E-GOVERNANCE POLICY

Scope:

This policy's purview includes the following domains:
• Libraries;
• Accounts and Finance;
• General Administration;
• Student Admission;
• Examination;
• ICT Infrastructure;
• E-waste Management

Objectives:

- To encourage openness and accountability in all college operations.
- To integrate e-governance into all institution operations to create a more straightforward and effective system of governance within the institution.
- Objective to establish and attain a paperless environment at the college.
- Establishing a fully automated library
- Facilitating quick and simple access to information. Enabling campus Wi-Fi
- Equipping our classrooms with ICT tools such desktop computers, laptops, smart boards, and projectors

Policy:

E-governance will be implemented by the college in all areas of operation, including teaching, accounts, library, admissions, and administration.
The policy's structure and design aim to make every function accountable and transparent.
The following policies and procedures are decided upon by the college:

Website:

The website serves as a hub for information about the college, all of its events, key announcements, available programs, etc. The college has hired a different service provider and web designer specifically for this reason. The teaching and administrative staff receive training so they may make significant improvements to the website. For the management of the college website, distinct teams are assigned. The team is in charge of regularly updating, maintaining, and operating the website. The committee searches the website for additional modifications that are necessary. Through its website, the college hopes to highlight its vivid personality and level of activity. The website must immediately post all significant notifications as soon as they are made available.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

Student Admission:

The admission process employs an open and transparent approach, which is reinforced by the University of Mumbai's ethical guidelines and procedures. The college releases its brochure, which is available online and contains admissions procedure rules. Additionally, the college manages admissions using an admissions site. In order to be considered for admission to any program at the college, students must complete a separate online application form. The admission coordinator uses an online application for this purpose.

Library:

The library of the college is well-stocked. New books and journals are routinely subscribed to by the institutional library. When subscribing to the materials, recommendations are obtained from the instructors. Instructors can apply to get books written by various writers for the subjects they instruct. Students, researchers, and faculty members have access to e-resources through the Library's ILMS, Library Space institutional repository, N list, National digital Library, and Information Services Infrastructure for Scholarly Content database.

Administration:

Administrative Staff uses attendance management software, which automatically generates monthly reports. The administrative team maintains an efficient database and offers a hassle-free, convenient, and seamless process by utilizing Advanced Excel and File Management System technologies.
The college investigates the possibility of automating certain administrative tasks. They receive sufficient training to ensure they stay up to date with emerging technologies.

Examination:

The college has implemented an online system so that at the conclusion of each semester, students can examine their overall internal assessment marks and report any anomalies.

ICT Tools: •

Hardware Infrastructure:

The institution makes sure that there are enough desktop and laptop computers for all of the staff and students. The school features an auditorium, seminar rooms, labs, and classrooms with ICT capabilities. Infrastructure Software:

The college frequently upgrades office automation programs including Open MS Office and antivirus software in addition to maintaining sufficient configuration servers to enable quick data transmission to the various PCs.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

ANNUAL E GOVERNANCE REPORT 2018-19

The Policy for Implementation of E Governance was prepared by the BOG Committee to ensure the smooth operation and growth of the college's academic programs and administration. E-governance implementation in operational areas: St Wilfred's College of Arts, Science, and Commerce in Panvel is implementing e-governance in an effort to optimize resource utilization and streamline procedures. Through computerized procedures, e-governance is expected to improve workflow in the College and make accurate data and information accessible to users. There won't be as much paperwork, less time spent transferring files and documents during official business, and human resources will be used more efficiently as a result. Our college implemented E Governance in the areas of finance during the 2018–19 financial year.

1. Development and Planning

• Website: Serving as an information hub, the website provides details about the college, all of its events, key announcements, courses that are offered, etc.
• A distinct group assigned to oversee the college website.

The team is responsible for overseeing the frequent updating, maintenance, and operation of the website.
• The Team Committee will also search the website for any additional modifications that are necessary.
• The College uses its website to highlight its dynamic and lively personality.
• The website updates with all relevant information as soon as it is made available.
The institutional website has the Vision and Mission Statement uploaded, along with additional development initiatives.

