SHETH LALJI DAYAL AMALGAMATED TRUST'S

LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE

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Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4   Univ Affiliation No.: AFF / ICD / 2018-19/ 731

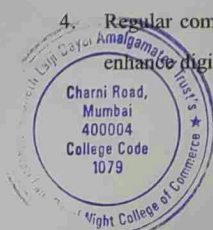Ref. No. _____   Date: _____

Policy on E-Governance

Electronic governance at the institution leverages information and communication technologies to enhance communication, promote transparency, ensure accountability, and improve both cost and time efficiency. The enthusiastic adoption of digital tools by human resources has greatly bolstered the potential of e-governance across various operational areas.

An E-Governance Review Meeting was held on April 23, 2022, to assess the performance of the implemented software systems. The institution has successfully integrated e-governance through ERP modules, ensuring transparency in processes such as admissions. By disseminating key information to stakeholders via the ERP system and the website, the college maintains a seamless flow of communication.
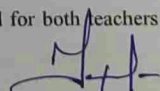
Key challenges and areas for improvement in the implementation of the e-governance system were also thoroughly discussed during the meeting.

E-Governance - Administration
E-Governance - Finance & Accounts
E-Governance - Students Admission & Support
E-Governance - Examinations

The following organizational tasks have been successfully managed through online platforms:

1. The IT Department of the college has created a dedicated email ID for IQAC and NAAC-related communications.

2. Minutes of meetings for the Governing Council, IQAC, and various committees are made accessible on the college website for stakeholders' reference.

3. The college utilizes the e-Granthalaya Library Management software to ensure efficient management of library records, streamlining daily operations and saving time.

4. Regular computer literacy programs are conducted for both teachers and students to enhance digital proficiency.

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5. Each academic department has established dedicated WhatsApp groups to facilitate communication, share information, provide directives, and engage in discussions on a common platform.

I. Administration:

The college has adopted paperless communication, utilizing online platforms for all official correspondence. Staff and students communicate via email and other digital tools, ensuring efficiency. Additionally, a dedicated WhatsApp group has been established to share directives, important announcements, and notices with employees in real-time.

Here are some key activities facilitated by various software systems as part of the e-governance initiative:

1. The college uses a custom-built in-house ERP software for daily operations, which logs events conducted by all departments. It is also used to monitor, access, and archive information related to each student's activities.

2. A biometric attendance system is mandatory for all staff members. Additionally, the college plans to introduce an attendance portal to manage all types of leave records and to track staff attendance monthly.

3. Staff salaries are processed through net banking, and salary slips are provided online to ensure convenience and accessibility.

4. A Student Satisfaction Survey is conducted online to measure students' contentment with the college's facilities and services.

II. Finance & Accounts:

In line with the e-governance approach and government mandates, all financial transactions at the institution are fully cashless, ensuring transparency and accountability.

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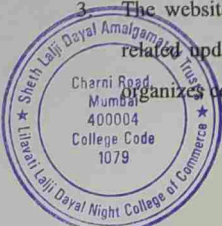Charni Road, Mumbai - 400 004

Policy on E-Governance

Key digital activities include:

1. Employee salaries are disbursed through NEFT/RTGS transfers, ensuring secure and efficient payment.

2. To maintain financial transparency, all scholarship payments and purchase transactions are executed via cashless methods, improving accountability in financial dealings.

3. The college employs Tally Cloud-based software for salary calculations and taxation processes. This software also helps generate financial reports and maintain books of accounts, streamlining audit procedures.

4. TDS Xpress software is used to manage TDS-related work, simplifying the generation of Form 16A for employees, ensuring compliance with tax regulations.

III. Student Admissions and Support:

To ensure the smooth operation of the admission process and to efficiently track admission inquiries, the college has implemented the following:

1. An online ERP portal and dedicated office email ID where students' data is recorded and all inquiries are managed in a centralized manner. This allows easy access to a student's complete profile in one place. The software also facilitates the issuance of bonafide and leaving certificates to students.

2. Online admission processes and support activities include publishing admission guidelines and schedules on the college website, document verification, fee payments, completing admission formalities, and offering counseling services to prospective students.

3. The website provides students with all essential information, including admission-related updates and other student-centric details. Additionally, the college regularly organizes computer literacy programs to enhance students' digital skills.

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IV. Examination System:

The college has a fully computerized examination cell responsible for conducting exams, managing the curriculum, and publishing results online for various courses and programs. Key features of the system include:

1. Students can access the college website for up-to-date information on examination schedules and timetables.

2. Notifications regarding exam rules and regulations are sent to students digitally. In-house students can fill out their examination forms online, eliminating the need for physical movement and simplifying the process.

3. Results are published on the college website, and mark sheets are available for download online. The integration of an online interface has become a core component of the system, enhancing accuracy and cost efficiency while promoting transparency within the institution.

The implementation of e-governance technology ensures a more streamlined, transparent, and student-friendly examination system.

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