SREE NARAYANA GURU COLLEGE OF COMMERCE
(LINGUISTIC MINORITY INSTITUTION)
RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]
AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B
MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

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E-Governance Policy

Sree Narayana Guru College of Commerce, Chembur, is dedicated to the comprehensive implementation of e-governance throughout its administrative, financial, and other service domains. Moreover, the college places a high priority on integrating technology into its teaching and learning methods. The e-governance initiative aligns seamlessly with the institution's IT policy, fostering a cohesive strategy to maximize technological advancements for improved efficiency and efficacy.

Objectives:

1. To implement a comprehensive automation system for administrative tasks, financial operations, and student support services including admissions, library management, and examinations.

2. To facilitate fast and effortless information access.

3. To ensure transparency across all college functions.

4. To adopt paperless practices institution-wide.

5. To integrate e-governance into various operational aspects of the institution.

6. To enhance modern modes of teaching and learning.

Policy

The College has committed to enhancing e-governance across all operational domains, encompassing administration, student admissions, library services, finance and accounts, teaching-learning, evaluation processes, and support service centers. The policy aims to ensure transparency and accountability in every facet of the college's functions.

Website

The college website serves as the virtual representation of our institution, embodying our ethos, vision, and mission. It provides comprehensive information about our faculty, activities, and initiatives, enabling visitors to make informed decisions remotely. Through easy access to important notices, examination updates, and policy documents, stakeholders can stay informed and engaged without physical presence on campus.

Student admission & Support

The college has decided to transition all admissions to an online mode, encompassing undergraduate, postgraduate and certificate courses. To facilitate this, an MoU to be entered with software solutions provider/s who will establish partnerships with reputable banking institutions. This collaboration will enable seamless student admissions and fee processing. The admission portal will feature a user-friendly payment gateway, accommodating multiple modes such as credit cards, debit cards, UPI, and internet banking. Daily reports will be generated to reconcile transactions and address any discrepancies promptly. The management has been authorized to make necessary decisions and designate responsible individuals for implementation.

Library

Library plays a pivotal role in supporting the academic mission of our institution. As we embrace the digital age, our library is committed to aligning with E-Governance Policy principles to enhance accessibility and efficiency. Utilizing SOUL software and for internal operations, we ensure timely updates to maintain optimal functionality. Subscription to INFLIBNET for getting access to various digital resources, including e-books, journals, databases, and other scholarly materials.

Accounts and Finance

The office currently utilizes Tally software for accounting purposes, but due to evolving accounting methods and compliance requirements, there's a need to procure complementary software. Management will periodically assess these needs through discussions with accountants and staff, ensuring timely acquisition of new software. Stringent security measures will be implemented to safeguard data confidentiality. Staff training and software updates will be conducted regularly. A coordinated approach for utilizing online platforms will be developed to efficiently address finance queries. Administrative staff utilize advanced Excel and file management tools for effective database maintenance. Adequate training will be provided to administrative staff to adapt to new technologies.

Examination process

All examination-related activities, including form submissions, revaluation requests, hall ticket procurement, and result uploads, are conducted online with utmost confidentiality and security measures in place. The College's examination officer oversees the entire examination process under the guidance of the Principal. Semester exam results are processed using software, following the e-governance policy mandated by the affiliating University. University examination forms are uploaded on the university portal, allowing students to access their hall tickets and results online. The online examination portal maintained by the University of Mumbai handles all examination-related services and queries.

Teaching and Learning

The College is dedicated to leveraging technology to enhance the teaching and learning experience for our students and faculty. Through the integration of digital tools and platforms, we aim to create dynamic and interactive learning environments that foster engagement, collaboration, and innovation. Our emphasis on continuous improvement is reflected in our proactive approach to adopting new technologies and methodologies. By promoting accessibility, transparency, and accountability in our teaching and learning practices, we strive to empower our students to thrive in the digital age and achieve their full potential. To achieve the same, the College has an adequate number of computers.

IQAC Coordinator

Date: 26/02/2021

Place: Chembur

Principal

Principal
Sree
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P. L.
Chembur

regulatory standards in research.