



**S.E.M.T.'S**  
**MOINUDDIN B. HARRIS COLLEGE OF ARTS,**  
**A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.**  
(Affiliated to the University of Mumbai)  
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- THANE  
PIN – 401 203, (MAHARASHTRA)

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**POLICY DOCUMENT ON E-GOVERNANCE**  
(Approved by Governing Board)

The Board of Governors is committed to advancing the efficient application of IT to guarantee the ongoing development of e-governance.

E-governance is being implemented to accomplish two primary goals: (1) fostering a paperless office, and (2) increasing academic and administrative productivity through an intuitive interface.

In order to:

- make information more accessible
- streamline interactions with stakeholders
- increase the openness and reliability of procedures and systems E-Government

**Policy Recommendations**

1. For the policy to be effectively implemented, the IT support team must coordinate with all relevant parties.
2. The IT support staff makes recommendations to the institution, which then purchases the necessary software and gear. The group solicits bids from potential suppliers and secures Governing Board permission before making any purchases or planning any installations.
3. The school has given all of its employees and students official e-mail addresses at the school's domain.
4. Measures are made to guarantee that files, documents, and records may be accessed by those who need them.
5. Only authorised parties may use digital signatures on official papers and files.
6. Students and faculty at the college have access to a campus-wide network. There is a total of 50 Mbps of available internet bandwidth on campus.

7. Servers, including a backup server, store all academic and administrative information. The College also has a portal hard drive and employs a cloud service for data backup.
8. The IT support staff at the College ensures that anti-virus and firewall software is installed to safeguard the College's IT infrastructure, applications, and data against external threats and hacking.
9. The agency helps the Institution dispose of its electronic trash in a responsible way by processing, recycling, destroying, and relocating the items it receives in line with all applicable local, state, and federal laws and regulations.
10. The IT support team monitors the progress of the e-governance policy and offers advice when it's needed. The efficiency of the Institution's internal IT systems and processes are also evaluated through an IT audit.
11. The College website is home to a wealth of information. The College has a Website Committee whose job it is to coordinate with the website provider in order to ensure that the website has all the latest information and changes.

#### **Capacity-building for E-governance**

- Provide staff and pupils with opportunities to improve their ICT skills through training programmes;
- Implement necessary technological infrastructure and tools
- Hire an experienced IT support staff.

#### **Areas of E-governance**

##### **1. Administration:**

- Library automation and administration are made easier with the help of Soul software, and employees' attendance is tracked in biometric mode.
- The ERP application facilitates the digital creation of student documents like the original certificate of enrollment, the transfer certificate, the departure certificate, etc.





## **2. Finance and Accounts:**

For its accounting needs, the college relies on Tally ERP.


### **Student Admission and Support:**

- Online application for admission and course registration are available on the MKCL website, where students can also find information on financial aid and other student services. Students should use an online payment system.
- The digitization of library services, attendance records, and other student papers.
- Scholarship applications are processed online, and all student feedback is collected using an electronic survey system.
- Important notices are sent to students and their families through a bulk SMS system.
- Many College committees have official e-mail addresses listed on the College website. If any student has any questions, they can send an email to the relevant committees.

## **3. Examination:**

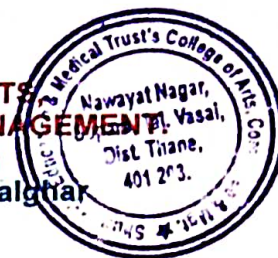
Everything from submitting applications to taking tests to printing out admit cards to submitting questions and grading answers is done digitally in today's modern examinations.



  
**Principal**  
Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management  
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NAAC Accreditation : 'B+'



## **E-GOVERNANCE REPORT**

*(Approved by Governing Board)*

### **E-Governance Report: 2017-2018 to 2021-2022**

The IQAC of M.B.Harris college of Arts & A.E.Kalsekar college of commerce & management initiated a mechanism of e-governance in areas of operation with the objective of enhancing efficiency in day- to-day functioning. It was expected that this would help streamline resources, aid in optimum utilization of manpower, computerize and collect data, provide easy access to information, minimise use of paper and considerably reduce the time taken to carry out administrative work.

#### **Implementation of e-Governance in Administration, Finance and Accounts, Student's Admission and Support and Examination**

**Administration:** The adoption of an automated workplace has decreased the use of paper, increased transparency, made all official records and data digitally accessible, and improved work flow. The parent institute uses the Human Resource Management System (HRMS) to store human resource information online.

**Admission of Students and Support:** The college's online admission process is advantageous for students looking to enroll in any of its many academic programs. They were able to avoid traveling during the pandemics by successfully completing the entire process remotely, including filling out the admission form, submitting their application with the required documents, paying their tuition, etc. Google Apps, WhatsApp groups, emails, and other social media platforms make it simple to communicate with students for academic and official matters. The college is operating normally.

**Examination:** The students were able to conveniently access information thanks to the availability of all exam-related data online, including the syllabus, exam schedule, form, hall tickets, seating arrangement, and exam results. Exam management automation aided in the introduction of efficiency and transparency in assessment and evaluation techniques and supported the efficient administration of exams. Online exams for the COVID-19 pandemics were conducted by affiliated universities and colleges. Internal and external examination marks were entered online via university software.

The CDC, the governing council body, received the e-governance report for the academic year 2017 to 2022. It examined the report and approved it.

**Principal**

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