



Navnirman Shikshan Sanstha's

S. P. Hegshetye College of Arts, Commerce & Science

(Affiliated to University of Mumbai & Reco. by Govt. of Maharashtra)

S. M. Joshi Vidyaniketan, P 63, MIDC, Mirjole, Ratnagiri 415 639

Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

E-GOVERNANCE POLICY

Scope :

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Accounts and Finance

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 provide easy and quick access to information.

Policy :

- The college will implement e-governance in all aspects of functioning like 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.

Administration :

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty 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 Advanced Excel and File Management System Tools to maintain effective database.
- To Provide a hassle free, convenient and smooth process, administration of the college.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.




I/c. Principal
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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 Delhi. 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 office only. Students are required to submit a separate Application Form for taking admission to the college.

Examination :

The college has used **Result 10** software for the total internal assessment marks at the end semester. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Accounts :

The office continues to maintain its account on Tally, ERP software is 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 are taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software is done regularly. The College also uses multiple software like College management Application (REXIT) which is used to manage the funds received from the Students . All are managed by this system

- The Database Maintenance module should cover all operations of database creation and maintenance.

Website :

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Place : S. P. Hegshetye College Ratnagiri.

Date of Policy Developed - **25 JUN 2022**




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