

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.  
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## **E-GOVERNANCE POLICY**

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. 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 students admission supports to enhance the college's operations by achieving transparency, accountability, and improved work efficiency and increases the accessibility of information to society.

### **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. Student Admission:**

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.


### **C. 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.

### **D. 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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