Progressive Education Society's

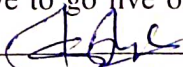# MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

(Affiliated to Savitribai Phule Pune Univercity, Recongnized by Govt. of Maharashtra)

Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

E - GOVERNANCE POLICY

Sr. No.	Particulars	Details
1	Brief Description	The Policy is a blueprint of implementation of e-governance in the areas of operation
2	Scope	General Administration Student Admission Examination Library Accounts and Finance ICT Infrastructure E-waste Management
3	Approved by	Principal/ IQAC
4	Objective	Implementation of E-governance in all functioning of the college in order to provide a simpler and efficient system of governance within the college. 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, Smart boards, Projectors, etc. To establish a fully automated Library.
5	Policy Statement	The college 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.
6	Procedure	The College decides to make the following policies and procedure: **1. Website:** The website will act as an information centre 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 college 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 College 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.

Principal
P. E. Society's
Modern College of Commerce
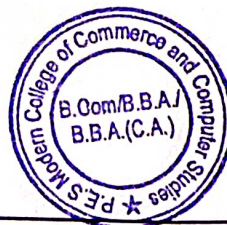and Computer Studies,
Nigdi, Pune - 411 044

Ph.: 020 - 27660075 Email : info@pesmoderncollege.com

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| 6 | Procedure | **2. Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Savitribai Phule Pune University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose online software to be used.

3. 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 is 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 updating of the existing software must be done regularly. The College also uses multiple software like MS Excel Payroll worksheet which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this software tool. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers etc.

4. Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College 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.   The Library to install fully automated Autolib Library Management Software V1.51 which should have an easy to use- Graphical User Interface, Barcode stickers are available in |

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6	Procedure	*The Library to install fully automated Autolib Library Management Software V1.51 which should have an easy to use- Graphical User Interface, Barcode stickers are available in every book and export facility for most reports.

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*The use of the Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.

*The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.

*The Database Maintenance module should cover all operations of database creation and maintenance.

5. Administration:

*Administrative Office should use MS Excel and MS Office, File Management System Tools to maintain an effective database.

*To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.

*Students must be able to obtain maximum services in online mode.

*The college 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.

6. Examination: The Examination process is regulated by the University and thus e-governance policy of the Savitribai Phule Pune University to be adopted in this regard. Examination form filling process is conducted through the online port of the University. College approved student's examination forms on the portal. University sends Hall tickets soft copy in college account. Savitribai Phule Pune University sends a question paper on college accounts through the university portal. Internal assessment marks filled on Savitribai Phule Pune University portal. Students final result is declare by Savitribai Phule Pune University.

7. 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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6	Procedure	**8. E-Waste Management:** P.E. Society's Modern College of Commerce and Computer Studies ensures that its usage of technology and generation of e-waste does not impact the environment. **9. ICT Tools:** **9.1 Hardware Infrastructure** *The College ensures that it has an adequate number of desktops and laptops for students and staff. *Computers and printers to be made available in the administrative block. *Projectors and other multimedia devices to be provided in the auditorium, classrooms, computer laboratories. *The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc. **9.2 Software Infrastructure** *The College maintains an adequate configuration server to allow fast transmission of data to the various computers. *Office automation packages for desktops and laptops like MS Office and Antivirus to be purchased and updated regularly. *The college provides access to all standard programming languages packages.

Dr. Prasanna Chavan

In-charge

Prof. Dhanwantari Narawade

IQAC Coordinator

Dr. Sadashiv Shirgave

Principal

Principal
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