

E-Governance Policy

w.e.f. July 2017

Saraswati College of Engineering had developed the E-Governance Policy in order to make the process easy, well-organized and error free. This is designed to make the system user-friendly, time saving and cost saving. It helps in improving transparency, providing speedy information, and improving administrative efficiency in all the aspects of education viz. Academics, administration, Finance-Accounting, library and admissions.

Objectives of the policy:

The primary objectives of the e-governance policy of SCOE are as follows:

- Achievement of efficiency in day to day operations. In house software makes every stakeholder work and maintains the same.
- Deployment of suitable ERP with required training to teaching and non teaching fraternity of the college with the view to get optimum benefit from the software.
- Optimal use of the website Information regarding any notice, circulars, important communication is made available and ensures information is reached any time. Any infrastructural, academics and placement information is shared with its stakeholders. Results shall also be uploaded to the website directly.
- Effective communication among the stakeholders. Use of official email, whatsapp groups to avoid any further miscommunication. To communicate with parents regarding their child's attendance and other performance information the college uses e-mail service. Also it is used to circulate information among the staff and stakeholders.
- Development of teamwork and collaboration among the users. The college ensures that for smooth functioning of the operation there is support and cooperation among the users. There is team work and collaboration among the users.



Campus:

Plot No.- 46, Sector 5, Behind MSEB Sub-Station, Near Utsav Chowk, Kharghar, Navi Mumbai-410 (Maharashtra, India).

Mob.: 9320299474 / 75. E-mail: registrarsaraswati@gmail.com

Website: www.sce.edu.in

a (Saraswati Education Society) endeavor

(Approved by AICTE, Regg. by Maharashtra Govt. DTE, Affiliated to Mumbai University)

An ISO 9001-2008 Certified Institute

Engineering Programme	Technical Training	Research	Publication	
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E-governance Modules

Saraswati College of Engineering is committed to impart quality education and improve by complying with requirements in every field through various modes of channels. The institution was successful in implementing the following services in this year.

1. Administration:

- For day to day operation we have our own in-house **Event management software**. It incorporates all events conducted by every one of the departments. This Software is used to preserve, view and obtain information about every student's activity. College has a **staff attendance portal** where all types of leave records are maintained. The portal is beneficial to keep the monthly record of attendance of all the staff.
- **Library:** To maintain the smooth functioning of the data of the books, the college has **e-Vidya Library management software**. This helps to carry out day to day activities more efficiently and punctually with less manpower in minimum time. It is secured, password protected user access, department and role wise rights.

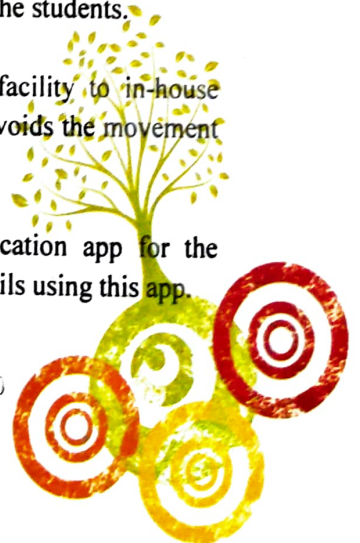
2. Finance & Accounts:

For better functioning of the work **Tally ERP 9 software** is developed in house to track fee payment of every student. Software is also available for staff salary calculation and taxation purposes.

3. Student's admission software:

For smooth functioning of the admission process and tracking of the admission enquiries we have software. Here student data is entered and all the student queries are handled in one place. Thus we get all the information of a student in one place. This software also helps to get a bonafide certificate as well as the leaving certificate of the students.

- **Student's exam portal:** Examination section has given on line facility to in-house students for filling up examination form via Google Form and so it avoids the movement of the students and is a hassle free task.
- **Student's fees transaction:** College has our own Saraswati Education app for the payment of the fees. Students can directly pay their pay and track details using this app.



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- **Student's feedback:** We have our own in-house developed feedback software which is used by the students to give teaching feedback twice a year. Along with teaching feedback, other feedback like Parents' feedback, Alumni feedback, Employer's feedback and Exit feedback are taken through online mode.

4. Examination: For the result preparation of Semester III to Semester VI, college has software which is useful for Gazette preparation of SE and TE examination where all students, subject, credit criteria and course details are entered. This software is very beneficial as mark sheet and hall ticket print out can be taken directly from here.



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