



NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai - 400 101. • Tel.: 022 - 6943 6400

E-GOVERNANCE POLICY

The following categories are included in the scope of this policy:

- General Administration
- Student Admission
- Student Assistance
- Examination
- Library
- Finance and Accounts
- Infrastructure For ICT
- Surveillance

The main objectives of this policy are:

- To implement E-governance throughout the institution,
- To enhance governance efficiency, promote transparency and accountability in all college functions,
- To achieve a paperless environment, providing easy access to information,
- To make the campus Wi-Fi enabled,
- To equip classrooms with ICT tools like desktops and projectors,
- To establish a fully automated library, and
- To implement effective surveillance with CCTV cameras and biometrics.

To achieve these objectives, the college will take specific measures and implement various policies and procedures:

1. **Website:** The TEI will maintain an informative website displaying college activities, courses offered, important notices, and more. A dedicated Website Committee will be responsible for regular updates and maintenance.
2. **Student Admission:** An open and transparent admission process will be followed, guided by the University of Mumbai's ethical practices. Admission management will be facilitated through specialized software.



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3. **Accounts:** The TEI will maintain its accounts using Tally software, upgrading it regularly for better financial record-keeping. Online modes of payment like NEFT and RTGS will be used.
4. **Library:** The TEI will continue to maintain a well-stocked library, incorporating more e-learning resources through N-LIST. The library will subscribe to new journals and books based on recommendations from teachers and students.
5. **Administration:** Attendance and other administrative tasks will be managed using advanced software tools like Advanced Excel. Adequate training will be provided to the teaching and administrative staff.
6. **Examination:** The TEI will adopt an online system for students to view their internal assessment marks and report any discrepancies. Software will be used for result preparation, and online exam software may be utilized for proctored exams.
7. **Alumni:** A dedicated alumni page will be created on the website.
8. **Complaint System:** The TEI will host an online Grievance Redressal Portal on the college website for the benefit of staff and students.
9. **ICT Tools:** LCD, Projector, Screen.

Hardware Infrastructure: The TEI will ensure sufficient desktops, laptops, printers, projectors, and multimedia devices for staff and students.

Software Infrastructure: The TEI will maintain powerful servers and regularly update software packages such as Open Office, MS Office, and Antivirus for desktops and laptops.

By implementing these policies and procedures, the college aims to enhance its governance, technological capabilities, and overall efficiency, providing a better learning and working environment for students and staff.


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