

E- GOVERNANCE POLICY

The college will implement E-Governance in all functioning of the Institution in order to provide simpler and efficient system of Governance within the institution

OBJECTIVES:

- ▶ To implement E-Governance in all areas like Admission, Accounts, Library, Administrative, Teaching, Examination, Attendance, etc
- ▶ To make every function transparent & accountable
- ▶ To provide easy & quick access to information
- ▶ To make campus Wi-Fi enabled
- ▶ To make library fully automated
- ▶ To create Paperless environment
- ▶ To make all classroom ICT enabled

AREAS OF E-GOVERNANCE:

▶ Website :

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. 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's Admission & Support and Attendance :

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University of Mumbai. The student's admission and enrolment processes are done online with the help of MKCL portal. Students attendance, feedback mechanism are processed through online portal. Bulk SMS mechanism is used for students and parents to give any relevant information. RFID card is used for student's attendance for tracing attendance record for check on defaulters

➤ **Administration & Finance / Accounts and Library :**

The attendance of both teaching and non-teaching staff is monitored by Biometric mode. The college uses ERP system for accounting purpose. Library automation and administration functions smoothly with digitalized and upgraded software's

➤ **Examination :**

The process is handled online for Uploading of Exam forms, Hall ticket generation, Exam Question papers receiving & Assessment of answer papers, etc

➤ **E-Waste :**

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

➤ **ICT (Hardware & Software) :**

Hardware Infrastructure: The College to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure: The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.