Maharshi Karve Stree Shikshan Samstha's

Cummins College of Engineering for Women

An Autonomous Institute affiliated to Savitribai Phule Pune University
KARVENAGAR, PUNE-411052, INDIA.

MKSSS's
Cummins
College of Engineering
For Women

(University Affiliation No. PU/PN/ENGG/087/1991, INDIA)
Approved by All India Council for Technical Education (AICTE)
Accredited by National Assessment & Accreditation Council (NAAC) at Grade-A

Ref.

E-governance Policy

Objectives

This E-Governance Policy is with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability.

It shall apply to the areas of Administration, Finance and Accounts, Student Support and Examination sections of the institute. Objectives of the policy are

- To provide a simple and efficient system of governance within the institution and stakeholders.
- To promote transparency and accountability.
- To achieve and create a paperless environment.
- To provide easy and quick access to information.

E governance - Administration

- An Attendance Management Software will be used to record and track the attendance of faculty and staff through a biometric attendance system.
- To achieve a paperless environment, internal communication will be through emails.
- CCTV Cameras will be installed at various places of need.
- ICT shall be introduced in every administrative function.
- Asset management system will be implemented.

E governance- Finance & Accounts

- The accounts of the institution will be maintained through Tally software.
- Payments/transactions will be encouraged through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Appropriate security measures for maintaining confidentiality in transactions will be implemented.
- Automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc. will be used.

E governance -Student Support Systems

- Library

- Library functioning will be automated.
- For accession, issue and other transactions, library management software will be used.
- Usage of e- books will be encouraged.
- Students will get access to the e-journals from any computer system in the campus as well as through remote login.

- Teaching Learning

- Learning management system will be used.
- Licensed softwares will be used in labs.
- Softwares will be renewed & upgraded regularly.
- All computer systems and other hardware will be maintained properly.

E governance -Website

- College website will be updated regularly for real time information sharing/dissemination.
- Information such as Digital Brochure, syllabi, sanctioned intake, placements will be made available on the website.
- Website will be used to regularly publish administrative information including notices and circulars.

E governance- Examination

- Exam management software will be used to handle the examination process.
- Digital evaluation system will be implemented.
- Examination records of students will be available online for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.

Principal
MKSSS's Cummins College of Engineering
for Women, Pune.