E Governance Policy

Brief Description: The policy is a blueprint of implementation of e-governance in areas of operation.
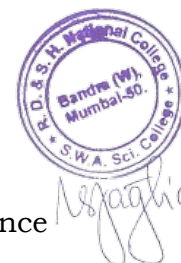
Policy Statement: Implementation of e-governance is an effort to ensure transparency and accountability in the day-to-day functioning of the institution and enhance administrative efficiency by way of easy and speedy access to information.

Scope and Applicability

- General Administration
- Student Admission and Support
- Accounts and Finance
- Examination
- Library

Policy

- Use of E-filing and computerized methods to carry out financial transactions.
- Software for maintaining financial accounts and documentation.
- Online tools for dissemination of information with stake holders.
- Creation of Whatsapp groups for facilitate academic and administrative exchange between stakeholders.
- Technology for exam-related work such as displaying results on the website, on student app.
- One Point contact for internet bandwidth and maintenance of college wide computer network.
- Distributed responsibility of the access control of various statutory portals.
- Employees with access control shall be responsible for the process and should be involved throughout its life cycle.
- Employees responsible for access control shall also be responsible for maintenance of digital system involved and are also authorized to upgrade hardware and software involved.
- The Principal shall be the final authority to decide on the employees process and the procedure involved in e-governance of the institution.
- Updation of institute website at regular intervals to display all the information and updates related to teaching, examination etc.
- Financial allocations to be made for acquiring hardware and software to support e-governance.

The implementation of the policy on e-governance will help the institution in the following ways

General Administration

ERP Software: Centralized portal maintained by the HSNCB
Face Recognition: The attendance of faculty and support staff, both in and out is maintained by this software.
All communication to faculty members on institutional E-Mail ID .
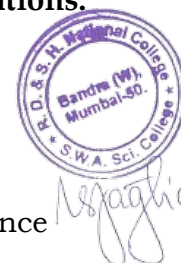
Accounts and Finance

TALLY ERP: used for all Account related processes.

Use of Public Financial Management System (PFMS) to manage the funds received by the Government.

Examination and Student Admission and Support

ERP Software: Examination and Student Admission and Support
- All admission related affairs are managed through the admission portal including **online admissions, filling of forms, verification and approvals by faculty, update** on the number of students applying for each course, online fee payment link, collection and payment, withdrawals, reconciliation of fees, subject change, information on reserved category student's category wise online attendance etc.
- **Online Attendance** of students through apps. Generation of relevant reports through software.
- Pre and Post examination related work for regular, additional and A.T.K.T examinations, Hall ticket generation, entry of marks, result generation.
- **University of Mumbai Software (MKCL**) for Enrolment, Eligibility, Final year students (U.G. & P.G.) examination fee payment, hall ticket generation, exam centre allocation, entry of marks on the portal , generation of Transference Certificates for final year students for their higher studies.
- **Live Examination Module: Module used to conduct online examinations with proctoring during the pandemic.**
- **Track Marks:** Software for Online assessment of papers **and entry of attendance of students allocated to our centre for theory examinations.**

LIBRARY

- All in-house operations of the library are automated through KOHA Library management system.
- Access to e-books and e-journals through N-LIST subscription
- WEBOPAC system used for online access of books in the library by faculty and students from anywhere.