



E-GOVERNANCE POLICY

SCOPE

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

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 achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Laptops, Projectors, etc.
- To establish e-Granthalaya facility available in the Library.

Policy:

The college implements e-governance in all aspects of functioning like library, accounts, 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:

Website: The website acts 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 is given to the administrative and teaching staff to make important updates on the website. A Website Committee is formed for the administration of the college website. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required 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.




Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as addressed by the University of Mumbai. The College displays relevant guidelines regarding admission process on college website. 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 Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

Accounts: The office continues to maintain its account on customized application. Latest versions of the software to be purchased and 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 application AEMS software developed by Mark Computers PVT. LTD. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. Recommendations are taken from the teachers and students while subscribing to the e-Granthalay. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. To encourage original writing among students and teachers by providing them with access to various websites, e-Reference books, e-magazines, e-newspapers etc.

Administration:

- Attendance Management Software is used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports are generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office uses Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- The college looks into opportunities to automate some of its functions related to administration.
- Admin Staff provides with adequate training and development to keep them abreast with the new technology.


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Examination: The Examination process is regulated by the University of Mumbai and thus e-governance policy of the University to be adopted in this regard for the final year students.

Alumni: In order to strengthen our alumni relationships, Timely e-Seminars, e-workshops are conducted by our alumni to benefit the students with their rich experience and expertise.

E-Waste Management: St. Rock's Degree College of Commerce and Science Ensures that its usage of technology and generation of e-waste does not impact the environment.


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ICT TOOLS


Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers are made available in the administrative office.
- Projectors and other multimedia devices are provided in all the classrooms, seminar rooms and laboratory.
- The infrastructure is complemented by computer networking devices, scanners and projectors for resourceful and effective teaching.

Software Infrastructure

- The College maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Students are trained to use platforms such as Google Classroom, Google Jamboard, Google Meet, Zoom, Teams to attend webinars and workshops for their advanced learning.
- Encouraging students to employ ICT tools such as Padlet, quizizz, kahoot, renderforest, mentimeter and any other ICT platforms for effective learning, project and research work.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus are purchased and updated regularly.

The college provides access to all standard computational and scientific typesetting packages.


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