Sharda Education Society's   College Code : 11

Anand Vishwa Gurukul Senior Night College

of Commerce & Science
Affiliated To University of Mumbai
ISO 9001 : 2008 Certified
No. Aff.I/ICD/ 2014 - 15 / 29449, 09th July, 2014
Tel : 9987929008, Email us : avgsrcollege@gmail.com

Sharda Education Society's
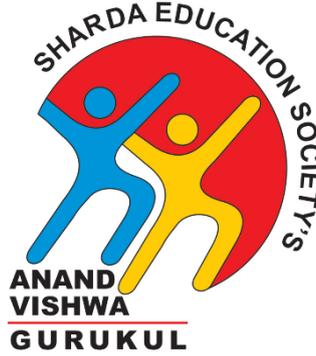
Anand Vishwa Gurukul Senior Night College, Thane

(Affiliated to the University of Mumbai, Mumbai)
Next to Mittal Park, Raghunath Nagar Wagle Estate Thane

E-GOVERNANCE POLICY

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Statement of Policy

At Anand Vishwa Gurukul Senior Night College, we believe in the immense potential of technology to bring about a positive transformation in the way we manage administrative tasks and offer an unparalleled digital experience for all our stakeholders, including students, faculty, and staff. With this realization, we have crafted the E-Governance Policy as a testament to our steadfast commitment towards harnessing the power of technology for optimal results. Our focus encompasses streamlining existing processes, refining communication channels for better information flow, and ensuring that data security and privacy remain at the heart of all our technological undertakings. As a comprehensive guiding framework, this policy sets the foundation for effective e-governance practices across the entire college ecosystem.

Objective

1. Implementation of E-governance in various functional areas of the institution.
2. Achieving efficiency in the institutional functioning.
3. Promoting transparency and accountability.
4. Achieving paperless administration in the institution.
5. Facilitating online internal & external communication within the institutional entities.
6. Providing easy access to information.
7. To create a fully automated library system.

Applicability

1. Institutional Administration
2. Student Admission
3. Conduct of examinations
4. College Library
5. Accounts & Finance
6. ICT infrastructure

I/C PRINCIPAL
ANAND VISHWA GURUKUL SR (NIGHT) COLLEGE, THANE

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Policy

1) In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.

2) The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is aimed towards smooth functioning of the College.

Scope

Administration

Bio-metric: The attendance of teaching and non-teaching staff is recorded via biometric system.

CCTV Surveillance: The college premises are under CCTV surveillance round the clock which enables continuous monitoring of activities within the campus.

Online Grievance Redressal and Feedback: The stakeholders in the institution can register their grievances and feedback through dedicated online mechanism. These channels are regularly monitored to ensure speedy redressal and action taken in respect of the complaints/ feedback.

ICT enabled classrooms: Of the total 17 classrooms in the College, 4 Classrooms have smart class rooms and 3 class rooms have Projectors and Screen. The College plans to make all classrooms ICT enabled over the period of the next 2 years.

Mumbai University Online Affiliation

The affiliating University has taken several initiatives for making most of the processes of application and approval online. The entire process of application for affiliation and

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continuation of affiliation of the University of Mumbai is online.

Accounts & Finance

All accounts and finances are processed through Tally ERP. The software used for accounts is continuously updated. In order to maintain confidentiality of the transactions appropriate security measures have been taken using passwords for all accounts related records. Deployed staff will be trained regularly on updated version of the software. Payments to most of the vendors and other parties will be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. wherever possible.

Student Admission and Support

The College brings out its Prospectus which is displayed on the College website and has guidelines for the admission process. Admission procedure is in Online Form was Candidate needed to register through Admission Portal & has to feel all the required details in the Admission form. Admitted students can also download Mobile app in which they are updated with their regular lectures as well as Fees management utility.

Examination and Assessment

FY & SY examination is conducted by College & TY are conducted by the University of Mumbai. To ensure the smooth functioning, majority of the administration i.e. exam inward, downloading hall tickets, downloading of question papers is conducted online. These portals are secured channels with exclusive access and are under constant surveillance to avoid any mishap or malpractice.

The assessments for final year of the all the course and course are done online. The faculty registered for online assessments have exclusive access to the assessment portal and are provided with CAP center within the college premises to ensure confidentiality and security.

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Library and Resource Management

The college library is managed through the automated system **'e-Granthalaya'** designed by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India. Recommendations from the Library Committee and Library Progression Committee for Purchase and Subscription of these New E- Books and Journals will be incorporated.

1. Online Public Access Catalogue (OPAC) module to be used to search College library database.
2. The Circulation module of the software should cover all operations of the Library.
3. The Database Maintenance module should cover all operations of database creation and maintenance.
4. Online notification regarding Weeding out of books should be circulated and weeding out should be carried out on an annual basis.
5. Circulars pertaining to book bank facility should be made available to the students.

Website

The website acts as an information center, which reflects the college, all its activities, important notices, courses offered, etc. A Website Committee looks after the process of updating, maintaining and working of the website on a regular basis. The Committee regularly updates and upgrades the website. All the important notifications are published on the website.

Alumni:

A separate page for the alumni to be created on the website providing facilities of registration with the Alumni Association.

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Hardware Infrastructure:

1. The College will attempt to ensure that it has adequate number of desktops and laptops for students and staff.

2. Computers and printers to be made available as per requirement.

3. Projectors and other multimedia devices to be provided in the auditorium, classroom and laboratories.

4. The infrastructure should be complemented by Domain specific Servers, computer networking devices, scanners and interactive smart board and Combo white board etc.

Software Infrastructure:

1. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

2. Appropriate Software to be used for administrative operations like managing Internal Assessment Etc. Accounts department to use Tally ERP 9 software to manage salary and other related accounting activities.

3. Computer Laboratories to be equipped with software like JDK, Microsoft Visual Studio, Python, Skylab, GIS, Turbo C, etc. for the use of students and faculty.

4. G-Suite tools to be used for teaching-learning while the College is functioning in the online mode.

5. Recordings of Academic events like Seminars, Workshops, Conferences, FDPs to be made available on the College YouTube channel.

6. Online platforms to be used for conducting academic activities as per requirements.

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