

E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

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

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide a simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

Policy:

The institution will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The institution decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the institution website. The Committee will look after the process of updating, maintaining and

working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The Institute strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The Institute also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which help to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc. are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online modes such as NEFT, RTGS, Bank Transfers, etc.

Library: The Institute continues to maintain its academic excellence through maintaining a well-stocked library. The Institute will add more and more e-learning resources for the benefit of the teachers and the students. The Institute should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Offices should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle-free, convenient and smooth process, administration of the institute to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The institute will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The institute has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus governance policy of the University to be adopted in this regard.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

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E-Waste Management: To ensures that its usage of technology and generation of e-waste does not impact the environment.

ICTTOOLS

Hardware Infrastructure

- The Institute to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printer to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smartboard etc.

Software Infrastructure

- The Institute to maintain adequate configuration to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The institute to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

Following software is being used for different aspects of governance:

Areas of governance	Year of implementation	Name of the vendor
Administration	1. 24/08/2018	I. Tally. ERP 9 (Technooptions Infosolutions) 2. MKCL, eSuvudha
	2. 13/07/2020	
Finance and Accounts	1. 24/08/2018	1. Tally. ERP 9 (Technooptions Infosolutions) 2. DOCswallet Digital Locker Services
	2. 03/02/2020	
Student Admission and Support	I. 24/08/2018	I. Tally. ERP 9 (Technooptions Infosolutions) 2. DOCswallet Digital Locker Services 3. MKCL, eSuvudha
	2. 03/02/2020	
	3. 13/07/2020	
Examination	I. 23/09/2020	I. Schoolguru eduservices pvt limited, 2. MKCL, esuvudha
	2. 13/07/2020	
Library	1. 12/8/2018	DELNET