



Vidya Vikas Education Society's
VIKAS COLLEGE OF ARTS, SCIENCE & COMMERCE
Affiliated to University of Mumbai
ISO 9001:2015 CERTIFIED

POLICY DOCUMENT ON E-GOVERNANCE

Scope:

The scope of this policy extends to the following areas:

- Student Admission
- Examination
- Library
- Accounts and Finance
- Administration
- Data Security and Privacy

Objectives:

- Implementation of E-governance in the institution in order to facilitate efficient governance in the institution
- To promote transparency and accountability in all the functions of the college
- To create paperless environment in the college with these objectives, the college plans to Implement the policy as follows:

• **Admissions System:**

To use a totally integrated CLOUD-based campus management system containing Functionalities like administrative, academic, learning management, communication, and Productivity.

- **Features:** Online application forms, document submission, application tracking, and Communication channels.

• **Examination Results System:**

To use examination result software with the following features:
Grade management, result analytics

• **Administrative System:**

To use integrated CLOUD based campus management system containing functionalities like administrative, academic, learning management, communication, and productivity with the following features:

Staff records management, automated scheduling




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- **Accounts System:**

To use licensed version of Tally software with following features:

Expense tracking, financial reporting, and audit trails

- **Library System:**

To use SOUL 3.0 software developed by INFLIBNET with following features:

Circulation, cataloguing, serial control, OPAC.

- **Data Security and Privacy:**

To use the following mechanism for data security and privacy-

- CCTV surveillance o Face dictation mechanism for downloading the University question papers.
- Software as well as the computer in the examination section is password protected
- Anti Virus
- Administrative software and computers are password protected.
- Data protection in the library is ensured by a backup system.
- IP address-based server




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