



*Adarsh Shikshan Mandal's*  
**KONARK IDEAL COLLEGE OF SCIENCE & COMMERCE**  
(Affiliated to University of Mumbai) (Hindi Linguistic Minority College)

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## E-GOVERNANCE POLICY

### OBJECTIVE:

- Implementation of E-governance in various functioning of the institution
- Achieving efficiency in our functioning
- Promoting transparency and accountability
- Achieving paperless administration of the institution
- Providing easy access to information
- Making the institution visible globally



### POLICY

- 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.
- The institution has already started with e-governance in some aspects of functioning like admission, examination, library, accounts, etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

### E-GOVERNANCE IN FOLLOWING AREAS

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

#### 1. WEBSITE

The website acts as a mirror of the college activities and information about all activities, important notices, etc. that are made easily available to the outsiders. For this purpose, an IT Admin has been appointed by the Management and one teaching staff under the supervision of Principal has been designated and has been trained and identified to undertake the responsibility of website administration and updating the website at the college level under the Principal.

#### 2. STUDENT ADMISSION

The College is an affiliated College under University Of Mumbai, so all the admissions is under online mode through MKCL PORTAL This will cover admissions to all courses

#### 3. ACCOUNTS & ADMINISTRATION

For ease of maintaining accounts, the Institute can use Tally software. But, with new accounting methods and compliances, it has become necessary to procure other better software's as well such

cloud based solutions or a custom made software. Accordingly, requirements should be assessed by the Registrar by discussion with accountant and other accounts staff and accordingly new software's may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software's must be done on timely basis.

#### 4. LIBRARY

We have the privilege of having well stocked Library. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students such as eBooks and External Libraries. Library is presently using a software for its internal working so as to utilize the library resources effectively. Similarly, newer e-learning resources like journals, etc. should be identified and subscribed taking into account the recommendations of the respective Coordinators of every department. Recommendations of the teachers and students also needed to be taken into account while subscribing to these resources.

#### 7. EXAMINATION

It is now very imperative to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution under MKCL PORTAL, University of Mumbai. The lower level examination and result software is done by E-GOVERANCE.

#### 8. ALUMNI

In order to strengthen alumni interaction, a separate alumni web page should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. A home page only our Alumni is designed in the College website.

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