



Navneet Education Society's

NAVNEET COLLEGE OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Best Practice – II

Title of the Practice:

E-governance Initiatives

Objectives of the Practice:

- (a) To streamline communication and automate processes, ensuring precise teacher attendance tracking and seamless collaboration with the University of Mumbai.
- (b) To digitize financial operations, improve fee collection with a user-friendly interface, and expedite receipt issuance electronically for efficient financial management.
- (c) To simplify admissions through an online portal, leverage technology for comprehensive student support, and enhance overall satisfaction with accessible services.
- (d) To streamline exam processes, provide quick and secure access to results and mark sheets online, ensure secure question paper transmission, and adopt OSM for efficient assessment.

The Context:

Navneet College is at the forefront of technological integration, deploying comprehensive e-governance initiatives across administrative, financial, admission, and examination realms. With the help of data management software (ACADMIN), the College seeks to modernise communication, streamline processes, and enhance collaboration with the University. The digitisation of accounts and finance aims to improve transparency, while innovative student-centric solutions, including online admissions, support services, and examination processes, prioritise accessibility and efficiency.

The Practice:

Navneet College has made extensive use of IT resources in administration, admissions, examinations, finance and accountancy and students support services to elevate efficiency, transparency, and student-centric experiences.



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- (a) **Administrative Operations:** Navneet College makes extensive use of technology in its day-to-day administration through data management software, ACADMIN. The institution embraces ICT for diverse operations, like daily correspondence, issuance of railway concession and implementing a biometric attendance. The College submits all data to the Affiliating University through its e-portal and seeks affiliation online.
- (b) **Accounts and Finance:** Navneet College takes a leap towards digital financial management, conducting all accounts and finance operations electronically. This encompasses an online fee collection portal, the use of Talley accounting software, and streamlined interfaces for fee payments. The college prioritizes financial transparency with the instantaneous issuance of receipts for various transactions, creating an efficient and transparent financial ecosystem.
- (c) **Student-Centric Admissions and Support:** The college communicates notices through its website and mobile app, facilitating an online admission portal, attendance tracking, and diverse support services for the students ease. From scholarships and attendance to grievance submissions and identity card generation, the College makes effective use of ICT for students' convenience.
- (d) **Efficiency in Examination Processes:** Students register for university examinations through the Online Portal of the University. Online transmission of question papers, utilization of the Online Screen-based Marking System (OSM) for assessment, and the generation of hall tickets and mark sheets online collectively underscore the institution's commitment to efficient and technologically advanced examination processes.

Evidence of Success:

Navneet College has been using e-governance effectively in the areas of administration, admissions and students support, examination and accounts and finance since 2020-21. The staff has been given training in the use of software by the vendor to bring about its effective implementation.



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The implementation of these initiatives has resulted in time-saving, reduced paper usage and record storage and effective retrieval of data as per need.

Problems Encountered and Resources Required:

The College faced challenge of overcoming the initial resistance from the staff and ensuring their active engagement in adapting to new technologies. However, the college navigated these hurdles by organizing multiple training sessions for the staff.

Resources Required:

ACADMIN Data management software, internet services and staff training.
