



“ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षणप्रसार” – शिक्षणमहर्षी डॉ. बापूजी साळुंखे

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur's

PADMABHUSHAN DR. VASANTRAODADA PATIL MAHAVIDYALAYA

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● **Affiliated to Shivaji University, Kolhapur** ●

ARTS, SCIENCE, COMMERCE (Senior)

► **Established** : June 1962 ► **P. B. No.** : 14 ► **Sr. College Code No.** : $\frac{SI/AC/4}{X}$



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ISO Certified : 21001 : 2018

**Shikshanmaharshi
Dr. Bapuji Salunkhe**

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A paperless IQAC (Internal Quality Assurance Cell) policy

Objective

To adopt eco-friendly and technologically advanced practices to ensure efficient documentation, communication, and compliance with quality assurance processes in higher education institutions.

Key Features

Digital Documentation

Maintain all IQAC documents, including meeting minutes, reports, and plans, in a digital format using secure storage platforms.

Use tools like Google Drive, OneDrive, or institutional cloud services for organized and easy access to records.

Online Communication

Share notices, agendas, and updates via institutional email, WhatsApp groups, or Learning Management Systems (LMS).

Conduct virtual meetings when feasible using platforms like Zoom, Google Meet, or Microsoft Teams etc.

E-Submission of Data

Encourage departments and stakeholders to submit required data in digital formats via shared folders or online forms.

Use institutional management software for automated data collection and reporting.





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Digital Feedback Mechanism

Collect feedback from students, faculty, and other stakeholders through online surveys or apps.

Analyse responses using software for quality improvement initiatives.

E-Reports

Prepare and submit AQAR (Annual Quality Assurance Report), SSR (Self Study Report), and other compliance documents online to NAAC or other bodies.

Training and Capacity Building

Provide regular training to IQAC members and staff on using digital tools and platforms effectively.

Green Practices

Reduce reliance on printing; use digital signatures and e-certificates for authentication and appreciation purposes.

Implementation Guidelines

Assign a dedicated technical team to assist with the transition to digital processes.

Regularly back up data to prevent loss and ensure data security with appropriate encryption.

Monitor and review the effectiveness of the paperless policy periodically.

Expected Outcomes

- Reduction in paper usage and operational costs.
- Increased efficiency in IQAC operations.





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- Enhanced transparency and accessibility of records.
- Promotion of environmental sustainability.




Dr. Milind S. Hujare
Principal

Padmabhushan Dr. Vasantrodada Patil
Mahavidyalaya, Tasagon. (Sangli)