



URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

Palak Maidan, Bori, Uran, Navi Mumbai - 400702. Tel No. (022)2722 2228/ 2722 4659

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E- Governance Policy

• **Scope:**

1. The scope of policy is to handle operations of various areas in college like Administration, Student Admission, Accounts and Finance, Examination, and Library etc.
2. This helps to facilitate all teaching and Non-teaching staff to run various operations easily.
3. To ensure effective implementation of e-governance for all functions of college.

• **Objectives:**

1. Implementation of E-governance in all operations of the college in order to provide simpler and efficient system for the college.
2. To promote transparency and accountability in all the functions of the college.
3. To reduce paperwork in different areas of college.
4. To quickly access information and maintain records.
5. To easily store and update the data.
6. To make each function transparent and accountable.



• Elements of E-Governance:

1. For Administration:

- i. The E-governance helps to easily handle administrative task and can complete maximum functions by using e-governance.
- ii. The function like admission, enquiry, uploading and downloading student details can be done by using e-governance policy.
- iii. The Students fees details can be retrieved by e-governance.

2. For Students:

- i. To add/ update students details.
- ii. To retrieve student's admission details.

3. For Examination:

- i. The software can be used to schedule examinations, to create exam timetables.
- ii. To add students for respective examinations.
- iii. To add, update, maintain and retrieve student's examination details like semester, subjects, marks etc.
- iv. To process and generate students results.

4. For Library:

- i. To maintain students details for issuing and returning books.
- ii. To generate documents for book issue and return.



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