Al Jamia Mohammediyah Education Society's

MAULANA MUKHTAR AHMAD NADVI TECHNICAL CAMPUS

Approved by AICTE, New Delhi
Recognised by DTE, Mumbai & Govt. of Maharashtra
Affiliated to Savitribai Phule Pune University, Pune

Mansoora P.O.Box. No.144, Malegaon, Dist. Nashik
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E-Governance Policy

Maulana Mukhtar Ahmad Nadvi Technical Campus (MMANTC) policy on e-governance has been formed to enhance the system of governance of the institute by leveraging new and cutting-edge technological resources. It aims towards deployment of any software applications for a seamless and effective administration of the institute.

Objectives:

1.To implement E-governance in various functions of the institution.

2.To promote accountability and transparency.

3.To accomplish paperless administration in the institution.

4. Promoting online internal and external communication among the members of the institution. 5. Providing easy access to information
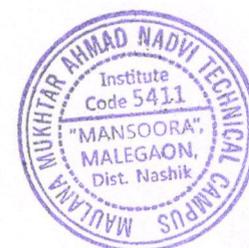
Policy:

1. The institution provides an easy and efficient system of e-governance and is implemented across all sectors.

2. The institution implements an integrated online platform for managing academic activities, such as admissions, examinations, grading, and maintenance of student records. The policy has identified seven key areas for implementation of e-governance and are illustrated below.

Key Areas of e-governance Implementation:

1. Website and social media

2. Student Admission and Support

3. Communication system

4. Finance and Accounts

5. Examination Cell

6. Library

7. Online Payment systems

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Website and Social Media:

The college website is updated frequently and on a need basis. The website contains all the college information, activities and important notices, etc. and it is made easily available to all the visitors of the website. The website is hosted and deployed by a third party on a secure platform. The policy recommends that training should be given to existing staff in administration and maintenance of the website. It directs the website administration team that all important achievements and information be posted on social media.

Student Admission and Support:

The Institution maintains the student's admission records, student's approvals, reservation quotas, fee details, scholarships and registration process. These are made available using an e-governance portal. E- Repository contains all course materials that are made available through the digital library. The college also has NPTEL Videos, e-Books, question papers, and staff published articles in it.
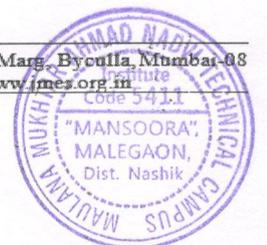
Communication System:

The college utilizes the cloud-based communication systems that are widely popular such as google drive to maintain and share online documents. Official email ids are issued to all staff with storage space to create and maintain any official documents. Institution has provided emails to the faculty in the @mmantc.edu.in domain and at the department level, official groups have also been created for faculty and students in social networks for effective communications.

Finance and Accounts:

The ERP wigitalcampus is used as an accounting software. It is used to simplify the complex day to day accounts activities. It provides many advantages like maintaining records, managing accounts, payables, receivables and cheques. The salary accounts, EPF statements, medical insurances are well maintained with the e-accounts in the institution. Proper security measures are being taken for maintaining confidentiality of the transactions. The Internal and External Financial audits are conducted every year which is well maintained by e-accounts with all e- payments and e-collections

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Examination Cell:

Exam section has implemented ERP wigitalcampus to include all the details of the admitted students and it helps in entering the finalized marks. All the information required by the students relating to their exam dates, exam results, exam fees, hall tickets and exam notifications are made available online mode. Maximum secrecy and confidentiality arc maintained while handling examinations.

Library:

The college has a well maintained and resourceful library. The benefits to staff and students using the library have been further enhanced by adding e-learning resources. All the e-learning facilities are also upgraded and maintained. The newer e-learning resources like journals, research papers, e-books etc. are identified and subscribed taking into account the recommendations of the library advisory committee. In addition, the faculty and students are also taken into consideration while subscribing to these resources. The central library of the college maintains the old examination papers for all branches.

Online Payment Systems:

The Institution provides facilities to parents and students to make payments using Debit/Credit and various UPI platforms so this can be done quickly and easily from anywhere and also beyond college official working hours.

Principal
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