



The Kalyan Wholesale Merchants' Education Society's,

LAXMAN DEVRAM SONAWANE COLLEGE OF ARTS & COMMERCE, KALYAN [W]

[Permanently Affiliated to University of Mumbai]

Accredited by NAAC - Grade 'B'

ISO 9001 : 2015

6.2.2_Annual E-governance policy



E Kalyan Wholesale Merchant's Education Society's
LAXMAN DEVRAM SONAWANE COLLEGE OF ARTS & COMMERCE
KALYAN (West)

ACCREDITED BY NAAC WITH 'B' GRADE

Permanently Affiliated to University of Mumbai

Linguistic Minority Institution

ISO 14001 : 2015 Certified Institution

Ref. No. LDS/GEN/2023-24/59

Date : 22/06/2023

E-GOVERNANCE POLICY

The scope of this policy extends to the following areas:

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

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 make campus fully connected with Wi-Fi system
- To make our Classrooms ICT Enabled having Desktops, Laptops, Projectors, etc.
- 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 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: Website act as an information center about college. Considering its importance relating identity and activities of the college like important notices, courses offered, etc, a separate service provider/web designer is appointed by the college. The service provider will look after the process of updating, maintaining and working of the website on a regular basis. The College strives to showcase its vibrant self and activeness through its website.



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Kalyan (West)

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance,
- The college will look into opportunities to automate some of its functions related to administration.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.

Student Admission: As our college is affiliated to University of Mumbai, the admission process is completed as per the guidelines of the University of Mumbai. In order to make the process transparent, every year information booklet is also provided on the college website regarding the admission process. Through this, students get information about each course, admission rules, course subjects, course pattern, course fees, etc
Every year The admission process is done online through the college website.

Examination:

- The entire exam related work like generating hall ticket, result preparation, mark sheets printing, result register, etc is done through Inficare solutions private limited.
- The Examination process is regulated by the University and thuse-governance policy of the University to be adopted in this regard.

Library:

- The college library is fully automated with E- Granthalaya software, which is easy to access classification of books, data entry solution, bar coding of books.
- The college has more e-Learning resources for the benefit of the teachers and the students.
- The college subscribes new journals and books regularly, recommendations are taken from the teachers and students while subscribing-e-source.

Accounts: Our college uses advanced software for maintaining accounts, all transactions are recorded in this account, all types of transactions and reports are available through this software. It helps in many daily transactions like student fees, employee salary, university share etc.. Payments are generally made and received through online mode such as QR Code, Checks, NEFT, RTGS, Bank Transfers, etc.


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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 to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the Conference, laboratories.
- The infrastructure to be complemented by, computer networking devices, scanners.

➤ **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, MSOffice and Antivirus to be purchased and updated regularly.

Alumni:

In order to strengthen our alumni relationships, an alumni association has been formulated which is registered. The members of alumni association actively participate in various programmes and they also interact with existing students for career guidance and development.




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