

6-4-2

JAY DURGA BHAWANI KRIDA MANDAL SANCHALIT
OM SAI SHIKSHANSHASTRA MAHAVIDYALAY,
SHIRSOLI (P.B) Maharashtra.

Annual e-Governance report

Planning and development: Om Sai College of Education integrated technology in planning and development of the College. The college website www.omsaibed.org is regularly updated with latest information about the college. The information related with admission procedure, vacant position etc. is regularly updated on the website to spread information to students and it becomes easy for them to access information at any time.

The Library possesses all necessary books. At present it does have delnet software.

Administration:

Teaching and non-teaching staff of the college made communication and data sharing through official emails and Google drive. Affiliating University (KBC North Maharashtra University Jalgaon) provided a unique college log in to the institute for college-University interface, submission of admission records etc. In Covid-19 pandemic, sometimes faculties worked from home and updated their work on a Google Sheet on a daily basis. Department meeting, cell meetings were conducted through Zoom. Various cells were performing their activities in virtual mode and maintaining the records on a Google Doc for easy collaboration among faculties. Faculties were judging the students activities and maintained the record on the Google sheet. For uploading students assignments during pandemic one separate folder was created on the Google Drive for each student or for all students. Students submitted pdf files of their subjects assignment in the designated folders.

Finance and Accounts:

Accounts are maintained in the Tally software. Student fee collection is done offline for convenience. Students fee submission records are maintained.

Student Admission and support

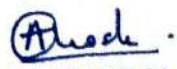
Admission prospectus is available on the website and can easily be downloaded. On line registration forms are available from where students can easily apply for the admission. For admission and forthcoming events students are communicated through email and SMS. To avail the Library facility physically, students are issued with a Library card form to apply

Examination system:

Student's examination forms are filled on KBC North Maharashtra University Jalgaon portal through the college login. Blank award list of students is also made available on college


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login. Any other information about the examination (examination schedule, students grievance etc.) is communicated through email too. In the academic year 2020-2021 University conducted online examinations for B.Ed. students due to Covid-19 pandemic. In this period, internal examinations were conducted online.

Biometry attendance for staff

Biometry attendance of staff was done occasionally in 2023.

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E-Governance Policy

Objectives:

- Implementation of E-governance in execution of college related work
- Promotion of paperless functioning in the college
- Enhance transparency, participation and accountability from the stakeholders.
- Providing easy access to information

In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of college functioning. The institution has already started with e-governance in some aspects of functioning like admission, academics, examination and account. At the same time we are planning to implement e-governance in some other areas in future.

College website:

The website should act as a mirror of the college activities (academic and curricular both) and such information should be provided to outsiders. For this purpose, college is having a fully dedicated team members for uploading the information

Administration:

All staff members of the college shall communicate through the official email id with the domain of principal@omsaibed.org

Student Admission:

Om Sai College of Education has decided to process all admissions in online and offline mode both. Students can apply for the admission through website

Examination:

All University related communications shall be made through the college login option available on the University portal.

Finance:

The college is using Offline account records.


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