2. Administration:

The Principal communicates via email also with members of the

Governing Body as well as the HOD.
• Notices and other significant administrative information are frequently posted on the website.Stwilfred.org
• A high-speed internet connection powers the college.
• Automated office with round-the-clock internet access.
• The program is used to handle the substantive staff members' salaries.
• Every employee has biometric attendance tracked by administrative staff using biometric software, which generates monthly reports.
• The Administrative Office makes use of File Management System and Advanced Excel Tools to keep an efficient database, to facilitate easy, convenient, and seamless processes and to enable paperless college administration.
• In the online format, students can access the greatest number of services.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

3. Accounts and Finance

• The college purchases and uses the most recent versions of the software; the office keeps its Tally account up to date.

• Sophisticated features make it easier for employees to efficiently and successfully maintain financial records.
• This software is the only one used to construct the balance sheet and profit and loss. Tally is also used to generate all of the analysis reports.
• It is possible to generate reports for every employee.
• The majority of payments are sent and received electronically via RTGS, bank transfers, NEFT, and other methods.

• To preserve financial accountability and transparency in the system, all purchases, including the payment of scholarships, must be made cashless.
• Exam and entrance price payments made online,
• Preparing and managing payments for different scholarship programs,

• One particular benefit that the automation process might provide is the ability to monitor the fees we earn from students on a daily and monthly basis for accounting and reconciliation purposes. This has helped us create forecasting and cash flow management methods for the College's financial management that are more accurate.

4. Entrance and Assistance for Students

Student Admission: The University of Mumbai adopts ethical norms and rules that reinforce the implementation of an open and transparent admissions policy.
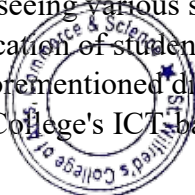• The college releases its brochure, which is also available online and contains instructions for the application process.
• A portal for admissions that will be used to oversee college admissions.
The number of students applying to each course, withdrawals, and fee submission are all managed through the MKCL Portal. Students must submit a separate online application form in order to be admitted to the college; the administrative department will use the online program GURUKUL for this purpose.

• Students can submit their inquiries for admission via the Online Admission Enquiry Form available on the College website.
• The website's Admissions tab also contains the institution's brochure, rules, eligibility, and procedure for admissions.
Students' Portal.

• Disclosure of admission rules and schedule on the portal is one of the following aspects of online admission.
• Overseeing various student scholarship programs.
• Publication of student-focused data, materials, and information on websites.
The aforementioned digital tasks are accomplished over the internet with the assistance of the College's ICT-based infrastructure.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

5. ICT Resources

Hardware Infrastructure: The College makes sure that there are enough desktop and laptop computers for all of its employees and students.
It is possible to access computers and printers in the administrative block.
• The auditorium has projectors and other multimedia equipment.
• Additional hardware such as interactive whiteboards, smart boards, and computer networking devices will be added to the infrastructure.
• Software Infrastructure: The College keeps enough configuration servers in place to enable quick data transfer to the different computers.
• Regular purchases and updates are made for office automation programs for PCs and laptops, such as Microsoft Office, Open Office, and antivirus software.
• Smart classrooms with ICT

6. Examination.
• The college posts internal and practical test schedules, as well as semester and exam schedules, on the website.
• The College has implemented an online system that allows students to view their marks at the conclusion of each semester, obtain their results, and report any inconsistencies.
The "Exam marks entry software" developed by the Examination Cell is used in the House.

7. Library:

• College adds more and more e-learning resources for the benefit of the instructors and students;
• College keeps up its academic quality by keeping a well-stocked library.
• The Library offers college students, researchers, and teachers access to e-resources through its institutional repository, National Library, and Information Services Infrastructure for Scholarly Content database.

..
The following ERP systems are utilized by institutions at different levels:
1.Administration: GURUKUL software is used to update billing and fees, keep track of student information,.
2. Admission and assistance for students: Student portal: This is a website where students can view their exam forms, results, and make online fee payments
3. Examination: Marks input and result preparation were completed using software

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

Where the mind is without fear! where the head is held high!

ANNUAL E GOVERNANCE REPORT 2019-20

The Policy for Implementation of E Governance was prepared by the BOG Committee to ensure the smooth operation and growth of the college's academic programs and administration. E-governance implementation in operational areas: St Wilfred's College of Arts, Science, and Commerce in Panvel is implementing e-governance in an effort to optimize resource utilization and streamline procedures. Through computerized procedures, e-governance is expected to improve workflow in the College and make accurate data and information accessible to users. There won't be as much paperwork, less time spent transferring files and documents during official business, and human resources will be used more efficiently as a result. Our college implemented E Governance in the areas of finance during the 2018–19 financial year.

