



Shirdi Sai Rural Institute's

**ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA**

“NAAC REACCREDITED “B++” GRADE COLLEGE”

A/P/Tal-Rahata, Dist.-Ahmednagar. (M.S.)423107

Affiliated to Savitribai Phule Pune University, Pune

[www.ascrahata.org](http://www.ascrahata.org)



## **SELF STUDY REPORT- CYCLE 3<sup>rd</sup> 2018-2023**

### **Criterion: VI Governance, Leadership and Management**

#### **Key Indicator: 6.2**

#### **Implementation of e-governance in areas of operation**

##### **Metric: 6.2.2 (QnM)**

##### **Implementation of e-governance in areas of operation**

- 1.Administration including complaint management**
- 2.Finance and Accounts**
- 3.Student Admission and Support**
- 4.Examination**

**Submitted to  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)  
BENGALURU**



Shirdi Sai Rural Institutes,  
**Arts, Science and Commerce College, Rahata**

Tal- Rahata, Dist-Ahmednagar, Pin - 423107 (MS)  
(University of Pune Affiliated ID No. PU/AN/ASC/052/1997)  
NAAC RE-ACCREDITED "B++" GRADE COLLEGE



Ref. : ASCCR /

Date

**DECLARATION**

We the undersigned, hereby declare that all information, reports, true copies of the supporting documents, and numerical data submitted by our institution for the purpose of NAAC accreditation have been thoroughly verified by the Internal Quality Assurance Cell (IQAC). We affirm that these submissions are accurate and correct as per our records.

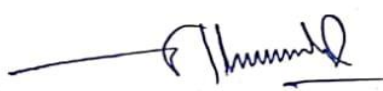
This declaration pertains specifically to the accreditation process for the third cycle of the institution, covering the period from 2018-19 to 2022-23.

Thank you.

Sincerely,

  
**Dr. Vikram P. Bhalekar**  
Coordinator  
Internal Quality Assurance Cell  
Arts, Science and Commerce College, Rahata



  
**Prof. (Dr.) Somnath S. Gholap**  
Principal  
Arts, Science and Commerce College  
Rahata, Tel-Rahata, Dist-Ahmednagar

Date-30/07/2024

Place- Rahata

Recipient of "Best Rural College Award" from Student Welfare Board, (2011- 12 & 2013-14)  
by Savitribai Phule Pune University, Pune - 07 | NAAC Track ID - MHCOGN 80225 AISHE CODE - C - 41932  
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**Shirdi Sai Rural Institutes  
ARTS, SCIENCE AND COMMERCE COLLEGE,  
RAHATA**

**POLICY DOCUMENT**

**E- GOVERNANCE POLICY**



**Prepared by**

**Internal Quality Assurance Cell (IQAC)**

**ASCC,  
Rahata**

## **Arts, Science and Commerce College, Rahata**

### **E-GOVERNANCE POLICY**

#### **Policy document on e-governance**

##### **Introduction:**

The e-governance policy of the institution is aimed at ensuring effective and real time eminence in the education. It is also aimed at improving competence, transparency and accountability of academic and administrative activities and safe guarding minimal costs for administrative services (e-services). Further, e-governance validates efforts of going green as it aimed at reducing carbon footprints by minimizing use of paper.

##### **Objectives:**

1. To execute e-governance in the functioning of the institution
2. To enhance efficiency of the functioning of the institution
3. To encourage transparency in the functioning of the institution
4. To assign accountability to the concerns.
5. To strengthen online communication between entities.
6. To create ease in access to information
7. To bring the institution on global platform
8. To promote paperless administration in the institution
9. To expand reach of governance
10. To improve institutional administration

##### **Policy:**

###### **1. Student Admission and support:**

Admission of students at UG and PG level should be in the form of online mode. Admission committee of the college will look after smooth functioning of the admission process.

###### **2. Finance and Accounts:**

In view of maintaining accounts with the high-level accuracy and increasing efficiency of the accounts department, advanced software shall be used.

###### **3. Website:**

Website of an institution is a reliable source of information. It brings the institution on global platform. Thus, the maximum possible information should be made available on the college website and shall be kept updated. Website should be maintained regularly.

#### **4. Library:**

Efforts should be made to avail maximum possible e learning resources like e journals. It should be updated timely. The issuing system should be computerized. A training to the staff and students should be given on how to use e-learning resources like N list. Library committee should ensure the smooth functioning of the library by adopting e resources.

#### **5. Administration:**

The maximum possible administration of the institution should be handled with the use of ICT based technology, internal communication, issuing of certificates, notifications, submission of information should be done online.

#### **6. Examination:**

Filling and evaluation of examination forms, obtaining hall ticket, uploading marks, declaration of result etc. has to be done in online mode. Confidentiality need to be maintained while doing examination work. College Examination Officer should ensure the smooth conduction of examinations and related activities.

  
Coordinator  
Internal Quality Assurance Cell  
Arts, Science and Commerce College, Rahata



  
DIRECTOR  
Shirdi Sai Rural Institute, Pravar Nagar  
Tal. Rahata, Dist. Ahmednagar.