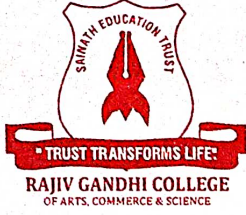


SAINATH EDUCATION TRUST'S

RAJIV GANDHI COLLEGE OF ARTS COMMERCE & SCIENCE



(Permanently Affiliated to University of Mumbai)

Accredited by NAAC, Grade 'B'

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Ref. No. _____

Date : _____

E-GOVERNANCE POLICY

Scope

This E-Governance Policy covers various aspects of the college's functioning, ensuring transparency, efficiency, and access to information. The scope includes the following areas:

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

Objectives

Our objectives for implementing E-Governance are as follows:

- ❖ To Establish E-Governance in all functions of the institution, promoting a simpler and efficient governance system.
- ❖ To enhance transparency and accountability in all college functions.
- ❖ To create a paperless environment within the college.
- ❖ To provide easy and quick access to information.
- ❖ To make the campus Wi-Fi enabled.
- ❖ To equip classrooms with ICT-enabled tools such as laptops, projectors, etc.




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- ❖ To establish a fully automated library for efficient management.

Policy

In line with our objectives, the college commits to implementing E-Governance in all aspects of functioning, including Library, Accounts, Admissions, Administration, Teaching, and more. We will adopt the following policies and procedures:

Website

- ❖ The college website (www.setrgc.edu.in) will serve as an information center, offering insights into the college's activities, courses, and important notices.
- ❖ A dedicated service provider/web designer will be appointed to manage the website.
- ❖ Training will be provided to administrative and teaching staff to make important updates on the website.
- ❖ A Website Committee will be formed to oversee the regular updating and maintenance of the website.

Student Admission

- ❖ The college will follow an open and transparent admission process in line with University of Mumbai regulations, as outlined in our brochure available on the website.
- ❖ An Admission Portal will be used to manage admissions, including the submission of online application forms. Students are supposed to first apply to University website and after that they can apply via college website.
- ❖ Online software will be employed for admission coordination.
- ❖ Students can pay fee after confirmation online.

Accounts

- ❖ The college will continue to maintain its accounts on Tally, using the latest versions of the software.



- ❖ Advanced features of Tally will be utilized for effective financial record keeping, including generating profit and loss statements and balance sheets.
- ❖ Security measures will be taken to ensure transaction confidentiality and regular staff training and software updates will be conducted.

Library

- ❖ The college will maintain a well-stocked library, continually adding e-learning resources.
- ❖ Recommendations from teachers and students will guide the acquisition of new journals and books.
- ❖ The library will install fully automated ILMS software with user-friendly features for information retrieval.
- ❖ The software will enable database searching and cover all library operations, including circulation and database maintenance.
- ❖ Plagiarism detection software will be Acquired to encourage original writing among students and teachers.

Administration

- ❖ Attendance Management Software will be used for recording and tracking attendance and internal assessments, with automated report generation. RFID Enabled ID Cards will act as multipurpose card for attendance and library access
- ❖ Advanced Excel and File Management System Tools will be used for effective database management.
- ❖ The administration will be made paperless for convenience, with a focus on providing maximum services online.
- ❖ Opportunities for automating administrative functions will be explored, and staff will receive training to stay updated with new technology.

Examination

- ❖ Examination and Result related information on website



- ❖ University-regulated E-governance policies will be adopted for examination processes.

E-Waste Management

- ❖ The college will ensure responsible usage of technology to minimize the impact on the environment. E waste collection drive will be conducted and Waste will be handed over to Certified E. waste collectors.

ICT Tools and Infrastructure

- ❖ Adequate numbers of desktops and laptops will be provided for students and staff.
- ❖ Computers and printers will be made available in the administrative block.
- ❖ Projectors and multimedia devices will be accessible in auditoriums, classrooms, seminar rooms, and laboratories.
- ❖ The infrastructure will be complemented with necessary equipment and software for efficient data transmission.
- ❖ Office automation packages and software will be regularly updated.
- ❖ Access to standard software for various academic disciplines will be provided.

In addition to these policies, the college will also implement RFID-enabled identity cards, a dedicated app for students, an active library, CCTV cameras on the premises, and WhatsApp groups for mentoring purposes.




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