



Om Vidyalkar Shikshan Sanstha's



C. : 2578 2466
P. : 2579 3120

Asmita College of Arts & Commerce For Women

● Affiliated to Mumbai University ●

Accredited by NAAC with 'B' Grade

E-mail : eoeasmitacollege@yahoo.com

ASMITA COLLEGE CHOWK, KANNAMWAR NAGAR NO. 2, VIKHROLI (EAST), MUMBAI - 400 083.

E-Governance Policy

Asmita College of Arts & Commerce for Women, Vikhroli has introduced the e-governance to enhance good governance through transparency, participation and accountability from the stakeholders. E-Governance provides various service facilities. E-Governance increases the productivity of staff and there by offer better services to the student community. It creates an IT enabled environment for managing all academic requirements.

Objectives :-

- Implementation of E-governance in various functioning of the institution.
- Promoting transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- Ensure sharing and reuse of information.
- To make campus Wi-Fi enabled.
- To provide easy and quick access to information
- To make our classrooms ICT enabled having Desktops, Smartboards, Projectors etc.
- To establish a fully automated Library.

Policy :

In order to offer a simple and effective governance system within the organization, it is agreed to adopt and implement e-governance through our function as much as possible. E-governance in certain areas of the library, etc has already commenced with this institution. However, it is resolved and has drawn up this policy framework with this aim, to implement electronic governance in many more areas.

The policy is divided into different areas of operation.

Student Admission :

An open and transparent strategy for the admission process is followed. Number of students applying to each course, withdrawals, fee submission all to be managed through admission portal. Students are required to submit a separate online Application form for taking admission to the college and for this purpose an online software to be used.



Principal

Asmita College of Arts & Comm. For Women
Vikhroli (E), Mumbai - 83.



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Accounts :-

The office continues to maintain its account on Tally. Profit and loss accounts, Balance sheet are generated through this software only. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers etc.

Library :-

The College continues to maintain its academic excellence by maintaining a well-stocked library. The library is automated using an advance library software. All students, faculty and researchers are able to access the library system for search of books, journals and other materials. The college will continue to subscribe to new journals and books regularly. Suggestions are taken from the teachers while applying to get books of different authors for the subjects they teach to increase the knowledge. The library is installed with a SOUL software.

Administration :

To provide a hassle free, convenient and smooth process, administration of the college to be made paperless. Administrative office continues to use advance excel file managements tools to maintain effective database, Students are able to obtain maximum services in online mode. This area includes fee payments, students enrolment and documents needed by the students likes bonafied certificate.

Examination :-

All data pertaining to student assessment shall be captured online and stored in a secure manners. Many services like question paper printing, examination paper setting, exam mark entry, result publication, marksheet printing, internal marksheet are maintain in digital system.

Website :

The website of the college is maintained by the website committee . It gives the information on all courses, curriculum events, extra curricular activities etc. to the stakeholders. The information on the website is updated regularly. Government Scholarships and Freeships are available to reserved category students are managed by submitting of forms till disbursement of Freeships / Scholarships with the help of Government Portal.



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