



**Maulana Azad College of Arts,  
Science and Commerce,**

Dr. Rafiq Zakaria Campus Post Box No. 27  
Dr. Rafiq Zakaria Marg Rauza Bagh  
Aurangabad - 431001(MH)

**NAAC  
Reaccreditation  
3<sup>rd</sup> Cycle**

**Metric  
6.2.2**

# **Criterion VI**

**Governance, Leadership  
& Management**

## **E-Governance Policy**



# Maulana Azad College of Arts, Science & Commerce,

Dr. Rafiq Zakaria Campus-I, Post Box No.27, Dr. Rafiq Zakaria Marg, Rauza Bagh,  
Aurangabad – 431001 Maharashtra

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\* Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

\* Recognized Minority Institute

\* UGC – 2(f) & 12 (B) Status

\* NAAC Re-accredited (Grade A) in two consecutive cycles. \* Unnat Bharat Abhiyan

\* Grade A in Academic and Administrative Audit (Dr. BAMU) \* District Green Champion Award (MGNCRE)

\* UGC's Status "COLLEGE WITH POTENTIAL FOR EXCELLENCE"

## DECLARATION

This is to declare that the information, reports, true copies of the supporting documents, numerical data etc. submitted/presented in this file is verified by Internal Quality Assurance Cell (IQAC) and is correct as per the records. This declaration is for the purpose of NAAC accreditation of HEI for 3<sup>rd</sup> Cycle period 2017-18 to 2021-22. All reports are class III digitally signed.

  
(Dr. Mazhar Ahmed Farooqui)

Principal

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Science & Commerce,  
Rauza Baugh, Aurangabad.





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## E-Governance Policy

### Introduction:

The New Education Policy (NEP 2020) emphasizes the need of ICT in administration, teaching and learning. In accordance with this, Maulana Azad College of Arts Science and Commerce Aurangabad has a vision to provide its services to all stakeholders through an efficient e-Governance.

Information and Communication Technology (ICT) enabled technology and system can change the functioning of HEI by incorporating good practices in Governance.

It aims at planning and facilitating seamless administration of the institution. The Information Technology Act, 2000 of Government of India stipulates that public services are to be delivered electronically wherever and to the extent possible.

The HEI supports the implementation of this policy by the practices related to use of e-Governance services.

### Scope:

The College implements e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching-learning, etc.

The scope of this policy encompasses the following areas of governance:

- General Administration and Accounts
- Students Admissions and support
- Examination
- Knowledge Resource Center (KRC) - Library
- Teaching and Learning

### Objectives:

- Implementation of e-governance in various areas of functioning.
- Promoting transparency and accountability
- Achieving paperless/reduced paper usage
- Facilitating online communication
- Providing easy access to information
- Maintenance of data in a secure environment

For convenience purposes, the policy is divided into various areas of operation. These are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website & Social Media:** The website of the college is the information center which reflects about the all activities, important notices and circulars, programs and courses offered, and achievements. The website is maintained by a web designer on a yearly basis. IQAC is actively engaged in the upgradation and improvements in the college website as per the need. The social media account is handled by the IQAC of the college.



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What's *app* groups of different stakeholders are formed for speedy communication. The links of e-contents developed by faculties for various programmes are hosted on college website. HEI employs online feedback process. IQAC meeting, minutes of the meeting, and ATRs, AQARs, SSRs are available on website

2. **Administration:** HEI has employed following mechanism with the use of ICT for the ease in administration.
    - Biometric attendance of staff
    - Online Support from Dr.BAMU, Aurangabad for affiliation, eligibility, staff approval, staff fixation and CAS promotion, circulars and notifications, Selection Committees, etc.
    - **HTESevaarth** support from GoM, for salary disbursement of staff
    - Use of **Mastersoft ERP Software** for accounting, preparation of budget and admissions, enrollment, reports and fees receipts
    - Use of net banking, UPI Platforms and PFMS system of GoI for ease and transparency of transactions.
    - Online communication between various entities
  3. **Student Support:** The website of HEI hosts the link for the admissions through ERP software subscribed by the institute. The academic calendar and prospectus is also published and upgraded frequently on college website. The students are instructed to get the support on respective portal of BAMU, UGC, Sate and Central Government for availing various scholarships and examinations.
  4. **Examination:** BAMU, Aurangabad has taken care to provide the online platform to student, staff and college in regard of examination and general administration. The college has College Examination Officer (CEO) for easy communication with university through web portal and webmail. The college gets the support on the university portal for inward of exam form, requisition of stationary, hall ticket generation, entry for internal marks, results, photocopy and revaluation, student's grievance.
  5. Teachers get the appointments for examination duties and remuneration online mechanism. The students are facilitated for online examination form, timetables and schedules, results, photocopy and revaluation, certificates, syllabus and old question papers on this portal.

Link to Examination Section

<http://www.bamu.ac.in/Administration/DirectorofExaminationsEvaluation.aspx>
  6. **Knowledge Resource Center (KRC) – Library:** Library System with respect to issue and referencing automated through RFID. Stakeholders access the library resources on and off the campus with the support of MOPAC system, NLIST and INFLIBNET.
  7. **Placements Cell:** All the students are communicated through a whatsapp group and institutional website about the new openings, placement drives and programme organized by the Placement cell of the college.
  8. **Teaching and Learning:** The college has established **NPTEL**, **SWAYAM** Local Chapter that facilitates the enrollment of student to MOOC courses. HEI has established ICT enabled classrooms for efficient TLP. Virtual Classroom is established on basic versions of online LMS and use of College funds. It is fully functional for the purpose of lecture conferencing, video conferencing, and ICT enabled TLP as well as online events.
- We work hard to follow a plan of action of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to establish its present relevance and to monitor compliance.