SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

E-GOVERNANCE POLICY

This policy is the guideline for appropriate use of E-Governance modules of the college. This policy lays down procedures through which the college strives to become user-friendly, maintains transparency and efficiency in its operations.

Authority:

Approved by the competent authority of LSRC.

Applicability:

The E-Governance policy is applicable to all the students, teaching and non-teaching staff of LSRC and all others who use LSRC's ERP modules.

Policy for E-Governance

One of the prime objectives of Information Technology Act, 2000 of Government of India is the promotion of electronic governance. The college has introduced e-governance in most of areas of its operations. The aim is to offer complete digitalization solutions to the everyday working of the college, thereby enhancing the efficiency and transparency of the service delivery to all its stakeholders.

Objectives:

a. To provide simpler and efficient system to access and dissemination of information to the students, staff and parents at one's convenience.

b. To enhance efficiency and accountability of the college in its service delivery.

c. To promote transparent and effortless communication.

d. To implement e-governance in various functioning of the college.

e. To ensure global visibility of the college.

Area of Implementation

The college will implement the e-governance policy in the following areas:

- Administration

- Academics

- Website & Social Media

- Students Admission Support

- Mobile Application

- Attendance Software

- Finance and Accounts

- Human Resource

- Examination

- Library

- Alumni

Policy

The college will adopt and implement e-governance in maximum activities of its functioning. The college has already started to implement e-governance in various areas like administration, academics, finance & accounts, admissions, library etc.

Administration: The college administrative operations to be handled with online mode including payment to provide an effective, hassle free and convenient process for students. Online facilities should be provided to students to obtain services like migration certificate, bonafide certificates, transcript, railway concession, NOC etc. Administration staff to be provided

with necessary training on regular intervals to keep up with the changing pace of technology.

Academics: Empowering faculties and their participation on the governance process of the college is of fundamental importance of the college management. To make teaching and learning simpler, e-governance will be implemented with the use ICT enabled classrooms and the use of ERP or any other platform for conducting lectures. The e-governance will help for effective teaching, sharing adequate information with students and to encourage students' interaction on a real time basis. It will also help in efficient and easy formulation of teaching plan, academic calendar and other academic activities. Biometric attendance for students will also be implemented for managing transparent and simpler attendance system.

Website & Social Media: The college website is a powerful tool acting as an information center to provide easy access to information regarding college and its functioning like courses offered, important correspondence via notices, activities etc. to outsiders. The college will appoint a separate service provider/web designer for this purpose on a secured platform. Appropriate training to the staff will be imparted to make adequate updates as an when required on the website. The college will form a Website committee for the overall administration and management of the website at the college level. The information regarding all the important events, activities and achievements will be regularly posted on the social media for stakeholders' referral.

Students Admission Support: The college has decided to process the admissions of all the courses offered in online mode through the ERP. The process of admission will be displayed on the website providing the directions of the admission process. The admission portal to be developed to manage the admission process like online students' application form, documents uploading, fee payments, admission cancellations etc.

Mobile Application: The college will design a mobile application for students, faculty and alumni members providing a single window search facility for all the information with respect to every facet of the college. Registered members shall be given with individual logins to have access to information related to examinations, upcoming events, notices, department information, direct access to college and library website etc.

Attendance Software: The college has decided to implement attendance software for the transparent and efficient recording of attendance of students. The software will help record and access attendance data in a simpler and effortless manner. Training to the teaching staff is required to be provided for updates on use of attendance software. A Committee to be formed to administer and manage the overall functioning of software at the college level.

Finance & Accounts: The college office is already operating its functions on Tally software. With the change in time, the college will purchase and implement latest versions of the software and required training will be provided to the existing staff for efficient use of the software on regular basis. Appropriate security measures will be adopted to protect the execution of the software and to maintain the confidentiality of the transactions.

Human Resource: The college has decided to implement e-governance in area of Human Resources for managing an efficient and transparent system in its functions. Biometric Attendance of faculties, Payroll Management System, Salary slips, Disbursement of salary to bank accounts, Allowances, Reimbursements, Leave application and approval, Daily reporting etc will be managed on a suitable ERP solution.

Examination: The college has adopted an online system to manage examinations process to ensure transparent and effective functioning by the examination committee. Adhering to the examination regulations of the University of Mumbai, the college will streamline the examination process through ERP. Filling

of examination forms, uploading of marks, result processing and analysis, display of results and printing of marksheet for individual students for the college examinations will be handled in the online manner.

Library: The college has a well-stocked library that acts as an information hub supporting teaching, learning and research among students, faculty, and research scholars. Currently the library is using SLIM21 software as its Library Management System, providing a wide range of features for library management and assists in keeping the virtual library open 24/7.

- Library should subscribe to the E-resources from time to time based on the needs of the user in consultation with library committee.
- Library should update the dedicated library website www.lsrahejalibrary.org.
- Library should maintain the step -in statistics using VizLog module.
- Library should review AMCS of the library website from time to time
- Library should organize webinars for staff and students for the use of e-resources (EBSCO, N-LIST, National Digital Library of India, other open resources) and WEBOPAC.

Alumni: In order to connect and strengthen the relationship with the Alumni members, a separate alumni page is decided to be created on the college website. This page will facilitate the ex-students with registration and other information helpful for developing database of alumni members.

Principal