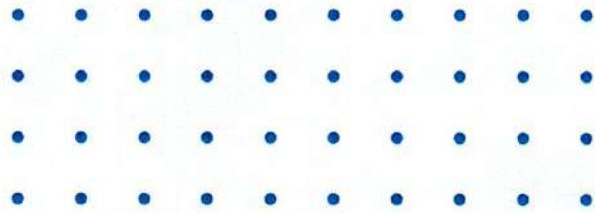




E-GOVERNANCE POLICY





E-GOVERNANCE POLICY

(With Effect from 6th July 2013)

(Revised on 16th July, 2021)

Preamble

Information and Communication Technology (ICT) has undergone a radical revolution throughout the world. The future of administration is paperless. E-Governance is significant because of its long-term speed, accuracy, transparency, and cost-effectiveness. In this situation, our institution needs a policy framework to put new technical advancements into practise.

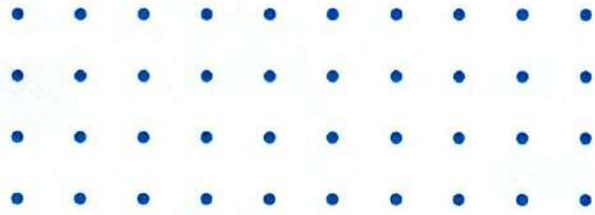
The institution must accept ICT if it is to confront global difficulties and develop towards a quick, transparent, and economical style of function. The key electronic government software is described here.

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Students Support
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- Surveillance

The main objectives of this policy are:

- To implement E-governance throughout the institution,
- To enhance governance efficiency, promote transparency and accountability in all college functions,
- To achieve a paperless environment, providing easy access to information,
- To make the campus Wi-Fi enabled,
- To equip classrooms with ICT tools like desktops and projectors,
- To establish a fully automated library, and
- To implement effective surveillance with CCTV cameras and biometrics.



E-GOVERNANCE POLICY

To achieve these objectives, the college will take specific measures and implement various policies and procedures:

- **Website:** The college will maintain an informative website displaying college activities, courses offered, important notices, and more. A dedicated Website Committee will be responsible for regular updates and maintenance.
- **Student Admission:** An open and transparent admission process will be followed, guided by the University of Mumbai's ethical practices. Admission management will be facilitated through specialized software.
- **Accounts:** The college will maintain its accounts using Tally software, upgrading it regularly for better financial record-keeping. Online modes of payment like NEFT and RTGS will be used.
- **Library:** The college will continue to maintain a well-stocked library, incorporating more e-learning resources through INFLIBNET's N-LIST. The library will subscribe to new journals and books based on recommendations from teachers and students. Library software will be used for library automation.
- **Administration:** Attendance and other administrative tasks will be managed using advanced software tools like Advanced Excel. Adequate training will be provided to the teaching and administrative staff. CCTV coverage should be enabled on the campus for better security.
- **Examination:** The college will adopt an online system for students to view their internal assessment marks and report any discrepancies. A software will be used for result preparation, and online exam software may be utilized for proctored exams.
- **Alumni:** A dedicated alumni page will be created on the website for registration, feedback, and database management to strengthen alumni relationships.
- **Complaint System:** The college will host an online Grievance Redressal Portal on the college website for the benefit of staff and students.



E-GOVERNANCE POLICY

- ICT Tools:
- Hardware Infrastructure: The college will ensure sufficient desktops, laptops, printers, projectors, and multimedia devices for staff and students.
- Software Infrastructure: The college will maintain powerful servers and regularly update software packages such as Open Office, MS Office, licensed software and Antivirus for desktops and laptops.

By implementing these policies and procedures, the college aims to enhance its governance, technological capabilities, and overall efficiency, providing a better learning and working environment for students and staff.



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