



CARMEL VIDYA BHAVAN TRUST'S  
**CHRIST COLLEGE - PUNE**

(Affiliated to the Savitribai Phule Pune University)

ID-No. PU/PN/ASC/269/2007, College Code-829  
26/4A, Sainikwadi, Vadgaon Sheri, Pune 411 014.  
Accredited by NAAC with 'B+' Grade

Ref. No. CCP/

<b>CRITERION - VI</b>	
<b>KEY INDICATOR</b>	<b>6.2 Strategy Development and Deployment</b>
<b>METRIC NO</b>	<b>6.2.2</b>

***Institution implements e-governance in its operation.***

***POLICY DOCUMENT ON E- GOVERNANCE***



CARMEL VIDYA BHAVAN TRUST'S  
**CHRIST COLLEGE PUNE**  
(Affiliated to Savitribai Phule Pune University)

# INTERNAL QUALITY ASSURANCE CELL (IQAC)



## POLICY DOCUMENT



**Academic Year  
2023-24**

## Table of Contents

	Title
1.	About Us
2.	Quality Policy
3.	SOP for Administration
4.	Admission Policy
5.	Examination Policy
6.	SOP for IQAC
7.	Library Policy and Procedure
8.	E- Governance Policy
9.	Maintenance Policy and Procedure
10.	Code of Conduct for Students
11.	Code of Conduct for Teachers
12.	Research Policy
13.	Green Policy
14.	Scholarship Policy
15.	Performance Appraisal Policy
16.	Differently- abled Policy
17.	Anti-Ragging Policy
18.	Welfare Policy
19.	Financial Mobilization Policy
20.	Grievance Redressal Policy

## E- Governance Policy

The college is committed to adopt, implement and practice e-governance in order to provide a simpler, robust and efficient system of governance. Extensive use of E-governance has to be incorporated into every sphere of college functioning. It is to be implemented at various levels to provide efficient system of governance within the institution leading to paperless administration at its best.

Certainly, here are the rephrased points based on your provided information:

- The college has embraced e-governance in various administrative aspects, including finance, library, and examinations.
- To foster seamless communication, the college encourages electronic connectivity among its staff, including administration, faculty, and students. Popular tools such as G-suite, WhatsApp, Telegram, Zoom, and Google Meet are utilized for instant messaging and video communication.
- Staff attendance is monitored electronically through secure biometric systems, ensuring accuracy and preventing tampering.
- The college website, acting as the hub for e-governance initiatives, is diligently maintained and regularly updated. Efforts are made to promptly restore its functionality in case of technical issues. The official website link is <https://christcollegepune.org/>.
- The college admission process is conducted online through a user-friendly interface on the website. Comprehensive information, notices, and links for procedures such as online fee payment are provided. Separate logins

for students, teachers, and alumni are available, accessible via laptops and mobile phones.

- The college's financial transactions are managed through Mognasys ERP software, with Tally software utilized as the accounting software.
- The college website features library-related data, providing links to E-learning resources like N-List.
- Training sessions on using digitized library resources and e-learning tools are conducted for both staff and students.
- The college website offers facilities for alumni, including registration, updates on college activities, details of selected alumni, feedback options, and related information.
- The college examination process is automated through an exclusive examination portal provided by the affiliating university. This ensures confidentiality in the delegation of work, data entry, and processing.

Technical team (website maintenance committee) headed by system administrator is to be appointed to handle the technical issues related to digital online operations of the college.