कर्वे समाज सेवा संस्था
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Regn. No. : F-275   PAN No. : AAATK1026G

Exemption u/s 80 G of the Income Tax Act 1961

Maharshi Dhondo Keshav Karve
Awarded " Bharat Ratna " - 1958

Karve Institute of Social Service
E – Governance Policy

The Karve Institute of Social Service (KInSS) in Pune has implemented e-governance systems across various operational areas to enhance efficiency, transparency, and accessibility. These initiatives align with the National Assessment and Accreditation Council (NAAC) criteria, particularly focusing on Criterion 6, which pertains to Governance, Leadership, and Management.

1. Student Administration System:

- **Admission Process:** KInSS utilizes an online platform for student admissions, allowing applicants to submit forms, track application status, and receive updates digitally. This system ensures a transparent and streamlined admission process.

- **Academic Records Management:** The institute maintains digital records of student information, including personal details, academic performance, and attendance. This facilitates efficient data retrieval and management.

2. Scholarship Management:

- **Application and Disbursement:** Students can apply for scholarships through the institute's online portal. The e-governance system manages the verification process and ensures timely disbursement of funds, promoting fairness and accountability.

3. Library Management System:

- **Digital Cataloguing:** The library's resources are cataloged electronically, enabling students and faculty to search for books, journals, and other materials through an online interface.

- **E-Resources Access:** KInSS provides access to a range of e-books, journals, and databases, supporting research and learning.

4. Office Automation:

- **Finance and Accounts:** The institute employs e-governance tools for financial management, including budgeting, accounting, and auditing processes. This ensures accuracy and transparency in financial operations.

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Policy Framework:

- **Data Security and Privacy:** KInSS is committed to safeguarding personal and institutional data. Robust cybersecurity measures are in place to protect against unauthorized access and data breaches.

- **User Training:** Regular training sessions are conducted for students and staff to familiarize them with e-governance tools and best practices, ensuring effective utilization of digital resources.

- **Continuous Improvement:** The institute regularly reviews and updates its e-governance systems to incorporate technological advancements and feedback from stakeholders.

These e-governance initiatives at KInSS demonstrate a commitment to leveraging technology for improved institutional management, aligning with NAAC's emphasis on effective governance and resource utilization.

Dr. Mahesh Thakur
In- Charge Director

I/c Director
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Report on E-Governance Policy of Karve Institute of Social Service

Introduction

Karve Institute of Social Service (KINSS) is committed to integrating technology for enhanced governance, improved academic delivery, and streamlined administrative processes. The e-governance policy focuses on digitization across key operational areas to meet institutional goals and NAAC requirements.

E-Governance Implementations

1. **Library Management (AutoLib Software)**

   - Adoption of **AutoLib – NG For Library Management System Library Software** for cataloging books, journals, and research materials.

   - Students and faculty access resources through a dedicated portal for seamless information retrieval.

2. **Internet Infrastructure**

   - Deployment of **high-speed Wi-Fi** across campus to facilitate digital learning and research.

   - Storage capacity upgraded to host a **centralized repository** for institutional data and digital resources for E Content management

3. **Admissions and Administrative Applications**

   - Use of **IIS (Internet Information Services)** for online admission processes.

   - Real-time application tracking ensures transparency and efficiency for prospective students.

4. **Digital Classrooms and Smart Boards**

   - Installation of **smart boards** and **digital classrooms** for interactive teaching and learning experiences.

   - Enhanced use of multimedia tools to support outcome-based education (OBE).

5. **Faculty and Staff Digital Enablement**

   - Provision of **edu-email IDs** for all faculty and staff for secure communication and access to academic tools.

   - Support for online collaboration and research through cloud-based systems.

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6. **Biometric Attendance System**

   o   Deployment of **biometric devices** to streamline attendance tracking for staff and students.

   o   Integration with administrative software ensures real-time monitoring and reporting.

Policy Highlights

- **Data Security**: Robust IT infrastructure ensures the secure storage and retrieval of institutional data.

- **Digital Literacy**: Regular training for faculty, staff, and students to enhance proficiency in using e-governance tools.

- **Sustainability**: Digital systems reduce paperwork, promoting an eco-friendly campus environment.

Impact

- **Efficiency**: Streamlined operations in library management, admissions, and administrative processes.

- **Accessibility**: Improved resource access for students and faculty.

- **Accountability**: Enhanced transparency in attendance, communication, and academic delivery.

The e-governance initiatives at Karve Institute of Social Service reflect a forward-thinking approach to institutional management. By leveraging technology, KINSS ensures operational excellence, aligns with NAAC standards, and fosters a digitally empowered academic environment.

Prepared by: Date 24/5/24
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