S.I.W.S.

N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS
AND
SMT. THIRUMALAI COLLEGE OF SCIENCE

Plot No. 337, Sewri - Wadala Estate,
Major R. Parameshwaran Marg, Wadala, Mumbai – 400 031
(Affiliated to the University of Mumbai)
ISO 9001: 2015 Certified

POLICY FOR E-GOVERNANCE

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1) Introduction:

E-Governance is envisaged for an efficient administration system by leveraging technologies and continuous data access enabling better decision making. The Implementation of E-governance will achieve efficient functioning of the institution and promote transparency and accountability. The college has planned a big stride towards e-governance assuring simple, safe and easy communications with accuracy of data in all its functions.

2) Objective:

➢ To enhance the system of governance by leveraging technologies for efficient functioning of the institution

➢ To maintain data on a secure environment

➢ Providing easy access to information

➢ Promote green initiative in achieving paperless administration

➢ Facilitating online internal and external communication between various entities of the institution

➢ To enable the campus Wi-Fi enabled and the class rooms ICT enabled

➢ To make the a fully automated Library

3) Policy:

a) The institution shall adopt e-governance in maximum activities of its functioning to enable safe, easy and transparent and accountable administration

b) Technological advancement and innovations in educational transactions to make a visible impact on academic development and administration

c) Electronic data management and designing an institutional website to provide ready and relevant information to stakeholders

d) Enable collaborations and foster a closer relationship between the world of competent learning through Information and Communication technology

The college will adopt e-governance in the following areas and the Society reserves it right to implement e-governance also to areas not listed below.

1) Website:

A MoU with a service provider for website designing will be undertaken to reflect about the college's activities and important information on its website. A website committee will be formed and training be given to the staff on updating and maintaining the website on a regular basis.

2) Admission:

Admissions to all courses will be in online mode by using the admission portal. The college will display the prospectus on the website that gives guidelines to admissions to all programs and courses including the fee structure and payment mode. A helpline is given on the website to solve issues. An admission committee to be formed for helping students for the admission process and documents uploading. The admission has to be transparent and ethical using an online software and managed by a vendor with whom the Society has to collaborate for ERP Solutions.

3) Accounts:

The college will use Tally software to maintain accounts and procure the latest versions of software as and when necessary to maintain financial records efficiently. Appropriate security measures have to be taken for maintaining confidentiality of the transactions. All the analysis reports should be generated through the software. Training to be given to administrative staff for using software on Payroll Management System that helps to calculate salary, generate salary slips, disperse salary to bank accounts, TDS, Provident fund allowances etc. Payments and receipts should be on online mode through NEFT or RTGS to ensure transparency and save paper.

4) Administration:

The college administrative office should use advanced excel and file management system tools to maintain an effective data base. The college will take all measures to automate its functions related to administration. Students should be able to obtain all services on online mode like bonafide certificates, transfer certificates etc., to save time and energy. All reports relating to internal assessment marks, monthly reports etc., should be generated automatically. The administrative staff should be given

adequate training to adapt to the new technologies and ensure a smooth administration process.

5) Examination:

Examinations to be handled as per the directions of the University through online mode. The filling of examination forms, obtaining hall tickets, receiving of examination papers, revaluation forms, photocopy of answer books, uploading marks all have to be online mode as per the e-governance policy of the University. An examination committee be constituted for University and College examinations which should handle the entire examination process with absolute care, maintaining honesty and confidentiality under the guidance of the Principal of the college.

6) Library:

A Library committee be formed to take recommendations from faculty for subscribing to new e-journals and e-books in respective subjects and increase the database. The Library should install fully automated ILMS software for easy use. The SLIM 21 software which is currently is use has to be upgraded when needed. The OPAC system should be converted into a web-based service so that all can utilize the library services potentially. The College library will add more and more e-learning resources for the benefit of the teachers and the students. Training should be given to staff and students about using e-learning resources.

7) Feedback:

An online feedback mechanism to be generated to get regular feedback from students, teachers, alumini and employers. The reports be evaluated and presented to the authorities. The documentation has to ensure efficient working of the education system maintaining transparency and accountability.

8) Alumini:

An alumini portal be created on the website to provide facilities for registration, information and feedback. The alumini association of the college should take care of regular updates and data base management.

9) Bio-metric:

A bio-metric system be implemented to monitor punctuality of the staff by recording their in and out swipe time.

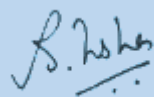### 10) ICT Tools:

Hardware Infra-structure:

The college has to ensure adequate number of computers for staff and students. Projectors and other multi-media devices be made available in class rooms and seminar rooms. The infrastructure has to be enhanced with printers, scanners, smart boards and computer networking devices.

Software Infrastructure:

The college will maintain adequate o configuration servers for fast transmission of data to various computers. Access will be provided to all statistical, computational and scientific typesetting packages. The college will upgrade office automation packages like open office, MS office and update anti-virus software regularly.

The purchase committee of the college will look into the requirements and maintenance of the
e-governance hardware and software.

The Institution should take all measures to manage students' academics with a suitable ERP solution with Real time communication to parents about the students' progress.

Dr. Usha Iyer
Principal
Date : 10th January, 2017

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