ANNUAL E-GOVERNANCE REPORT

Sanpada College of Commerce & Technology has adopted a policy for E-governance.

Institutional governance policy has developed E-governance in areas of operations like accounts, administration, library, admissions, Examination etc. Financial provisions for its Up-gradation and maintenance were created by the college. Implementation of E-governance in various operations of the institution like examination, administration, e-governance, finance and accounts and student's admission supports to enhance the college's operations by achieving transparency, accountability, and improved work efficiency and increases the accessibility ofinformation to society.

Following are the organizational activities conducted through online mode:

A. Administration:

The administrative office at our college leverages advanced excel and file management system tools to maintain an effective database. To provide a hassle free environment, the administration is actively working towards achieving a paperless process. Maximum services provided to students are made online. The college continuously investigates into the opportunities to automate its functions related to administration. Administrative staff is provided with adequate training and development to keep them abreast with the new technology.

College uses e-governance in the administrative process like recording attendance of teaching and non-teaching staff members through a biometric system, by offering a secure and accurate method. Staff salary payment is done through an online system. Additionally, the library provides Wi-fi facility to all teaching staff members and students in the library by ensuring a technologically enabled learning environment. To gauge student satisfaction and gather valuable feedback, the college employs online Google forms for conducting surveys.

B. Student admission and support:

Along with the University of Mumbai portal, the college will adopt both online & offline admission processes for all its programs under the guidelines of University of Mumbai. The admission system is integrated with the college's accounting system to enable seamless processing of fees and payments.

PRINCIPAL
Sanpada College Of Commerce & Technology

ORIENTAL EDUCATION SOCIETY'S

SANPADA COLLEGE OF COMMERCE & TECHNOLOGY

Affiliated to The University of Mumbai

Sector-2, Plot No. 3,4,5, Behind Sanpada Railway Station, Sanpada (W), Navi Mumbai - 400 705.
Tel: 022-27758715 / 022-27752213 • Fax: 022-27750351
E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

C. Library

Library is supported with software e-Granthalaya to guide students for easy issue and return of the books.

A. Website

The institution operates a website https://scct.edu.in that serves as an information hub. An external service provider has been engaged to develop the website. Regular activities and operations conducted in college at departmental level were uploaded on the website by the Website Committee.

B. Finance and Accounts:

The college will conduct all accounting functions using the Tally software, with regular updates to the software. To ensure the confidentiality of transactions, the college will implement
appropriate security measures. The staff will receive regular training on the latest versions of the software. The college will also continue to use multiple software applications for various purposes. Payments to vendors and other parties will be conducted through online methods such as NEFT, RTGS, and bank transfers whenever feasible.

C. Examination:

1) The institution aims to optimize the extent of online-based examination-related activities whenever feasible.
2) The college will employ specialized software for inputting assessment marks (both internal and external) and for generating result mark sheets and announcing results.
3) This software will be used to maintain all student records related to examinations.

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Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.