



Preamble

- E-Governance plays a vital role in enhancing transparency and efficiency across various domains such as Administration, Student Admission and Support, Finance, and Examination within educational institutions, benefiting all stakeholders involved.
- The Administration area of e-governance encompasses several crucial components that play a pivotal role in ensuring efficient and effective governance. These components include CCTV surveillance systems, Biometric attendance system, user-friendly and informative website, the Maharashtra Knowledge Corporation Limited (MKCL) platform, the e- Samarth portal, and a robust Management Information System (MIS) tailored specifically for Higher Education.

Annual e-Governance Report 2022-2023

Administration:

- Admission process is now managed by Mastersoft ERP and cashless transactions are encouraged.
- University of Mumbai Online Application Portal redefines the admission process, offering a seamless, user - centric, and secure platform for prospective students.

Finance and Accounts

- The Institute is using Tally accounting module and TDS module for the accounting needs.

Student Admission and Support

- Online admissions for both aided and unaided courses for Degree College admission are completely online on the Mastersoft ERP including admission form, merit list generation, fee receipt generation etc.
- Marking of attendance are done through Mastersoft ERP.
- Online lectures if needed are conducted on Google classrooms.

Examination

- Time Table generation , generation of hall tickets, marking of attendance, marks entry and marksheet generation was through the Examination ERP module from Mastersoft.





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Annual e-Governance Report 2020-2021 & 2021-2022

Due to COVID-19 restriction a complete digitalisation was needed from admission form filling to examination. The entire process of digitization was carried out using Mastersoft ERP modules.

Administration:

- Admission process was managed through Mastersoft ERP modules and payment of fees were completely online through a secured gateway.
- University of Mumbai Online Application Portal redefines the admission process, offering a seamless, user - centric, and secure platform for prospective students.
- **Finance and Accounts**
- The Institute is using Tally accounting module and TDS module for the accounting needs.

Student Admission and Support

- Online admissions for both aided and unaided courses for Degree College admission are completely online on the MKCL portal including admission form, merit list generation, fee receipt generation etc.
- Marking of attendance are done through Mastersoft ERP.
- Online lectures were conducted on various LMS platforms like Google classrooms , Zoom , MS Teams.

Examination

- Live examination module procured from Mastersoft ERP was used to conduct the examinations.
- Time Table generation, marking of attendance, uploading online question papers, shuffling of questions, submission by students, correction of papers, marks entry and marksheet generation was through the Examination ERP module from Mastersoft.
- Projects were collected and evaluated using Google classrooms.





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Annual e-Governance Report 2018-2019 & 2019-2020

Administration:

- Admission process was managed through Inhouse ERP modules.
- All the entries of the students admitted and cancellations were done in real time.
- University of Mumbai Online Application Portal redefines the admission process, offering a seamless, user – centric, and secure platform for prospective students.
- **Finance and Accounts**
- The Institute is using Tally accounting module and TDS module for the accounting needs.

Student Admission and Support

- Marking of attendance was done through inhouse customized package.

Examination

- Offline examinations were conducted.
- Results were prepared using Inhouse customized examination module.
- For University examinations the papers were received electronically through Digital Exam Paper Delivery using a secured Login ID and password.





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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.





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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.

Criterion 6: Governance, Leadership and Management
Metric 6.2.2: Strategy Development and Deployment - eGovernance





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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.



Neelgani