

POLICY FOR E-GOVERNANCE

PURPOSE OF THE POLICY

All stake holders associated with SKNCOA are expected to follow this policy this includes students, alumni students, parents, teaching and non-teaching faculty associated with SKNCOA and all external stake holders as well. The purpose of policy is as defined

- To promote the e-governance amongst all the stake holders of SKNCOA
- To achieve the best operational efficiency amongst the all-stake holders of SKNCOA
- To achieve the maximum transparency and accountability in all communications/ transactions.
- To achieve the effective communications among all stake holders.
- To promote and boost team work and collaboration in all stake holders
- To provide easy access to information for effective decision making.
- To facilitate the easy compliances of rules and regulations for various Governing, Nodal agencies.
- To increase the visibility of academic excellence of SKNCOA to outside world.

The academic, administrative, students support, all activities at SKNCOA are completely under the E Governance through various Information and Communication Tools (ICT) they are like Enterprise Resource Planning (ERP), Microsoft Team, Google Gmail, Google Docs, Android what's app communication systems. All necessary IT and ITES support required for establishment of the same is provided within the STES campus.

Principal

SKNCOA Pune

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Public Outreach: For best public outreach of SKNCOA's Website, Instagram handle, Face book handle need to be periodically updated with latest academic, cocurricular and extracurricular activities that are conducted at SKNCOA.

Admission Support: For best public outreach od SKNCOA's all admissions related information of NATA examinations, minimum eligibility criteria as received from various governing bodies, COA norms and various admission stages from sale of information brochure to securing of admissions need to be transparently displayed and entire admission process need to be supported through E-Governance systems.

Administrative Support: For the efficient, transparent day to day functioning of academic and non-academic activities in administration, Finance, Accounts, Students Admissions Supports, Examinations latest updated E-Governance systems to be implemented. Where ever the old versions/software if needed with upgradation shall be reviewed and periodically done.

Pedagogic Support: All the teaching, non-teaching staff along with students need to be provided with most updated ICT technologies and software. Wherever required these internal stake holders shall upgrade their skills for efficient E-Governance.

Performance Review: All stake holders teaching, non-teaching and students performance either in the day to day work or academics shall be monitored and periodically reviewed through ICT based systems. Whenever and wherever required necessary upgradation in the systems shall be done.

Principal

SKNCOA Pune