1. Development and Planning

• Website: Serving as an information hub, the website provides details about the college, all of its events, key announcements, courses that are offered, etc.
• A distinct group assigned to oversee the college website.

The team is responsible for overseeing the frequent updating, maintenance, and operation of the website.
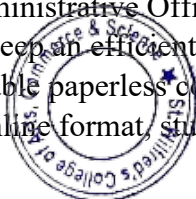• The Team Committee will also search the website for any additional modifications that are necessary.
• The College uses its website to highlight its dynamic and lively personality.
• The website updates with all relevant information as soon as it is made available.
The institutional website has the Vision and Mission Statement uploaded, along with additional development initiatives.

2. Administration:

The Principal communicates via email also with members of the Governing Body as well as the HOD.
• Notices and other significant administrative information are frequently posted on the website.Stwilfred.org
• A high-speed internet connection powers the college.
• Automated office with round-the-clock internet access.
• The program is used to handle the substantive staff members' salaries.
• Every employee has biometric attendance tracked by administrative staff using biometric software, which generates monthly reports.
• The Administrative Office makes use of File Management System and Advanced Excel Tools to keep an efficient database, to facilitate easy, convenient, and seamless processes, and to enable paperless college administration.
• In the online format, students can access the greatest number of services.

PRINCIPAL
St. Wilfred's College of
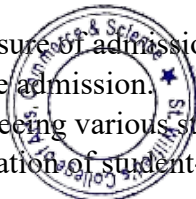Arts, Commerce & Science

3. Accounts and Finance

• The college purchases and uses the most recent versions of the software; the office keeps its Tally account up to date.

• Sophisticated features make it easier for employees to efficiently and successfully maintain financial records.
• This software is the only one used to construct the balance sheet and profit and loss. Tally is also used to generate all of the analysis reports.
• It is possible to generate reports for every employee.
• The majority of payments are sent and received electronically via RTGS, bank transfers, NEFT, and other methods.

• To preserve financial accountability and transparency in the system, all purchases, including the payment of scholarships, must be made cashless.
• Exam and entrance price payments made online,
• Preparing and managing payments for different scholarship programs,

• One particular benefit that the automation process might provide is the ability to monitor the fees we earn from students on a daily and monthly basis for accounting and reconciliation purposes.

This has helped us create forecasting and cash flow management methods for the College's financial management that are more accurate.

4. Entrance and Assistance for Students

Student Admission: The University of Mumbai adopts ethical norms and rules that reinforce the implementation of an open and transparent admissions policy.
• The college releases its brochure, which is also available online and contains instructions for the application process.
• A portal for admissions that will be used to oversee college admissions.
The number of students applying to each course, withdrawals, and fee submission are all managed through the MKCL Portal. Students must submit a separate online application form in order to be admitted to the college; the administrative department will use the online program GURUKUL for this purpose.

• Students can submit their inquiries for admission via the Online Admission Enquiry Form available on the College website.
• The website's Admissions tab also contains the institution's brochure, rules, eligibility, and procedure for admissions.
Students' Portal.

• Disclosure of admission rules and schedule on the portal is one of the following aspects of online admission.
• Overseeing various student scholarship programs.
• Publication of student-focused data, materials, and information on websites.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE
(Affiliated to Mumbai University)

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206
Ph. No. +91-8655678500. 9699625148 • College Code 1033 • E-mail:stwilfred.acs@gmail.com • website : www.stwilfreds.org

The aforementioned digital tasks are accomplished over the internet with the assistance of the College's ICT-based infrastructure.

5. ICT Resources

• Hardware Infrastructure: The College makes sure that there are enough desktop and laptop computers for all of its employees and students.
It is possible to access computers and printers in the administrative block.
• The auditorium has projectors and other multimedia equipment.
• Additional hardware such as interactive whiteboards, smart boards, and computer networking devices will be added to the infrastructure.
• Software Infrastructure: The College keeps enough configuration servers in place to enable quick data transfer to the different computers.
• Regular purchases and updates are made for office automation programs for PCs and laptops, such as Microsoft Office, Open Office, and antivirus software.
• Smart classrooms with ICT

6. Examination.
• The college posts internal and practical test schedules, as well as semester and exam schedules, on the website.
• The College has implemented an online system that allows students to view their marks at the conclusion of each semester, obtain their results, and report any inconsistencies.
The "Exam marks entry software" developed by the Examination Cell is used in the House.

