



॥ विद्या विनयन शोभते ॥

Janardan Bhagat Shikshan Prasarak Sanstha's

CHANGU KANA THAKUR

**ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL
(AUTONOMOUS)**

Re-accredited 'A+' Grade by NAAC (Third Cycle- 3.61 CGPA)

'College with Potential for Excellence' Status Awarded by University Grants Commission

'Best College Award' by University of Mumbai

e-Governance Policy

Internal Quality Assurance Cell (IQAC)





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e-Governance Policy

Plot No. 01, Sector 11, Khanda Colony, New Panvel (W), Dist. Raigad,
Maharashtra, India- 410206

Phone: (022) 27464193, 27455760, 27461569 (Fax)

URL: www.ckthakurcollege.net



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Approving authority	College Development Committee (CDC)
Responsible Officer	IQAC coordinator
Document Location	http://www.ckthakurcollege.net .
Custodian	Principal
Year of Implementation	2020
Year of Revision	2022
Year of next Revision	2024



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e-Governance Policy

e-Governance refers to the **use of Information and Communication Technology (ICT)** in order to provide services and communication and exchange of information between different governance heads in a speedy, efficient manner to expedite work. In Changu Kana Thakur Arts, Commerce and Science College, e-governance includes all the online services provided by the institute. Appropriate MIS software shall be purchased by the college in order to employ e-governance in different aspects of governance as under:

1. Planning and development: MIS software shall be used for:

- a. Planning of admission
- b. Planning for collection of student fees
- c. Planning of annual budget for income and expenditure
- d. Annual planning for Library as regards acquisition of resources, their maintenance and proper profitable usage.
- e. Planning for monitoring, recording and feedback on attendance of students
- f. Planning for evaluation of students through systematic and timely examinations through the academic year.

2. Administration: MIS software shall be used for:

- a. Maintenance of all data of students, teaching as well as non-teaching staff and making it available in specific formats whenever required.
- b. Student registration and generation of merit lists.

- c. Collection of fees and generation of fee receipts.
- d. Generation and maintenance of attendance reports
- e. Generation of various certificates such as Transfer Certificates, Transcript, NOC, bonafide etc.
- f. Generation of all the reports pertaining to students.

3. Finance and Accounts: MIS software shall be used for:

- a. Maintenance of fee record of students.
- b. Maintenance and monitoring of records of fee instalments.
- c. Generation of DCR reports.
- d. Generation of receipts for expenses and vouchers.
- e. Generation of reports as regards income, expenses and balance sheets.

4. Student admission and support: MIS software shall be used for:

- a. Online admission process
- b. Availability of prospectus, online registration of students, generation of updated merit lists for admission.
- c. Android app support for online payment of fees, mailing and bulk SMS.

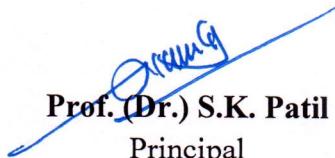
5. Examinations: MIS software shall be used for:

- a. Registration through filling of exam forms.
- b. Preparation of seating arrangements charts.
- c. Assignment of Examination seat numbers.
- d. Generation of Hall tickets.
- e. Entry of marks, generation and declaration of results.
- f. Production of mark sheets, grade cards and different types of reports in required formats.

Procedures: Following software is being used for different aspects of e-governance:

Areas of e-governance	Year of implementation	Name of the vendor
Administration	1. 24/08/2018 2. 13/07/2020	1. Tally. ERP 9 (Technooptions Infosolutions) 2. MKCL, e Suvidha 3. MasterSoft
Finance and Accounts	1. 24/08/2018 2. 03/02/2020	1. Tally. ERP 9 (Technooptions Infosolutions) 2. DOCswallet Digital Locker Services 3. MasterSoft
Student Admission and Support	1. 24/08/2018 2. 03/02/2020 3. 13/07/2020	1. Tally. ERP 9 (Technooptions Infosolutions) 2. DOCswallet Digital Locker Services 3. MKCL, e Suvidha 4. MasterSoft
Examination	1. 23/09/2020 2. 13/07/2020	1. Schoolguru eduservices pvt limited, 2. MKCL, e suvidha 3. MasterSoft




Prof. (Dr.) S.K. Patil
 Principal
 Changu Kana Thakur
 Arts, Commerce and Science College,
 New Panvel, (Autonomous)



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