Outward No.                                                    Date :

## Institutional Policy on E-Governance

Education is one of the most important factors in achieving the development goals of the country. E-Governance solution in the field of educational sector has changed the way administration. It makes the process uncomplicated, well-organized, error proof, time saving and cost saving also.

E-Governance helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and better services in all the aspects of education.

M. B. More Women College has implemented E- Governance in maximum areas of functioning like **Administration, Finance & Accounts, Library, Examination, Admission and Student Support.** Implementation of E- governance in education has provided a new way of communicating to the stakeholders, new ways of imparting education and new ways of organising and delivering information and services.

## 1. Administration

- Biometric tool should be used to register attendance record of employees
- Administrative staff should be trained to use Excel and other spreadsheet application to organize and analyze data
- Use of power-point presentations should be enhanced in the meetings to present ideas or information.
- Google forms should be use to collect and analyse feedback from the stakeholders.
- Administrative staff should be familiar with apps like Google meet to have interactions/ meetings with colleagues/ Management.
- Whatsapp group of employee can be helpful to share information, planning tasks, etc.

## 2. Finance & Accounts

- A software should be purchased for Fee management system
- Profit and loss and balance sheet should be generated through software only.
- Latest version of Tally software should be purchased to maintain accounts of the institution

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## 3. Library

- Complete catalogue of the library holdings should be created by the software.
- All books, reference material should be barcoded and a laser scanner should be used in circulation counter for book transactions to students and staff.
- e-books and other online resources should be provided by the library.
- e-content for previous year question papers, study notes, etc should be provided by the library to get full access to learners.

## 4. Examination

- A separate Examination control room should be established with all security measures.
- It should be provided minimum One PC with higher configuration with UPS and Broadband Internet Connection.
- CCTV camera should be installed with back up, covering activities in Examination control room.
- Paper setting, printing, assessment reports and all activities concerned with examination should be done through the control room.
- All results for the College level exams should be made through software.
- Digital exam paper delivery (DEPD) work should be done under CCTV with all security measures.
- Assessments of answer books for final year exams should be carried out through On-screen marking (OSM) system.

## 5. Admission and Student Support

- Admission management should be done through Institute's LOGIN on 'MU portal'
- Applications for scholarship should be submitted through Institute's LOGIN on 'MahaDBT portal'
- Administrative staff should be trained to handle activities on portals for affiliation work, AISHE, statistical Cell.

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