BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES

E-GOVERNANCE POLICY OF THE COLLEGE

With effect from the Academic Year 2011-2012 onwards

Revised in the Academic Year 2020-2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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E-Governance Policy

Preamble

The world is moving towards revolutionary changes in Information and Communication Technology (ICT). Paperless administration is the need of the hour. The significance of e-governance lies in its speed, accuracy, transparency and cost effectiveness in the long run. In this context, our institution needs a policy framework to implement innovative technological improvements.

In order to meet the global challenges and to move towards fast, transparent and cost-effective style of function of the institution has to embrace ICT as one of the critical issues. The important stakeholders of the college include University, Management, teachers, students and parents. The important software's used for E-governance are detailed below.

Implementation E-governance

Examination, Students admission and Support

- **Master software:** The functions of this software include Online admission, online fee collection, Pre examinations and post examinations related work, hall ticket generation, result generation, ID card printing, fee reconciliation, online student feedback and report generation.

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- **Eklavya software**: This software was used to conduct online examinations of all sorts during COVID pandemic.

- **Maharashtra Knowledge Corporation Limited (MKCL) software (University of Mumbai software):** Enrollment / Eligibility (University share payment, PRN generation), Examination related works like TY students examination fee payment, hall ticket generation and exam center allocation, generation of Transference certificate for third year students for their higher studies.

- **Digital Edu**: This software was used to take online attendance of students of each subject in the class rooms by tapping the RFID card to the system. This also enabled teachers attendance subject wise. Other functions include monthly attendance report generation, generation of defaulters list etc.

- **This RFID card** was used by students for entry and exit at the gate and the system enabled this information to be passed on to the registered mobile of the parents.

- **Track marks**: The functions of this software include Online assessment of Third Year University Examinations in our institutions IT lab. Marking of attendance of third year students allotted from other colleges to our center.

Finance and Accounts

- **Tally ERP**: All accounts related processes are done through this software.

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Administration

- **E-office / MIS / AISHE** : The functions of these software include payment of affiliation fees to the University, Student information on cast wise, category wise, physically handicaps, Minority, staff information related to experience, subjects taught etc. Infrastructure information of the institution is also provided to the University through this software.

- **Appointment Unit**: This software enables to feed the information of all third year teachers including visiting faculty. Based on this information University of Mumbai allocates subjects to teachers for Central Assessment Process (CAP). Even remuneration of the valuation of answer scripts directly credited to Bank account of the teachers.

- **Bio-metric**: The attendance of teaching and non-teaching staff, both in and out is monitored by this software.

LIBRARY

- **SOUL:** The in-house operations of the library namely circulation, report generation, procurement, serials control, catalogue etc. are automated through SOUL library management system.

- **Plagiarism Checker X** : Ethical research practice is promoted by the college through 'Plagiarism Checker X' software which is installed in the library computers for checking final year projects & research papers of students and teachers.

- **N-LIST:** The library provides access to e-books and e-journals through N-LIST subscription.

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- **Digital Library Website:** Digital Library Website provides all information about the library and remote access to e-resources & information services to the teachers & students. Users are provided with 'Ask the Librarian' & 'Purchase Request Form' feature to communicate with the library for various purposes. Library website provides links to important contents like the online catalogue, syllabus, old question papers, college publications, research related online resources etc.

- **Digital Book-Shelves & E-Periodicals**: The library website also provides access to Digital Book-Shelves & E-Periodicals Rack. Digital Book-Shelves enables the readers to read the book by clicking on the cover page. E-Periodicals Rack provides full text access to periodicals subscribed by the library and also journals from N-LIST. Virtual Book Exhibition was organized during the pandemic period to allow the teachers to browse the book content & provide requisition for new book purchase.

- **Online SDI Service:** 'Online SDI Service' is provided to the research scholars of the institute wherein they are provided with links to selective information resources related to their Ph.D. topic. Library related information is regularly updated through the college WhatsApp group under the name 'Reader's Club' is created to communicate with the students and to guide them in their information search.

Other areas of e-governance:
- Wi-Fi facility is extended to all teaching and non-teaching staff and for students in the library.

- Notices to the teaching and non-teaching staff and minutes of the meeting are provided through group e-mail.

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- Notices to the students are also conveyed through SMS messages.

- Teachers upload subject related videos in the Institutional YouTube link.

- Teachers upload the learning material for the students which include PowerPoint presentations (PPTs), class notes, question banks, additional information etc.

- We have 4 IT laboratories consisting of 179 computers.

Conclusion

Successful implementation of e-governance policies will help in a reducing substantial paper work and time. It is fast, accurate, transparent and cost effective. E-governance enables information made available at the push of a button. Every process is system driven from registration for the programme to the issue of TC at the end of the programme.

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