



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

(Affiliated to the University of Mumbai)

And Junior Colleges

NAAC Accredited B++ Grade

University of Mumbai Best College Award 2015-2016

Prin. Dr. Arvind W. Ubale

M.Com., MSW (TISS), MMS,
D.B.M., Ph.D.

Residence :

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Near Shahad Rly. Station, Kalyan (W),

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Ref. No. :

Avc/EGP/2231/2021-2022

Date :

21/10/2022

Annual E-Governance Policy Document

E-Governance measures have been included in the multifaceted operations of the institution. Management Information System (MIS) is used for daily tasks. Appropriate software is 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 25th 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 maintenance of records.
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 provide various documents such as College Identity Card, Bonafide Certificate etc through an online portal.
6. To encourage students for utilization of online access to Library facilities provided by the institution by providing online access.
7. To facilitate an Online Teaching and Learning platform for the students which could be utilized during pandemic like situations as well as its use as an additional tool during physical class.
8. To organize Audio Visual Facility for organizing lectures, conferences and seminars for the students as well as teaching staff.
9. To arrange an online examination platform for internal as well as external exams in online mode.



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10. To declare the examination result in an expeditious manner.
11. To put in place an electronic system for recording attendance of teaching and non-teaching staff.

Policy Implementation

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

- i) Advanced Tally Software is used for fully computerized 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 programmes to an online admission service provider Soft-Pro for paperless admission procedure since 2016. The services of WhiteCode have been availed for 2021-22. An online admission manual has been uploaded for guiding the students for the online admission process for the years 2020-21 and 2021-22.
- iv) The online portal SchoolPro also provided services such as creation of Identity Cards for students online till 2020-21.
- v) 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 catalog at this website
<https://sites.google.com/site/vartaklibrary>



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- vi) The library also has a Wi-Fi has a wi-fi facility for internet usage for the students and the staff.
- vii) The institution shifted to online teaching and learning during the Covid-19 pandemic. For this, it utilized the services of Google Suite for conducting online lectures, delegation of work assignments as well as unit tests.
- viii) The college library has a multi-purpose hall with Audio-Visual facility for organizing lectures, seminars and conferences.
- ix) The college has utilized the services of Teach-Us application for conducting online exams from September 2020 in view of the pandemic.
- x) The college also utilizes RESO Software services for examination result analysis.
- xi) The college has a dedicated website for declaration of examination results <https://sites.google.com/view/avcexam/results/college-exam-results>
- xii) The institution also has an OSM (On Screen Marking) system for online evaluation of Third Year examination papers as per the instructions given by the university.



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