PATUCK-GALA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to University of Mumbai vide letter No. Aff/Recog/372/dt. 12-08-02)

Re-accredited with B++ grade by NAAC (2.77 CGPA)

POLICY DOCUMENT ON E-GOVERNANCE
(Approved by Governing Board)

The Governing Board aims at promoting effective use of information technology to ensure continuous improvement in e-governance.

The objectives of adoption of e-governance are:

- To promote paperless office
- To improve efficiency of academic and administrative work with user-friendly mechanism
- To bring greater transparency in processes and systems
- To enable easy access to information
- To facilitate smooth communication with stakeholders

Policy Guidelines on E-governance

1. IT support team co-ordinates with all the stakeholders for the successful implementation of the policy.

2. The Institution procures the software and hardware on the recommendation of the IT support team. The team invites quotations from the vendors and takes the necessary approval from the Governing Board for its procurement and installation.

3. The Institution has created official e-mail addresses through its institutional domain for all its staff members and students

4. Steps are taken to ensure that files, documents and records are accessible to those authorized for access.

5. Digital signatures on documents and records are permitted only with proper authorization.

6. The College campus has internet facility for students and staff. The overall bandwidth of internet facility in the campus is 60 Mbps.

7. The academic and administrative data is hosted on servers including a back up server. Additionally, the College uses cloud solution and portal hard drive for data backup.

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8. Data safety and security is of prime concern for any institution. To protect the IT infrastructure, applications and information of the College from external attacks and hacking, the IT support team ensures installation of anti-virus and firewalls.

9. The e-waste of the Institution is appropriately disposed with the help of the agency, which processes, recycles, destroys and displaces the received material in an environmentally sustainable manner, that is in accordance to all the local, state and central government regulations.

10. IT support team undertakes periodic review of the implementation of the e-governance policy and provides necessary guidelines in that direction. An IT audit is also undertaken to evaluate the effectiveness of the internal IT systems and processes of the Institution.

11. The College hosts a lot of information on its website. There is a Website Committee that co-ordinates with the website vendor for integrating necessary updates and information on the College website.

Capacity-building for E-governance

- Conduct training programs for staff and students in ICT skill development.
- Deploy appropriate infrastructure and machinery
- Recruit competent IT support team

Areas of E-governance

1. Administration:

- The attendance of staff members is registered in biometric mode.
- The attendance of students is registered with RFID cards and the student's attendance data is generated through these RFID cards.
- Library automation and administration functions smoothly with the help of iSLIM software.
- Students records such as bonafide certificate, transfer certificate, leaving certificate, etc. are generated digitallythrough ERP application.

2. Finance and Accounts:

The College uses Tally ERP software for accounting purpose.

3. Student Admission and Support:

- The student's admission and enrolment processes are done online with the help of MKCL portal. The students are encouraged to make online payments.
- Students attendance, their documents and other records, and library services are digitalized.
- Students scholarship applications are processed through online portal.
- Students feedback mechanism is conducted online.
- Students and their parents are communicated regarding important messages through bulk SMS mechanism.
- The College has created official e-mail addresses for different committees which are displayed on the College website. In case of any queries, the students can write to the concerned committees.

4. Examination:

Examination processes are handled online, such as:

- Uploading of exam forms
- Generation of hall tickets
- Receiving of exam question papers
- Assessment of answer papers, etc.

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