7. Library:
• College adds more and more e-learning resources for the benefit of the instructors and students;
• College keeps up its academic quality by keeping a well-stocked library.
• The Library offers college students, researchers, and teachers access to e-resources through its institutional repository, National Library, and Information Services Infrastructure for Scholarly Content database.
..
The following ERP systems are utilized by institutions at different levels:
 1. Administration: GURUKUL software is used to update billing and fees, keep track of student information,.
3. Admission and assistance for students: Student portal: This is a website where students can view their exam forms, results, and make online fee payments
4. Examination: Marks input and result preparation were completed using software.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

Online video lectures shared through you- tube channel.

The following ERP systems are utilized by institutions at different levels:

 1. Administration: GURUKUL software is used to update billing and fees, keep track of student information,.

3. Admission and assistance for students: Student portal: This is a website where students can view their exam forms, results, and make online fee payments

4. Examination: Marks input and result preparation were completed using software.

2020-21

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

ANNUAL E GOVERNANCE REPORT 2020-21

The Policy for Implementation of E Governance was prepared by the BOG Committee to ensure the smooth operation and growth of the college's academic programs and administration. E-governance implementation in operational areas: St Wilfred's College of Arts, Science, and Commerce in Panvel is implementing e-governance in an effort to optimize resource utilization and streamline procedures. Through computerized procedures, e-governance is expected to improve workflow in the College and make accurate data and information accessible to users. There won't be as much paperwork, less time spent transferring files and documents during official business, and human resources will be used more efficiently as a result. Our college implemented E Governance in the areas of finance during the 2018–19 financial year.

1. Development and Planning

- Website: Serving as an information hub, the website provides details about the college, all of its events, key announcements, courses that are offered, etc.
- A distinct group assigned to oversee the college website.

The team is responsible for overseeing the frequent updating, maintenance, and operation of the website.
- The Team Committee will also search the website for any additional modifications that are necessary.
- The College uses its website to highlight its dynamic and lively personality.
- The website updates with all relevant information as soon as it is made available.
The institutional website has the Vision and Mission Statement uploaded, along with additional development initiatives.

2. Administration:

The Principal communicates via email also with members of the Governing Body as well as the HOD.
- Notices and other significant administrative information are frequently posted on the website.Stwilfred.org
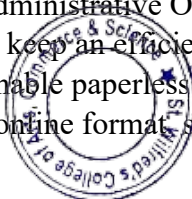- A high-speed internet connection powers the college.
- Automated office with round-the-clock internet access.
- The program is used to handle the substantive staff members' salaries.
- Every employee has biometric attendance tracked by administrative staff using biometric software, which generates monthly reports.
- The Administrative Office makes use of File Management System and Advanced Excel Tools to keep an efficient database, to facilitate easy, convenient, and seamless processes, and to enable paperless college administration.
- In the online format, students can access the greatest number of services.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

3. Accounts and Finance

• The college purchases and uses the most recent versions of the software; the office keeps its Tally account up to date.

• Sophisticated features make it easier for employees to efficiently and successfully maintain financial records.
• This software is the only one used to construct the balance sheet and profit and loss. Tally is also used to generate all of the analysis reports.
• It is possible to generate reports for every employee.
• The majority of payments are sent and received electronically via RTGS, bank transfers, NEFT, and other methods.

• To preserve financial accountability and transparency in the system, all purchases, including the payment of scholarships, must be made cashless.
• Exam and entrance price payments made online,
• Preparing and managing payments for different scholarship programs,

• One particular benefit that the automation process might provide is the ability to monitor the fees we earn from students on a daily and monthly basis for accounting and reconciliation purposes.

This has helped us create forecasting and cash flow management methods for the College's financial management that are more accurate.

Online fees submission process initiated due to pandemic.

4. Entrance and Assistance for Students

 Student Admission: The University of Mumbai adopts ethical norms and rules that reinforce the implementation of an open and transparent admissions policy.
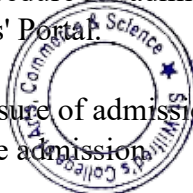• The college releases its brochure, which is also available online and contains instructions for the application process.
• A portal for admissions that will be used to oversee college admissions.
The number of students applying to each course, withdrawals, and fee submission are all managed through the MKCL Portal. Students must submit a separate online application form in order to be admitted to the college; the administrative department will use the online program GURUKUL for this purpose.

