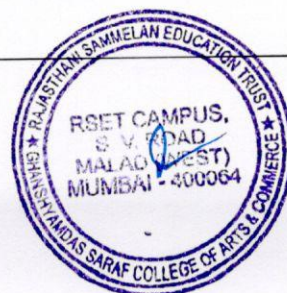# Ghanshyamdas Saraf
college of arts & commerce
EDUCATION EMPOWERS

Internal Quality Assurance Cell (IQAC)

E- Governance Policy

Ghanshyamdas Saraf
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E- GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

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

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled
- To establish a fully automated Library

Policy:

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

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

The College decides to make the following policies and procedure:

Website:

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website.

Student Admission:

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 College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

Accounts:

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the 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.

Library:

Purpose: The College is committed to maintaining academic excellence by ensuring that the Library remains a well-resourced hub that supports the learning and teaching needs of students and faculty. This policy outlines the responsibilities and guidelines for maintaining the Library's resources, promoting digital learning, and ensuring access to up-to-date information.

1. E-learning Resources and Subscriptions:

- The College will continually enhance its Library by adding more e-learning resources for the benefit of students and faculty.

- Regular subscriptions to new journals, books, and digital resources will be maintained.

- Faculty and students are encouraged to submit recommendations for new e-resources to further enrich the Library's offerings.

- Faculty members may request books from different authors for the subjects they teach to ensure a comprehensive and diverse knowledge base.

2. Library Automation:

- The Library will install a fully automated Integrated Library Management System (ILMS) software to streamline library operations and enhance user experience.

  - **Graphical User Interface (GUI):** The ILMS should feature an easy-to-use interface that ensures accessibility for all users.

  - **Multilingual Support:** The software must support unicode and offer multilingual search capabilities to cater to a diverse user base.

  - **Export Facilities:** The ILMS should include export options for generating and saving various reports.

  - **OPAC:** The Library will utilize the Online Public Access Catalogue (OPAC) and Web OPAC module of the ILMS, enabling users to search the library database by entering preferred search terms for efficient and accurate information retrieval.

  - **Circulation Management:** The Circulation module of the ILMS will manage all circulation activities, including Creation of member records (students, faculty, staff), Borrowing and returning of materials, Generating and printing reminders for overdue books and materials

3. Plagiarism Check: To promote academic integrity and encourage original writing among students and faculty, the Library will provide access to fully automated plagiarism detection software. This will help in checking the originality of written work before submission or publication.

4. **Continuous Improvement:** The Library will regularly review its policies, resources, and services to ensure they remain aligned with the academic needs of the College. Faculty and students will be encouraged to participate in this process through feedback and suggestions

Administration:

- Attendance Management Software to be used by Administrative Staff to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

- Administrative Office should use ERP software, Advanced Excel and File Management System Tools to maintain effective database.

- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.

- Students must be able to obtain maximum services in online mode.

- The college will look into opportunities to automate some of its functions related to administration.

- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination:

The Examination process is regulated by the University of Mumbai and thus e-governance policy of the University to be adopted in this regard.

Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

ICT 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 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.

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