



**SMT. KAMALADEVI GAURIDUTT MITTAL COLLEGE
OF ARTS & COMMERCE**
Accredited by NAAC B+

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E-GOVERNANCE POLICY

Scope:

The scope of this policy includes following areas:

- General Administration
- Student Admission
- Teaching Learning Process
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

- Implementation of e-governance in the overall functioning of the institution in order to provide a simpler and more efficient system of governance within the institution.
- To promote transparency and accountability in the functioning of the institution.
- To achieve and create a paperless environment in the institution.
- To provide easy and quick access to information.
- To establish a fully automated library.

Policy:

The institution will implement e-governance in all aspects of functioning like library,accounts, admissions, administration, teaching and examinations, etc.

The policy is designed and framed to make each and every function transparent,accountable and instant.

The institution makes the following policies and procedures in this regard:

General Administration: Attendance Management Software is to be used by administrative staff and teaching faculty to record and track attendance. The Administrative Office should use Advanced Excel and File Management System to maintain an effective database.To provide a hassle free, convenient and smooth process and to make it eco-friendly, administration is to be made paperless. Students must be able to obtain maximum services in online mode. The institution is to look into opportunities to automate its functions related to administration. Administrative staff has to be provided with adequate training and development to keep them abreast with the new technology.

Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations provided by the University of Mumbai. The institution brings out its Brochure, displayed on the College website, which has guidelines for the admission process. An AdmissionPortal is to be used to manage the admissions in the college. The number of students applying for each course, the number of withdrawals, fee submission, etc. are to be managed through this portal. Students are required to submit a separate online application form in order to apply for admission to the college and are required to upload required documents. The College will use online software for the admission process.

Teaching Learning Process: To maintain transparency and to provide speedy information, e-governance is adopted by the institution. The attendance of the students is done electronically. Faculty adopts ICT enabled tools and provides e-resources to the students, for the delivery of curriculum and to supplement it.

Examination: The institution has adopted an online system for students' examinations where students can login and appear for examination of all semesters and can report discrepancies, if any. The examination process of F.Y.B.Com. and S.Y.B.Com. is regulated by the institution as per the norms of the University of Mumbai.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. All library records like text books, reference books, journals, e-journals etc. will be available online. The College will add more and more e-learning

resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-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 ILMS software which should have an easy to use Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports. The use of Online Public Access Catalogue module of the software is to be facilitated to allow library database searching by entering preferred terms for information retrieval. The Circulation module of the software should cover all the operations of circulation; right from creating member records to printing of reminders for outstanding books. The Database Maintenance module should cover all operations of database creation and maintenance.

Accounts: The office continues to maintain its accounts on Tally. Latest versions of the software are to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Balance Sheets and all relevant reports are generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and upgrading of the existing software must be done regularly. The institution also uses multiple software, such as the Public Financial Management System (PFMS), which is used to manage the funds received from the Government, and the Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salaries to bank accounts. TDS, Provident Fund, Allowances, etc. all are managed by this system. Reports can be generated for all staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Website: The website will act as an information center which will reflect all aspects of the institution; its activities, important notices, courses offered, etc. For this purpose, a separate service provider/ web designer will be appointed. Training will be given to the administrative and teaching staff to make important updates on the website. Faculty members will be appointed for the administration of the college website. These members will look after the process of updating, maintaining and working of the website on a regular basis. These members will also look for other changes that are required on the website. The institution strives to showcase its vibrant self through its website. All important notifications have to be uploaded on the website as and when they are released.

ICT TOOLS

Hardware Infrastructure

- The institution has to ensure that it has adequate number of desktops and laptops for

students and staff.

- Computers and printers to be made available, as required
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- Infrastructure is to be complemented by computer networking devices, scanners and interactive teaching board/ smart board, etc.

Software Infrastructure

- The institution has to maintain adequate configuration servers to allow fast transmission of data to various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus are to be purchased and updated regularly.