

E-GOVERNANCE POLICY

E-governance in the following areas: For ease of use, the policy is divided into several operational areas. These are illustrative areas of operation, and the society reserves the right to implement e-governance in areas not listed here.

Scope:

This policy applies 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 aspects of the institution's operations in order to provide a simpler and more efficient governance system within the institution.
- To promote transparency and accountability in all aspects of the college's operations.
- Creating and achieving a paperless environment in the college.
- To make information accessible and quick.
- To enable Wi-Fi on campus.
- To make our classrooms ICT-enabled.
- To create a partial automated library.

Policy:

The college will use e-governance in all aspects of its operations, including the library, accounts, admissions, administration, and teaching.

The policy is structured and designed to make each function transparent and accountable.

The following policies and procedures are adopted by the College:

Website: The college's website will be updated on a regular basis to reflect new developments. The website should serve as a reflection of the college's activities, and information about all activities, important notices, and so on should be easily accessible. A third party hosts and





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REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

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deploys the website on a secure platform. Along with it, existing staff should be trained, and individuals should be identified who will be in charge of website administration and updating at the college level. Important information and accomplishments will be shared on social media.

Student Admission: The admission process is conducted in an open and transparent manner, which is reinforced by the University of Mumbai's ethical practises and regulations. The College publishes its Brochure, which is available on the website and contains admissions guidelines. An Admission Portal will be used to manage college admissions. Students must submit a separate Online Application Form for admission to the college, and the Admission Co-ordinator will use an online software for this purpose.

Accounts: The society already uses Tally software to make accounting easier. However, with new accounting methods and compliances, it has become necessary to acquire additional software. As a result, the Secretary should assess the requirements through discussions with the accountant and other accounts staff, and new software should be purchased as needed. Appropriate security measures should be implemented to ensure transaction confidentiality. Training for existing staff and software updates must be completed on a timely basis.

Library: The College maintains its academic excellence by maintaining a well-stocked library. The College will continue to add e-learning resources for the benefit of teachers and students. The College should continue to regularly subscribe to new journals and books. While subscribing to e-resources, teachers and students make recommendations. Teachers can apply to receive books by various authors for the subjects they teach in order to expand their knowledge database.

- The software's Circulation module should cover all aspects of circulation, from creating member records to printing reminders for overdue books.
- The Database Maintenance module should cover all database creation and maintenance operations.
- To encourage original writing among students and teachers, the library should make available fully automated plagiarism detection software.

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 an effective database.





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- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.
- To encourage original writing among students and teachers, the library should make available fully automated plagiarism detection software.

Examination: The college has implemented an online system through which students can view their total internal assessment marks at the end of each semester and report any discrepancies. The University regulates the examination process, so the University's e-governance policy must be followed in this regard.

Alumni: A separate Platform for Alumni Students is there, the same is available on the website to provide facilities such as registration, prominent alumni of the college, feedback, and many other aspects in order to strengthen our alumni relationships. The alumni association consults on a regular basis for updates and database management.

E-Waste Management: RMC ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

Hardware Infrastructure:

- The College to ensure that it has an adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by high-speed photo copying machine, computer networking devices, scanners and interactive teaching board/smart board etc. Software Infrastructure. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college provides access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