• Students can submit their inquiries for admission via the Online Admission Enquiry Form available on the College website.
• The website's Admissions tab also contains the institution's brochure, rules, eligibility, and procedure for admissions.
Students' Portal.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

• Disclosure of admission rules and schedule on the portal is one of the integral aspects of online admission.

• Overseeing various student scholarship programs.
• Publication of student-focused data, materials, and information on websites.
The aforementioned digital tasks are accomplished over the internet with the assistance of the College's ICT-based infrastructure.

5. ICT Resources

• Hardware Infrastructure: The College makes sure that there are enough desktop and laptop computers for all of its employees and students.
It is possible to access computers and printers in the administrative block.
• The auditorium has projectors and other multimedia equipment.
• Additional hardware such as interactive whiteboards, smart boards, and computer networking devices will be added to the infrastructure.
• Software Infrastructure: The College keeps enough configuration servers in place to enable quick data transfer to the different computers.
• Regular purchases and updates are made for office automation programs for PCs and laptops, such as Microsoft Office, Open Office, and antivirus software.
• Smart classrooms with ICT
. College invested in video conferencing tool like ZOOM, MICROSOFT teams ,and Google meet.

6. Examination.

• The college posts internal and practical test schedules, as well as semester and exam schedules, on the website.
• The College has implemented an online system that allows students to view their marks at the conclusion of each semester, obtain their results, and report any inconsistencies.
The "Exam marks entry software" developed by the Examination Cell is used in the House.
. Enhanced online examination systems developed.

7. Library:

• College adds more and more e-learning resources for the benefit of the instructors and students.

• College keeps up its academic quality by keeping a well-stocked library.
• The Library offers college students, researchers, and teachers access to e-resources through its institutional repository, National Library, and Information Services Infrastructure for Scholarly Content database. E- books and E- journals access link shared on website .

Online video lectures shared through you- tube channel.
The following ERP systems are utilized by institutions at different levels:
1. Administration: GURUKUL software is used to update billing and fee track of student information.
3. Admission and assistance for students: Student portal: This is a website where students

can view their exam forms, results, and make online fee payments

4. Examination: Marks input and result preparation were completed using software.

2021-22

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

![St. Wilfred's College logo] **ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE**
(Affiliated to Mumbai University)
Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail:stwilfred.acs@gmail.com • website : www.stwilfreds.org

ANNUAL E GOVERNANCE REPORT 2021-22

The Policy for Implementation of E Governance was prepared by the BOG Committee to ensure the smooth operation and growth of the college's academic programs and administration. E-governance implementation in operational areas: St Wilfred's College of Arts, Science, and Commerce in Panvel is implementing e-governance in an effort to optimize resource utilization and streamline procedures. Through computerized procedures, e-governance is expected to improve workflow in the College and make accurate data and information accessible to users. There won't be as much paperwork, less time spent transferring files and documents during official business, and human resources will be used more efficiently as a result. Our college implemented E Governance in the areas of finance during the 2018–19 financial year.

1. Development and Planning

• Website: Serving as an information hub, the website provides details about the college, all of its events, key announcements, courses that are offered, etc.
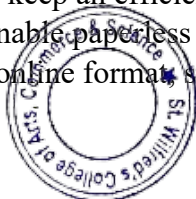• A distinct group assigned to oversee the college website.

The team is responsible for overseeing the frequent updating, maintenance, and operation of the website.
• The Team Committee will also search the website for any additional modifications that are necessary.
• The College uses its website to highlight its dynamic and lively personality.
• The website updates with all relevant information as soon as it is made available.
The institutional website has the Vision and Mission Statement uploaded, along with additional development initiatives.

2. Administration:

The Principal communicates via email also with members of the Governing Body as well as the HOD.
• Notices and other significant administrative information are frequently posted on the website.Stwilfred.org
• A high-speed internet connection powers the college.
• Automated office with round-the-clock internet access.
• The program is used to handle the substantive staff members' salaries.
• Every employee has biometric attendance tracked by administrative staff using biometric software, which generates monthly reports.
• The Administrative Office makes use of File Management System and Advanced Excel Tools to keep an efficient database, to facilitate easy, convenient, and seamless processes, and to enable paperless college administration.
• In the online format, students can access the greatest number of services

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

3. Accounts and Finance

• The college purchases and uses the most recent versions of the software; the office keeps its Tally account up to date.

