SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
An Autonomous (Affiliated to Savitribai Phule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE, BSc (Computer Science),
BBA, BBA(CA)]
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SSR 2017-2022

6.2.3 Implementation of E-Governance in areas of Administration Finance, Admission and Exam:

- **E Governance Policy**

St. Mira's College for Girls, Pune
E-Governance Policy

Introduction:

E -Governance is a set of activities involving the effective use of Information and Communication Technology (ICT) for strengthening administration and management. at St. Mira's College for Girls. E governance aims at ensuring transparency and enhancing efficiency.
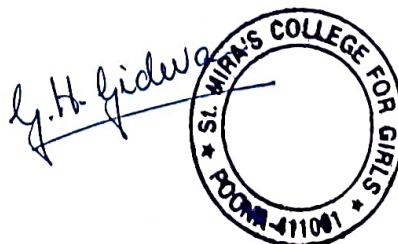
Policy Objectives:

1. To have a policy for use of ICT for strengthening administration and management at St. Mira's College for Girls in the areas of planning and development, finance and accounts, student admission & support and examination.

2. To strengthen the institutional systems and enhance administrative efficiency.

3. To bring transparency and absolute clarity in admission process and better delivery of services to the students.

4. To enhance the confidentiality and security of examination system includes:

   A. For efficiency of operations in the areas of:

   1. Administration:

   Computerization of MIS covering

   - Data of Curriculum and Syllabus Revised every 5 years
   - Faculty Data
   - ICT enabled teaching
   - Records of Statutory and Non-Statutory Meetings
   - Scholarships/ Awards and Prizes
   - Academic and Extra Curricular Activities
   - Classroom mapping
   - Infrastructure Maintenance and Log books
   - AMCs
   - I.T. Policy for usage of electronic devices in the college campus applicable to all employees.

2. Finance and Accounts

- Financial Records: Use of established software in the areas of:

    1. Salary administration and disbursement

    2. Grants related records and statements

    3. Maintenance of accounts- Budgets and Audited Statements

3. Student Admission and Support

- Computerization of Student Data:

    a. Admission Process

    b. Fee Records

4. Examination

- Computerization of Student Evaluation Records:
  Use of in house software for all the aspects related to effective planning and execution of examinations for eg Exam form filling and exam fees payment, Result Analysis, Marksheets Generation and result related communication with the parent university.

B. For effective Control

- Physical documentation of feedback to be substituted by an inhouse software.
- Feedback to be collected from all stakeholders... students, parents, Alumni, employers, annually, on predefined parameters, ensuring, as far as possible, 100% participation of students in the feedback process.
- A Student Satisfaction Survey be conducted for overall institutional performance as per NAAC guidelines