



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

Policy Title: E - Governance Policy



1. Introduction

Aligned with the objectives of the National Assessment and Accreditation Council (NAAC) to promote the utilization of technology and foster a culture of excellence and recognizing the significance of flagship Campaign of the Government of India's Digital India, our college has embraced the digital revolution. We have implemented digital methods for governance purposes, thereby enhancing our administrative efficiency and overall effectiveness

2. Objectives

The main objectives of implementation of e-governance in our college are:

1. Effectively manage administrative tasks, such as admissions, student records, faculty management, and financial operations.
2. Facilitate and empower stakeholders with real-time access to information
3. Promote transparency and accountability.
4. Achieve efficiency in functioning
5. Achieve paperless administration
6. Maintain data in secure environment

3. Process

E-Governance in areas of Administration, Student Admission and Support , Finance and Examination are the crucial arenas that bring about transparency and efficacy in the institutional processes that would be beneficial to all stakeholders.

The Administration area of e-governance encompasses several crucial components that play a pivotal role in ensuring efficient and effective governance. These components include advanced Closed-Circuit Television (CCTV) surveillance systems, Biometric attendance system, user-friendly and informative website, the Maharashtra Knowledge Corporation Limited (MKCL) platform, the e- Sevarth portal, and a robust Management Information System (MIS) tailored specifically for Higher Education.

The integration of CCTV systems not only enhances the safety of the premises but also aids in preventing and addressing potential security threats promptly. Our college website exemplifies a well-designed and user-friendly platform that is consistently updated with essential notices, information, reports, and policies, fostering transparency and ensuring accessibility. Biometric attendance system provides an accurate and reliable means of tracking employee attendance, ensuring accountability, and streamlining administrative processes. The institution has also started maintaining attendance of students through ERP software.

University of Mumbai Online Application Portal redefines the admission process, offering a seamless, user – centric, and secure platform for prospective students. The e- Sevarth portal is a centralized web based, integrated system of Personnel Information & Payroll, developed by NIC. It is an important component of IFMS (Integrated Finance Management System) that hosts employee’s details. Moreover, our institution has successfully integrated an ERP software system that assists communication, enrolment, resource management, data management, etc.

The institution employs a comprehensive range of advanced software and portals to facilitate smooth, efficient, and secure experience for fee payments and other financial transactions to the stakeholders.

Student Admission and Support software revolutionizes the admission process, offering a paperless and hassle-free experience for both students and administrative staff. With its licensed subscription model, the software provides access to a comprehensive suite of tools tailored specifically for learning and administrative tasks. By embracing Student Admission and Support software, educational institutions demonstrate their commitment to technological advancements and modernization. The software's user-friendly interface, seamless integration, and comprehensive functionality contribute to an enhanced educational ecosystem, promoting efficiency, transparency, and accessibility.

By digitizing and organizing student data, the Examination software simplifies the process of tracking and managing students' academic performance. With easy access to this data, teachers and administrators can efficiently monitor students' progress, identify areas of improvement, and make informed decisions.

4. Guidelines

1. SOPs need to be followed.
2. Establishment of mechanisms for monitoring and evaluating the effectiveness and impact of e-governance initiatives.
3. Prioritize data security and privacy. Implement robust security measures, including encryption, authentication protocols, and regular system audits, to safeguard sensitive information and protect against cyber threats.

5. Policy details

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Policy Prepared by IQAC

Policy Approved by IQAC

IQAC Chairperson & Principal : Dr. Kiran Mane (Name and signature)

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College Seal :

