



॥ विद्या विनयन शोभते ॥

Janardan Bhagat Shikshan Prasarak Sanstha's

CHANGU KANA THAKUR

**ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL
(AUTONOMOUS)**

Re-accredited 'A+' Grade by NAAC (Third Cycle- 3.61 CGPA)

'College with Potential for Excellence' Status Awarded by University Grants Commission

'Best College Award' by University of Mumbai

e-Governance Policy

Internal Quality Assurance Cell (IQAC)





Janardan Bhagat Shikshan Prasarak Sanstha's

CHANGU KANA THAKUR

Arts, Commerce and Science College, New Panvel (Autonomous)

Re-accredited A⁺ Grade by NAAC (Third Cycle-CGPA-3.61)
'College with Potential for Excellence' Status Awarded by UGC
'Best College Award' by University of Mumbai

Internal Quality Assurance Cell (IQAC)

e-Governance Policy

Plot No. 01, Sector 11, Khanda Colony, New Panvel (W), Dist. Raigad,
Maharashtra, India- 410206

Phone: (022) 27464193, 27455760, 27461569 (Fax)

URL: www.ckthakurcollege.net



Janardan Bhagat Shikshan Prasarak Sanstha's

CHANGU KANA THAKUR

Arts, Commerce and Science College, New Panvel (Autonomous)

Re-accredited A⁺ Grade by NAAC (Third Cycle-CGPA-3.61)
'College with Potential for Excellence' Status Awarded by UGC
'Best College Award' by University of Mumbai

e-Governance Policy

| | |
|-------------------------------|---|
| Approving authority | College Development Committee (CDC) |
| Responsible Officer | IQAC coordinator |
| Document Location | http://www.ckthakurcollege.net . |
| Custodian | Principal |
| Year of Implementation | 2020 |
| Year of Revision | 2022 |



CHANGU KANA THAKUR

Arts, Commerce and Science College, New Panvel (Autonomous)

Re-accredited 'A+' Grade by NAAC (3rd Cycle-CGPA 3.61)

'College with Potential for Excellence' Status Awarded by University Grants Commission

'Best College Award' by University of Mumbai

e-Governance Policy

e-Governance refers to the **use of Information and Communication Technology (ICT)** in order to provide services and communication and exchange of information between different governance heads in a speedy, efficient manner to expedite work. In Changu Kana Thakur Arts, Commerce and Science College, e-governance includes all the online services provided by the institute. Appropriate MIS software shall be purchased by the college in order to employ e-governance in different aspects of governance as under:

1. Planning and development: MIS software shall be used for:

- a. Planning of admission
- b. Planning for collection of student fees
- c. Planning of annual budget for income and expenditure
- d. Annual planning for Library as regards acquisition of resources, their maintenance and proper profitable usage.
- e. Planning for monitoring, recording and feedback on attendance of students
- f. Planning for evaluation of students through systematic and timely examinations through the academic year.

2. Administration: MIS software shall be used for:

- a. Maintenance of all data of students, teaching as well as non-teaching staff and making it available in specific formats whenever required.
- b. Student registration and generation of merit lists.

- c. Collection of fees and generation of fee receipts.
- d. Generation and maintenance of attendance reports
- e. Generation of various certificates such as Transfer Certificates, Transcript, NOC, bonafide etc.
- f. Generation of all the reports pertaining to students.

3. Finance and Accounts: MIS software shall be used for:

- a. Maintenance of fee record of students.
- b. Maintenance and monitoring of records of fee instalments.
- c. Generation of DCR reports.
- d. Generation of receipts for expenses and vouchers.
- e. Generation of reports as regards income, expenses and balance sheets.

4. Student admission and support: MIS software shall be used for:

- a. Online admission process
- b. Availability of prospectus, online registration of students, generation of updated merit lists for admission.
- c. Android app support for online payment of fees, mailing and bulk SMS.

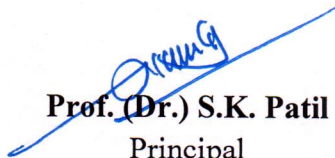
5. Examinations: MIS software shall be used for:

- a. Registration through filling of exam forms.
- b. Preparation of seating arrangements charts.
- c. Assignment of Examination seat numbers.
- d. Generation of Hall tickets.
- e. Entry of marks, generation and declaration of results.
- f. Production of mark sheets, grade cards and different types of reports in required formats.

Procedures: Following software is being used for different aspects of e-governance:

| Areas of e-governance | Year of implementation | Name of the vendor |
|-------------------------------|---|---|
| Administration | 1. 24/08/2018 2. 13/07/2020 | 1. Tally. ERP 9 (Technooptions Infosolutions) 2. MKCL, e Suvidha 3. MasterSoft |
| Finance and Accounts | 1. 24/08/2018 2. 03/02/2020 | 1. Tally. ERP 9 (Technooptions Infosolutions) 2. DOCswallet Digital Locker Services 3. MasterSoft |
| Student Admission and Support | 1. 24/08/2018 2. 03/02/2020 3. 13/07/2020 | 1. Tally. ERP 9 (Technooptions Infosolutions) 2. DOCswallet Digital Locker Services 3. MKCL, e Suvidha 4. MasterSoft |
| Examination | 1. 23/09/2020 2. 13/07/2020 | 1. Schoolguru eduservices pvt limited, 2. MKCL, e suvidha 3. MasterSoft |




Prof. (Dr.) S.K. Patil
 Principal
 Changu Kana Thakur
 Arts, Commerce and Science College,
 New Panvel, (Autonomous)



Janardan Bhagat Shikshan Prasarak Sanstha's
CHANGU KANA THAKUR
ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL
(AUTONOMOUS)

Plot No.-1 and 4, Sector-11, Khanda Colony, New Panvel (W),
District- Raigad, Maharashtra, India, Pin-410 206

☎: (022) 2745 5760, 2746 4193, Fax: (022) 2746 1569

Super Fax: +91 9022933585

P.O. Box No.-133

Email: principal@ckthakurcollege.net

URL: www.ckthakurcollege.net