Institutional E-governance Policy

Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

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

1. Introduction

Navneet College of Commerce and Science recognizes the transformative potential of Information and Communication Technology (ICT) in enhancing efficiency, transparency, and accessibility in various aspects of college administration. This E-Governance Policy outlines the systematic integration and utilization of electronic means in the administration, accounts, admissions, students' support, and examination processes.

2. Use of E-Governance in Administration

The College employs suitable technology for effective day-to-day administration in the following areas:

- Inward and Outward of Correspondence: All official communications are managed electronically, ensuring prompt and organized record-keeping.
- Online Issue of Railway Concession: Railway concessions are facilitated through an online platform for the convenience of students and staff.
- Bio-metric Attendance for Teachers: Biometric attendance is used to streamline the attendance tracking system for teaching staff.
- Online Data Management Portal (University of Mumbai): Integration with the University of Mumbai's data management portal for seamless data exchange.
- Online Affiliation Portal (University of Mumbai): Utilization of the online affiliation portal for efficient affiliation processes.

3. Use of E-Governance in Accounts and Finance

All financial matters are managed electronically to ensure accuracy and transparency:

- Online Fee Collection Portal: Secure and efficient online platform for the collection of fees from students.
- Online Accounts Portal (Talley): Use of Talley for effective management and organization of financial transactions.
- Online Interface for Fee Payment: A user-friendly online interface for hassle-free fee payments.
- Online Issue of Fee Receipt: Instant issuance of electronic receipts sent to the respective payee's email.

- Online Receipt of All Types of Payment from Students: All types of payments from students are received electronically.

4. Use of E-Governance in Admissions and Support

Efficient use of technology in admissions, students' data management, and support services:

- Students Admission Portal: An online portal for seamless and convenient student admissions.
- Students Support: Utilization of the College Website, Navneet College Mobile App, Students Attendance Portal, Online Scholarship & Freeship Portal, Online Issue of Letter of Recommendation (LOR), Identity Card Generation, Online Feedback Mechanism, and Online Grievances Submission for enhanced student support.

5. Use of E-Governance in Examination

Integration of e-governance in examination-related processes:

- Online Registration Portal for Examinations: A user-friendly portal for students to register for university examinations.
- Online Exam Result and Mark Sheet Generation Portal: Efficient and prompt generation of exam results and mark sheets online.
- Portal for Online Transmission of Question Paper: Secure and streamlined transmission of examination question papers through an online portal.
- Online Screen-based Marking System (OSM) for Assessment: Adoption of the OSM for accurate and efficient assessment of examination papers.

6. Conclusion

This E-Governance Policy reflects Navneet College of Commerce and Science's commitment to leveraging technology for the benefit of students, staff, and the overall functioning of the institution. Regular reviews and updates will be conducted to ensure the continuous improvement and effectiveness of e-governance processes.