



Pune District Education Association's

College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in

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6.2.2 - Implementation of e-governance in areas of operation

Policy documents



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Policy for Implementation of e-governance in areas of operation

Introduction –

Technology has greatly benefited educational institutions by enhancing governance and improving the quality of education. Good governance involves effectively addressing current challenges and needs.

C.A.R.C. has implemented e-governance to improve good governance by promoting transparency, participation, and accountability among stakeholders. This policy applies to various sections of the institute, including administration, finance, student admission, examination, and more.

Aim –

- Improve internal process of governance
- Provide better information and service delivery to stakeholders
- Increase transparency clarity and accountability of the college

Objective –

- Implementation of E-governance in effective functioning of the institution.
- Facilitate easy access to the information and to maintain the data on a secure environment.
- To implement automation in library facility.
- Making the institution visible to the stakeholders globally by the use of digital media.
- Achieving paperless administration of the institution.

Policy –

1. Academic Planning and Development –

In the age of digital transformation, the adoption of e-governance has become an indispensable tool for institutions, particularly in the academic sector. E-governance in academic planning and development encompasses a range of strategies and technologies aimed at streamlining administrative processes, improving communication, and enhancing the overall educational experience.

2. Departmental YouTube Channels

The establishment of departmental YouTube channels is a remarkable development in academic e-governance. These channels serve as repositories of valuable educational content, including lectures, tutorials, and presentations. Students can access these resources at their convenience, aiding in self-paced learning. Furthermore, YouTube channels can be used to showcase departmental achievements, faculty expertise, and research initiatives, fostering a sense of pride and community within the department.





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3. Online Lectures via Zoom and Google Meet

E-governance in academic planning has revolutionized the delivery of lectures through platforms like Zoom and Google Meet. These virtual classrooms transcend geographical barriers, enabling guest lectures, webinars, Parents meetings etc. Online lectures also provide a solution to disruptions caused by unforeseen circumstances, such as the COVID-19 pandemic, ensuring the continuity of education.

4. Google Classroom

Google Classroom is an integral component of e-governance in academic planning. It serves as a centralized hub for course materials, assignments, announcements, and discussions. This platform promotes organization, reduces paperwork, and enhances communication between instructors and students. Students can submit assignments digitally, receive timely feedback.

5. Institutional LMS

Institution has started using LMS software recently. Batch wise students are enrolled in this LMS. Students and teaching staff are provided with login ID.

6. LCD Projectors in Classrooms

E-governance extends to the physical classroom environment with the use of LCD projectors. These multimedia tools facilitate dynamic and interactive teaching methods, allowing instructors to present content effectively and engage students visually. Concepts that are difficult to explain using traditional methods become more accessible with the aid of visual aids.

7. Internet Facilities and Computer Labs

Internet facilities in all classrooms and well-equipped computer labs with wifi facility are available for modern education. These resources enable research, access to online databases, and interactive learning activities. Additionally, students can access e-books, journals, and academic resources in real-time, reducing the reliance on physical libraries and printed materials.

8. Student-Teacher Communication

E-governance enables the formation of batch wise student groups and concern-year teacher groups for seamless communication. These digital channels facilitate timely information dissemination, academic guidance, and mentorship. Students are able to reach out to their teachers, fostering a supportive and collaborative learning environment.





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9. Distribution of Timetables

One of the fundamental aspects of e-governance in academic planning is the distribution of timetables through WhatsApp groups. This practice ensures that students have easy access to their schedules and any changes that may occur. WhatsApp groups facilitate real-time communication, allowing students to clarify doubts or request changes promptly.

10. Feedback Mechanisms via Google Forms

E-governance emphasizes the importance of feedback mechanisms to continuously improve academic planning and development. Google Forms provide a structured platform for students to express their opinions, report issues, and suggest improvements. The data collected through these forms is used for strategic decisions, curriculum enhancements, and faculty development initiatives.

11. Website

The institute website well updated which serve as a centralized information hub, offering a wealth of information about the institution, its history, mission, and vision.

Visitors can access to details about courses offered, faculty profiles, admission procedures, and academic calendars. Important notices, updates, and announcements are posted promptly, ensuring that students, staff, and other stakeholders are well-informed.

A Website Committee is formed for the administration of the institute website.

