



THE MOGAVEERA VYAVASTHAPAKA MANDALI – MUMBAI

MVM Educational Campus

Creating Quality...Delivering Excellence

M V Mandali's Colleges of Commerce & Science

NAAC ACCREDITED

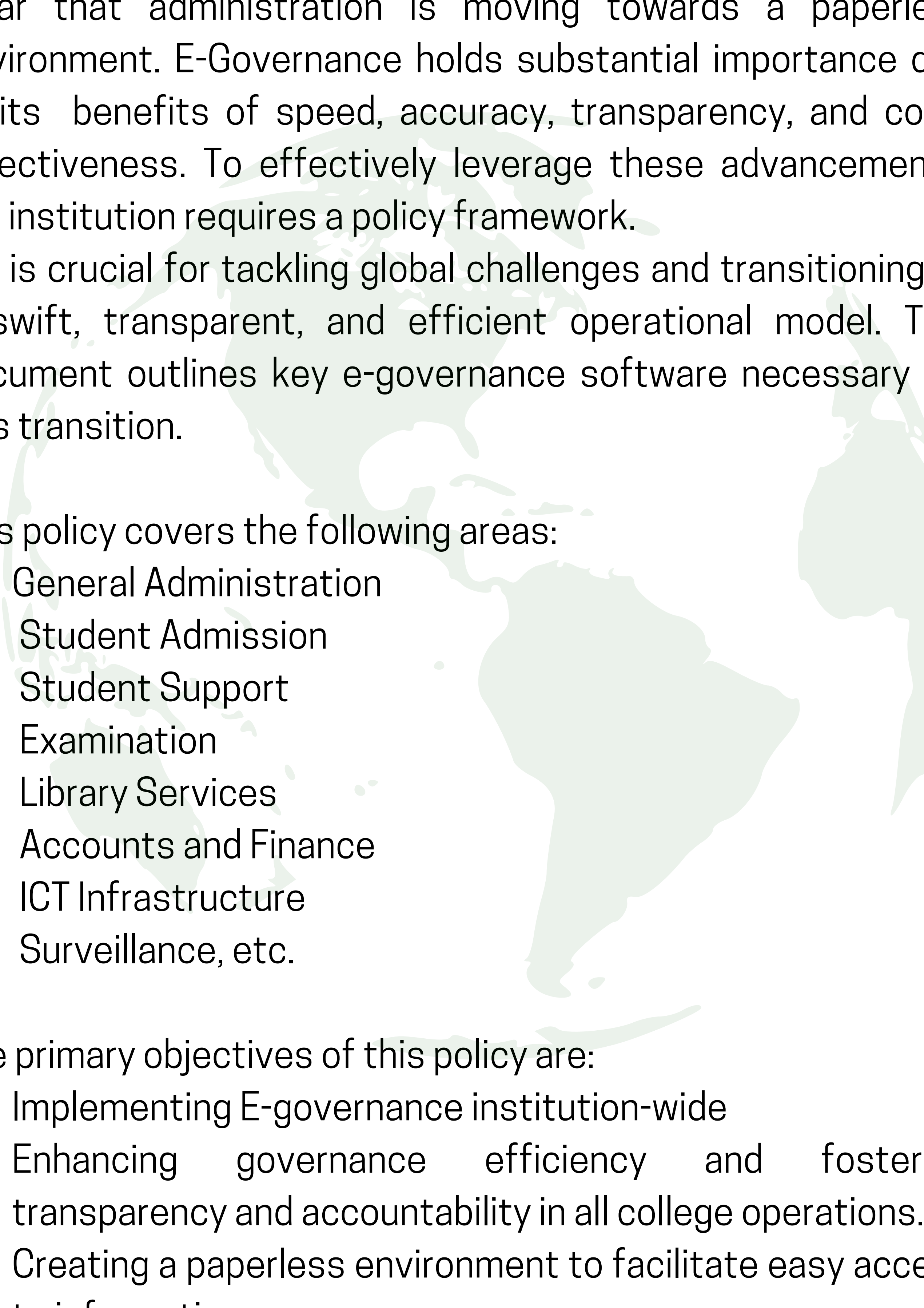
Affiliated to University of Mumbai

Permanently Unaided Linguistic Minority Institution

MVM Educational Campus Marg, Off Veera Desai Road, Andheri (West), Mumbai - 400 058

E-GOVERNANCE POLICY





ICT has experienced a profound transformation globally. This is clear that administration is moving towards a paperless environment. E-Governance holds substantial importance due to its benefits of speed, accuracy, transparency, and cost-effectiveness. To effectively leverage these advancements, our institution requires a policy framework.

ICT is crucial for tackling global challenges and transitioning to a swift, transparent, and efficient operational model. This document outlines key e-governance software necessary for this transition.

This policy covers the following areas:

- General Administration
- Student Admission
- Student Support
- Examination
- Library Services
- Accounts and Finance
- ICT Infrastructure
- Surveillance, etc.

The primary objectives of this policy are:

- Implementing E-governance institution-wide
- Enhancing governance efficiency and fostering transparency and accountability in all college operations.
- Creating a paperless environment to facilitate easy access to information.

- Establishing Wi-Fi connectivity everywhere in the campus.
- Equipping classrooms with ICT tools such as laptops and projectors.
- To implement effective surveillance with cctv cameras and biometrics.
- To achieve these objectives, the college will implement specific measures and policies across various domains:
- **Website:** Maintaining an informative website showcasing college activities, courses, and notices. A dedicated website Committee will ensure regular updates and maintenance.
- **Administration:** Managing attendance and administrative tasks using advanced tools like TeachUs App, MICM and Acadmin. Adequate training will be provided to teaching and administrative staff.
- **Student Admission:** Following an open and transparent process aligned with ethical practices of the University of Mumbai. Specialized software will facilitate admission management.
- **Surveillance:** CCTV coverage will monitor campus activities for safety and security and ensure a secure environment for students and staff, while aiding in incident investigation.
- **Accounts:** Utilizing Tally software for maintaining accounts, with regular upgrades for improved financial record-keeping. Online payment modes like NEFT and RTGS will be employed.

- **Examination:** Adopting an online system for students to access their internal assessment marks and report discrepancies. Result preparation will utilize specialized software, potentially including online exam software for proctored exams.
- **Library:** Continuing to enrich the library with e-learning resources via INFLIBNET's N-LIST. Subscriptions to new journals and books will be based on recommendations. Library automation software will be implemented.
- **Complaint System:** Hosting an online Grievance Redressal Portal on the college website to facilitate student feedback and resolution.
- **ICT Tools:** ICT tools such as Tally for accounts, online admission software, library automation systems, and advanced Excel for administration streamline processes, enhance transparency, and improve efficiency in managing college operations. These tools facilitate seamless integration, data accuracy, and better service delivery across various departments, ensuring a more effective educational environment.

By implementing these policies and procedures, the college aims to ease its governance, technological capabilities, and overall efficiency.

This initiative is geared towards creating an enhanced learning and working environment for both students and staff. These measures aim to streamline operations, enhance transparency, and leverage technology for improved efficiency across the institution.




Principal



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