to create an environment conducive to learning and collaboration for all stakeholders, while remaining true to the core values and principles of the college.

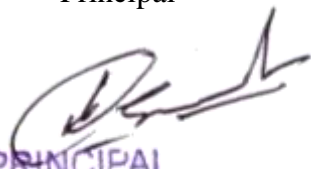
*Note: This policy will be subject to periodic review and updates as necessary to adapt to changing technological advancements and institutional requirements.*

IQAC Coordinator

  
**Coordinator**  
Internal Quality Assurance Cell  
Arts Commerce College, Yeoda  
Tq. Daryapur, Dist. Amravati



Principal

  
**PRINCIPAL**  
Arts-Commerce College  
Yeoda, Dist. Amravati