E-Governance Policy

Scope:

The scope of E-governance policy extends to the following areas:

- General Administration
- Student Admission
- Student Scholarship
- Finance and Accounts
- Examination
- Library
- ICT infrastructure
- E-waste Management

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the function of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our classrooms ICT enabled with desktops, laptops, projectors, etc.
- To establish a fully automated library.

Policy:

The college will implement e-governance in all aspects of functioning like accounts, admissions, administration, library, teaching, etc.
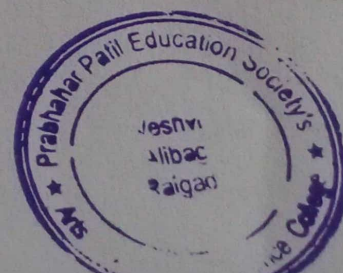
Website:

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer is appointed by the college. The service provider makes important updates/changes on the website. The process of updating, maintaining and working of the website on a regular basis and other changes that are required on the website is checked. The college strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission:

An open and transparent strategy is followed for the student admissions as per the guidelines suggested by the University of Mumbai. The college brings out its Brochure which is given to the students that has guidelines for the admission process. An offline and online admission portal are used to manage the admissions in the college. Number of students applying to each course, withdrawals, is managed through this portal. Students submitted online application form for taking admission to the college, which are approved by admission committee and then student pay admission fee and get enrolled for certain class through online software. Additionally, all students have to enroll at Digital University Portal of University of Mumbai with the institute code 593. The college can modify/change the policy of admission process as per the situation and recommendations/guidelines of Parent Institute and University of Mumbai.

Finance and accounts:

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit, loss and balance sheet are generated through this software only. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and upgradation of the existing software are done regularly. Payments are generally made and received through online mode such as NEFT, RTGS, etc.

Examination:

The college has adopted an online declaration system. On the website students can view their total assessment marks at the end of each semester and can report discrepancies, if any. The examination process is conducted as per the e-governance policy and guidelines of the University of Mumbai. The examination process of under graduates is regulated in hybrid mode by the college for first and second year and by University for the third year. University administration send question papers as per schedule of examination, IT coordinator under study supervisor download them before one hour of scheduled time. The assessment of TY examinations are done through online UOM portal TracMARKS APP, OSM. Whereas, FY and SY marks data entered and the statements of the same for each students are generated through Microsys software.

Administration:

- Administrative Office should use Advanced Excel Tool to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Enrollment of students for all categories scholarship is done through online mahadbt app, whose maintenance is looked by the state government of Maharashtra.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin staff to be provided with adequate training and development to keep them abreast with the new technology.

Library:

The college continues to maintain its academic excellence through maintaining a well-stocked library. The college will add more resources for the benefit of the teachers and the students. Recommendations shall be taken from the teachers and students while subscribing to the resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
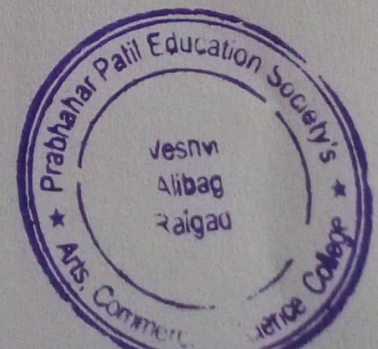
The library to install fully automated SOL software which should have as easy to use graphical user interface, to allow library database searching by entering preferred terms for information retrieval.

E-Waste Management:

The college ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT Tools:

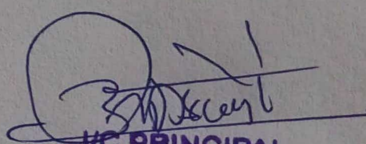### Hardware Infrastructure

- The college to ensure that if it has adequate number of desktops for staff.
- Computers and printers to be made available in the Administrative and examination block.
- Projector and other devices to be provided in the seminar room.

Software Infrastructure

- The college to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for antivirus to be purchased and updated regularly.

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