• Sophisticated features make it easier for employees to efficiently and successfully maintain financial records.
• This software is the only one used to construct the balance sheet and profit and loss. Tally is also used to generate all of the analysis reports.
• It is possible to generate reports for every employee.
• The majority of payments are sent and received electronically via RTGS, bank transfers, NEFT, and other methods.

• To preserve financial accountability and transparency in the system, all purchases, including the payment of scholarships, must be made cashless.
• Exam and entrance price payments made online,
• Preparing and managing payments for different scholarship programs,

• One particular benefit that the automation process might provide is the ability to monitor the fees we earn from students on a daily and monthly basis for accounting and reconciliation purposes. This has helped us create forecasting and cash flow management methods for the College's financial management that are more accurate. Online fees submission process initiated due to pandemic.

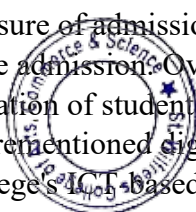## 4. Entrance and Assistance for Students

Student Admission: The University of Mumbai adopts ethical norms and rules that reinforce the implementation of an open and transparent admissions policy.
• The college releases its brochure, which is also available online and contains instructions for the application process.
• A portal for admissions that will be used to oversee college admissions.
The number of students applying to each course, withdrawals, and fee submission are all managed through the MKCL Portal. Students must submit a separate online application form in order to be admitted to the college; the administrative department will use the online program GURUKUL for this purpose.

• Students can submit their inquiries for admission via the Online Admission Enquiry Form available on the College website.
• The website's Admissions tab also contains the institution's brochure, rules, eligibility, and procedure for admissions.
Students' Portal.

• Disclosure of admission rules and schedule on the portal is one of the following aspects of online admission. Overseeing various student scholarship programs.
• Publication of student-focused data, materials, and information on websites. The aforementioned digital tasks are accomplished over the internet with the assistance of the College's ICT-based infrastructure.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

5. ICT Resources

• Hardware Infrastructure: The College makes sure that there are enough desktop and laptop computers for all of its employees and students.
It is possible to access computers and printers in the administrative block.
• The auditorium has projectors and other multimedia equipment.
• Additional hardware such as interactive whiteboards, smart boards, and computer networking devices will be added to the infrastructure.
• Software Infrastructure: The College keeps enough configuration servers in place to enable quick data transfer to the different computers.
• Regular purchases and updates are made for office automation programs for PCs and laptops, such as Microsoft Office, Open Office, and antivirus software.
• Smart classrooms with ICT
. College invested in video conferencing tool like ZOOM, MICROSOFT teams ,and Google meet.

6. Examination.

• The college posts internal and practical test schedules, as well as semester and exam schedules, on the website.
• The College has implemented an online system that allows students to view their marks at the conclusion of each semester, obtain their results, and report any inconsistencies. The "Exam marks entry software" developed by the Examination Cell is used in the House. Enhanced online examination systems developed.

7. Library:

• College adds more and more e-learning resources for the benefit of the instructors and students.

• College keeps up its academic quality by keeping a well-stocked library.
• The Library offers college students, researchers, and teachers access to e-resources through its institutional repository, National Library, and Information Services Infrastructure for Scholarly Content database.
E- books and E- journals access link shared on website .

Online video lectures shared through you- tube channel.
The following ERP systems are utilized by institutions at different levels:
 1. Administration: GURUKUL software is used to update billing and fees, keep track of student information,.
3. Admission and assistance for students: Student portal: This is a website where students can view their exam forms, results, and make online fee payments
4. Examination: Marks input and result preparation were completed using software
2021-22

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

ANNUAL E GOVERNANCE REPORT 2022-23

The Policy for Implementation of E Governance was prepared by the IQAC Committee to ensure the smooth operation and growth of the college's academic programs and administration. E-governance implementation in operational areas: St Wilfred's College of Arts, Science, and Commerce in Panvel is implementing e-governance in an effort to optimize resource utilization and streamline procedures. Through computerized procedures, e-governance is expected to improve workflow in the College and make accurate data and information accessible to users. There won't be as much paperwork, less time spent transferring files and documents during official business, and human resources will be used more efficiently as a result. Our college implemented E Governance in the areas of finance during the 2018–19 financial year.

