



POLICY DOCUMENT

E-Governance Policy at Anand Vishwa Gurukul Senior Night College

Objectives of the Policy:

- a) Implementation of E-governance in various functional areas of the institution.
- b) Achieving efficiency in the institutional functioning.
- c) Promoting transparency and accountability.
- d) Achieving paperless administration in the institution.
- e) Facilitating online internal & external communication within the institutional entities.
- f) Providing easy access to information.
- g) To create a fully automated library system.

Applicability of the Policy:

- Institutional Administration
- Student Admission
- Conduct of examinations
- College Library
- Accounts & Finance
- ICT infrastructure

Policy:

- 1) In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
- 2) The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is aimed towards smooth functioning of the College.


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**The institution has decided to implement 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 will 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 regularly update and upgrade the website. All the important notifications will be published on the website.

Student Admission: The College brings out its Prospectus which is displayed on the College website and has guidelines for the admission process. The College will reflect and work in tandem with the Undergraduate Student Admission Portal of Mumbai University for admissions.

Accounts: The College will carry out all accounting functions on the software called Tally. The software will be continually updated. In order to maintaining confidentiality of the transactions appropriate security measures will be taken. Deployed staff will be trained regularly on updated version of the software. The College will continue to use multiple software for varied purposes. Payments to all vendors and other parties will be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. wherever possible.

Library: The College will continue to enhance its electronic database by adding more E-books and Journals. Recommendations from the Library Committee and Library Progression Committee for Purchase and Subscription of these New E- Books and Journals will be incorporated.

- Online Public Access Catalogue (OPAC) module to be used to search College library database.
- The Circulation module of the software should cover all operations of the Library.


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Anand Vishwa Gurukul Senior Night College

of Commerce & Science
Affiliated To University of Mumbai
ISO 9001 : 2008 Certified

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- The Database Maintenance module should cover all operations of database creation and maintenance.
- Online notification regarding Weeding out of books should be circulated and weeding out should be carried out on an annual basis.
- Circulars pertaining to book bank facility should be made available to the students.

Administration:

- Administrative operations should be carried out using appropriate software and continuously maintain database.
- Move towards automation should be made to establish paperless environment in College.
- The College will attempt to maximize online services to be provided to students.
- Regular Training Programs to be organized for the Admin Staff to familiarize them with upgraded technology.

Examination:

- The institution shall try to maximize the amount of examination related activities done in online mode wherever possible.
- The college shall be using specialized software for entering of assessment marks (internal & external) and for drawing up the result marksheets and declaration of results.
- All records of students in context with examinations shall be maintained using this software.

Alumni: A separate page for the alumni to be created on the website providing facilities of registration with the Alumni Association.

Hardware Infrastructure:

- The College will attempt to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available as per requirement.


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Sharda Education Society's

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- Projectors and other multimedia devices to be provided in the auditorium, classroom and laboratories.
- The infrastructure should be complemented by Domain specific Servers, computer networking devices, scanners and interactive smart board and Combo white board etc.

Software Infrastructure:

- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- Appropriate Software to be used for administrative operations like managing Internal Assessment Etc. Accounts department to use Tally ERP 9 software to manage salary and other related accounting activities.
- Computer Laboratories to be equipped with software like JDK, Microsoft Visual Studio, Python, Skylab, GIS, Turbo C, etc. for the use of students and faculty.
- G-Suite tools to be used for teaching-learning while the College is functioning in the online mode.
- Recordings of Academic events like Seminars, Workshops, Conferences, FDPs to be made available on the College YouTube channel.
- Online platforms to be used for conducting academic activities as per requirements.




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**I/c Principal
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