



ATHARVA EDUCATIONAL TRUST'S
ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra
& Affiliated to University of Mumbai - Estd. 1999 - 2000)
ISO 2100:2018 ISO 14001:2015 ISO 9001:2015
NAAC Accredited

E-Governance policy

The E-Governance policy of an institution is to improve its governance structure in order to progress the institution's development. Its objective is to create and ready any infrastructure for the deployment of cutting-edge applications and the installation of solutions for the efficient administration of the institute.

The increasing demand for transparency in administration and faster information transfer led to the establishment of e-governance in Atharva College of Engineering.

Scope:

The scope of this policy extends to the following areas:

- Administration
- Student Admission and Support
- Examination
- Finance and Accounts

Policy:

1. The e-governance is implemented to provide simpler and efficient system of governance in almost all activities of the functioning in the institution.
2. The policy is built and structured to ensure accountability for each and every function.
3. The institute already has drafted e-governance policy framework to standardize the various educational processes of the institution.
4. E-governance policy is divided into various areas of operation.
 - **Administration:**
 - An Attendance Management Software (eSSL) used by the staff to record and track attendance.
 - To maintain the database, the administrative office uses Excel and file management system tools.
 - Improve use of Google tools to move toward paperless work, such as;
 - Google Sheets: For data collection from several departments
 - Google Docs: To prepare notices and activity reports.
 - Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders
 - Regularly update the website and digital displays in all key areas with administrative information, such as notices and circulars.
 - Biometric attendance will be used by every employee.
 - **Student Admission and Support**
 - The admissions process is conducted in an open and transparent manner, and the ethical standards and laws recommended by the University of Mumbai serve to reinforce this approach. The college releases its brochure, which is available online and contains instructions for the admissions process.
 - The College keeps up its commitment to academic success by keeping its library well-stocked. For the benefit of the teachers and the students, the college will keep adding new online learning materials.
 - In order to encourage unique work among students and teachers, the library uses completely automated software for plagiarism check available to users.




PRINCIPAL
ATHARVA COLLEGE OF ENGINEERING
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- **Examination**
 - The entire exam process, including the filling out of exam forms, revaluation forms, acquiring hall tickets, etc., is done online.
 - The strictest confidence and secrecy is upheld while handling examinations.
 - Under the direction of the college's principal, in-charge of the examination section must oversee the entire examination procedure.
 - The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

- **Finance and Accounts**
 - The office continues to maintain its Tally account. Most recent software versions is bought and used by the college.
 - Advanced features help the team maintain financial records successfully and efficiently. Tally program is used to construct the balance sheet and profit and loss statements.
 - Tally is also used to generate all of the analysis reports.
 - Winman software is used to manage TDS, Provident Fund, Allowances, and other things. Reports can be generated for all the staff.
 - The majority of payments are made and received electronically.



Principal
Atharva College of Engineering