Telemedicine is a healthcare service that leverages technology to provide remote medical consultations and support. Patient can connect with healthcare professionals via video calls, phone calls or secure messaging. It reduces travel time, quicker access to care. This facility is available if required and runned successfully in Covid pandemic period.

12. Library

The Institute continues to maintain its academic excellence through maintaining a well-stocked library. It is equipped with partial automated software system to manage. Complete automation of the library system in process and is expected to be completed soon. The Library has installed automated ILS software (**Auto-Lib NG and PDEA ERP system**) in which enrolment of all textbooks, reference books, Journals, e-journals etc. is done.

Apart from the ILS, the library also uses PDEA- ERP system for accessing the data of the readers and maintain their record. Through this, students are enabled to access OPAC- Online Public Access Catalogue and search the books.





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The library also has a well-established Digital Library for students with access to sources like DELNET, e- PG Pathashala, National Digital Library of India, MUHS Knimbus Library.

13. Administration –

The college administration is made easy due to PDEA's ERP software (cloud base). In this software batch wise enrolment of students is done. Due to this software it made easy to provide demand letters of fee, Bonafide certificate to students, college leaving certificate etc.

Biometric/ face Based Attendance Management Software is used by Administrative Staff, students and Teaching Faculty to record and track attendance.

PDEA's EMS system is established for profile update of teaching and non-teaching staff. With this system leave application is generated and leave is approved by branch authority. Administrative Office is using Excel and File Management System Tools to maintain effective database.

For administration of ARSMH hospital, we have Ayursoft software. Daily entry of OPD and IPD patients is done along with lab, panchakarma etc. services. Due to this, all data required for NCISM and other purpose can be retrieve easily.

ICT TOOLS

1. Hardware Infrastructure

- The College has adequate number of desktops for students and staff.
- Computers and printers are made available in the administrative block and all departments.
- Projectors and other multimedia devices are provided in the auditorium, classrooms, seminar rooms and laboratories.

2. Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops like Open Office, MS Office and Antivirus are purchased and updated regularly.

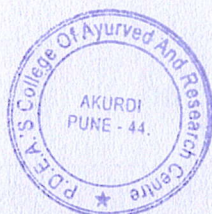
College campus is under CCTV surveillance.

14. Finance and Accounts -

The office continues to maintain its account on Tally. Account Office is using Excel and File Management System Tools to maintain effective database.

Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

E-tendering - The College has an E-tendering Portal facility for the procurement of any materials like chemicals, glassware, sports equipment, furniture, benches and notice board etc. The purchase committee finalizes requirements after discussion with concerned





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H.O.D. and submits the requirement on E-tendering Portal. The registered Dealers are informed about the requirements and then dealers submit the quotations on E-tendering Portal. The parent institute finalizes the purchase order.

15. Student Admission and Support -

UG and PG admissions of students is made under Government of Maharashtra through state Common Entrance Test Cell, Maharashtra State by online mode. College receives list of students through software by CET cell. All required documents are also provided through software.

The Institute brings out its Brochure which is displayed on the website that has admission notification & guidelines for the admission process. Number of students applying to each course, withdrawals, fee submission, all information to be displayed through this website only.

Fellowship and PhD admissions are made through MUHS, Nashik by online mode.

16. Examination -

With the change from offline to online examinations, the usage of e-communication platforms and technologies has become mandatory in exam process.

Internal examinations are conducted on a year-wise and subject-wise basis by the respective departments for all Undergraduate and Postgraduate programs, following the guidelines set by the Examination Department of MUHS. For this, the institute displays Time table and Results of Internal Examination on Notice board and share the same on What's App to all the students.

Monthly Question and assignments are regularly posted on Google Classrooms for each and every year students.

The Institutional Examinations are being conducted under the guidance of MUHS Nashik. The entire Annual exams are taken as per university guidelines. Applications for the University Examinations are filled online. University displays Time table and Results on the University Website (www.muhs.ac.in).

Institute is serving as a centre for M.U.H.S examination. As per guideline by MUHS, institute has developed peripheral scanning centre for digital evaluation of papers which will help to avoid the physical handling of the answer sheet, to reduce any type of malpractice and declaration of results in stipulated time. For this purpose, University in collaboration with one IT company has design a special software. After every day theory papers, all pages of the answer sheet are scanned and after quality check it will be uploaded in the software on the same day for further evaluation. Scanning centre is under CCTV surveillance and it has access to university.




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