



e-GOVERNANCE POLICY

KLE Society's Science and Commerce College is committed to implement e-governance in all aspects of its functioning. This policy is designed and framed to make every function transparent and accountable. The College will implement e-Governance in the following areas covered under the scope of this policy:

- General Administration
- Accounts and Finance
- College Website
- Student Admission and Enrolment
- Hardware and Software Infrastructure
- Student Services
- E-waste Management

Aims and Objectives

- Progressive implementation of e-governance to provide easy and quick access to information.
- To enhance transparency and accountability in the college.
- To work towards creating a paperless environment in the college.
- To create Wi-Fi enabled campus.
- To make our Classrooms ICT enabled having Smartboards, Projectors, Desktops, Laptops, etc

1) General Administration:

- The college will have a biometric system based on face recognition to monitor staff attendance and monthly reports will be generated.
- The college will look into opportunities to automate some of its functions related to administration.
- Staff will be provided with adequate training and development to keep them abreast with the new technology.

2) Accounts and Finance:

- The college office will use a software for accounting purposes.
- Latest versions of the software to be purchased and used by the college.
- All receipts issued for payments collected in the office including fees as well as

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SCIENCE AND COMMERCE COLLEGE

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various accounts related reports will be generated using this software only.

- Appropriate security measures will be taken for maintaining confidentiality of the transactions.
- College will provide training to the new and existing staff as per the need.
- All efforts will be made to shift to online mode for monetary transactions wherever possible.

3) College Website:

- The college website will serve as an information hub for the college, reflecting all of its activities, significant announcements, courses offered, etc.
- The designing and maintenance of the website will be outsourced to a vendor.
- Website Committee will be established for the management of the college website.
- The website will be updated on a regular basis and will provide all information about the programs offered and important notices.

4) Student Admission and Enrolment:

- The admissions process shall be conducted in an open and transparent manner and the ethical practice and regulations that have been recommended by the University of Mumbai is followed.
- Online mode of admission form filling and fee payment shall be adopted using an apply online tab available on the website.
- The College will publish a soft copy of its Prospectus on the website along with all the guidelines for admission.
- List of eligible students will also be displayed on the website.
- Students eligible to take admission will also be intimated online.
- Appropriate security measures will be taken for maintaining confidentiality of student data collected as a part of the admission process.

5) Hardware and Software Infrastructure:

- The College will ensure that it has adequate number of desktops and laptops printers for staff.
- Projectors will be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.



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- Computer hardware will be upgraded on a regular basis.

6) **Student services:**

- The college will use an app to mark attendance, share notices and notes with students and obtain feedback from students on faculty.
- The College library will use software for its library management including issue and return of books.
- The College will add more and more e-learning resources for the benefit of the teachers and the students.
- Examination result processing will be done using suitable and advanced software.

7) **E-Waste Management:**

- The college will ensure that its usage of technology and generation of e-waste does not affect the environment.
- In this direction, the college will ensure collection and recycling of all e waste generated in the college through authorized agencies.

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