



**VIDYAVARDHINI'S**  
**Annasaheb Vartak College of Arts,**  
**Kedarnath Malhotra College of Commerce &**  
**E. S. Andrades College of Science.**

(Affiliated to the University of Mumbai)

NAAC Accredited B+ Grade

University of Mumbai Best College Award 2015-2016

**Prin. Dr. Arvind W. Ubale**  
M.Com., MSW (TISS), MMS, LLB,  
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Email : t23.avcollege@avc.ac.in • Website : www.avc.ac.in

Ref. No. :

Date : \_\_\_\_\_

### E-Governance Policy 2022-23

E-Governance measures have been included in the multi-faceted operations of the institution. Management Information System (MIS) is used for daily tasks. Appropriate software have been hired and employed for the functions of administration, student admission, conducting examinations, and maintenance of the institution's financial records.

As per the Resolution 5/M of 25<sup>th</sup> March, 2022: "The institution has maintained E-Governance in the various aspects of the functioning of the institution till date and it was resolved that the same shall be continued keeping in mind the following objectives and initiatives:

#### Objectives

1. To incorporate a fully electronic accounting system for the maintenance of financial records of the institution.
2. To ensure comprehensive data storage for record keeping.
3. To have an adequate monitoring system for the entire college premises.
4. To provide the students an online admission system for taking admission to various courses.
5. To encourage students for utilization of Library facility provided by the institution by providing online access.
6. Provision of Audio Visual Facility for organizing lectures, conferences and seminars for the students as well as teaching staff.
7. Provision of online examination platform for internal as well as external exams in online mode.
8. Declaration of examination result in an expeditious manner.
9. To put in place an electronic system for recording attendance of teaching and teaching staff.





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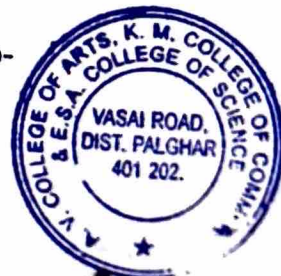
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### **Policy Implementation**

E-Governance policy initiatives are implemented as an infrastructural amenity in administration, finance and accounts, student administration & support and learning processes as given below:

- i) Advanced Tally Software is used for fully computerised accounting of the financial records of the institution as well as storage of financial data.
- ii) The entire college premises is under CCTV surveillance for proper and comprehensive monitoring of the institute with regards to security and prevention of any kind of malpractice.
- iii) The college has outsourced its admission process for various courses to an online admission service provider Mastersoft ERP for paperless admission procedure.
- iv) The institution has a dedicated website for its library users to encourage online usage of library facilities such as Automated Circulation, Online Readers Group, Online Webopac, Online Public Access catalogue  
<https://sites.google.com/site/vartaklibrary>
- v) The library also has wi-fi facility for internet usage.
- vi) The college library has a Multi-purpose hall with Audio-Visual facility for organizing lectures, seminars and conferences.
- vii) The college has a dedicated website for declaration of examination results  
<https://sites.google.com/view/avcexam/results/college-exam-results>
- viii) The college also utilises RESO Software services for examination result analysis since 2012.
- ix) The attendance of all teaching as well as non-teaching staff is recorded by Bio-Metric System for proper monitoring and utilisation of human resources of the institution.





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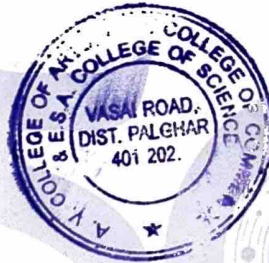
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x) The institution also has an OSM system for online evaluation of Third Year examination papers as per the instructions given by the university.



*R. V.*  
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Years In Education