1. Development and Planning

> • Website: Serving as an information hub, the website provides details about the college, all of its events, key announcements, courses that are offered, etc.
> • A distinct group assigned to oversee the college website.
>
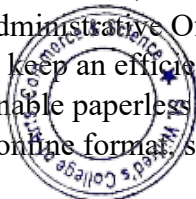> The team is responsible for overseeing the frequent updating, maintenance, and operation of the website.
> • The Team Committee will also search the website for any additional modifications that are necessary.
> • The College uses its website to highlight its dynamic and lively personality.
> • The website updates with all relevant information as soon as it is made available.
> The institutional website has the Vision and Mission Statement uploaded, along with additional development initiatives.

2. Administration:

> The Principal communicates via ERP also with members of the Governing Body as well as the HOD teaching and non -teaching staff..
> • Notices and other significant administrative information are frequently posted on the website.Stwilfred.org
> • A high-speed internet connection powers the college.
> • Automated office with round-the-clock internet access.
> • The program is used to handle the substantive staff members' salaries.
> • Every employee has biometric attendance tracked by administrative staff using biometric software, which generates monthly reports.
> • The Administrative Office makes use of File Management System and Advanced Excel Tools to keep an efficient database, to facilitate easy, convenient, and seamless processes, and to enable paperless college administration.
> • In the online format, students can access the greatest number of services.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

3. Accounts and Finance

• The college purchases and uses the most recent versions of the software; the office keeps its Tally account up to date.

• Sophisticated features make it easier for employees to efficiently and successfully maintain financial records.
• This software is the only one used to construct the balance sheet and profit and loss. Tally is also used to generate all of the analysis reports.
• It is possible to generate reports for every employee.
• The majority of payments are sent and received electronically via RTGS, bank transfers, NEFT, and other methods.

• To preserve financial accountability and transparency in the system, all purchases, including the payment of scholarships, must be made cashless.
• Exam and entrance price payments made online,
• Preparing and managing payments for different scholarship programs,

• One particular benefit that the automation process might provide is the ability to monitor the fees we earn from students on a daily and monthly basis for accounting and reconciliation
purposes.
.This has helped us create forecasting and cash flow management methods for the College's financial management that are more accurate.

4. Entrance and Assistance for Students

Student Admission: The University of Mumbai adopts ethical norms and rules that reinforce the implementation of an open and transparent admissions policy.
• The college releases its brochure, which is also available online and contains instructions for the application process.
• A portal for admissions that will be used to oversee college admissions.
The number of students applying to each course, withdrawals, and fee submission are all managed through the MKCL Portal. Students must submit a separate online application form in order to be admitted to the college; the administrative department will use the online program ERP for this purpose.

• Students can submit their inquiries for admission via the Online Admission Enquiry Form available on the College website.
• The website's Admissions tab also contains the institution's brochure, rules, eligibility, and procedure for admissions.
Students' Portal.

• Disclosure of admission rules and schedule on the portal is one of the following aspects of online admission.
• Overseeing various student scholarship programs.
• Publication of student-focused data, materials, and information on websites.

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science

The aforementioned digital tasks are accomplished over the internet with the assistance of the College's ICT-based infrastructure.

5. ICT Resources

• Hardware Infrastructure: The College makes sure that there are enough desktop and laptop computers for all of its employees and students.
It is possible to access computers and printers in the administrative block.
• The auditorium has projectors and other multimedia equipment.
• Additional hardware such as interactive whiteboards, smart boards, and computer networking devices will be added to the infrastructure.
• Software Infrastructure: The College keeps enough configuration servers in place to enable quick data transfer to the different computers.
• Regular purchases and updates are made for office automation programs for PCs and laptops, such as Microsoft Office, Open Office, and antivirus software.
• Smart classrooms with ICT

6. Examination.

• The college posts internal and practical test schedules, as well as semester and exam schedules, on the website.
• The College has implemented an online system that allows students to view their marks at the conclusion of each semester, obtain their results, and report any inconsistencies.
The "Exam marks entry software" developed by the Examination Cell is used in the House.

7. Library:

• College adds more and more e-learning resources for the benefit of the instructors and students.

• College keeps up its academic quality by keeping a well-stocked library.
• The Library offers college students, researchers, and teachers access to e-resources through its institutional repository, National Library, and Information Services Infrastructure for Scholarly Content database.
..
The following ERP systems are utilized by institutions at different levels:
1. Administration: ERP system is used to update billing and fees, keep track of student information,.
3. Admission and assistance for students: Student portal: This is a website where students can view their exam forms, results, and make online fee payments

4. Examination: Marks input and result preparation were completed using

PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science