M.C.E Society's
M. A. Rangoonwala Institute of Hotel Management and Research, Pune
(Affiliated to Savitribai Phule Pune University)

NAAC: Criteria 6

6.2.2 Implementation of e-governance in areas of operation

**Azam Campus, Camp.Pune-411001.Tel No.020-26442261/2 Mobile: 9403190762
Mail: info@marhotelmanagement.com Website:
www.marhotelmanagement.com**

E-Governance Policy

M.C.E. Society's

M. A. Rangoonwala Institute of Hotel Management & Research, Pune

Affiliated to Savitribai Phule Pune University / Institute code No. : 1042

Dr. P. A. Inamdar
President (M.C.E. Society)

Prof. Dr. Anita Frantz
Principal

Ref. No. MARIHMRP

Date :

E-Governance Policy

M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management and Research, Pune takes a holistic view on the e-governance initiatives across various activities of the college in an efficient manner. The primary object of the e-governance policy is to bring the technology not only in academic but in also various operations, transactions and services of the college for better efficiency, transparency and accountability.

Scope:

The scope of this e-governance policy covers day-to-day operations of various functions and processes within the college namely:

- Administration
- Finance & accounts
- Student Admission
- Library
- Examination
- Website & Social media

Objective:

1. Implementation of E-governance in various operations of the college.
2. Achieving efficiency in the functioning
3. Promoting transparency and accountability.
4. Achieving paperless administration in the campus.
6. Providing easy access to information.
7. To maintain the data on a secure environment.
8. Making the institution visible globally.

Procedure of Execution:

1. The management has the complete authority to select the vendors for e-governance according to the need of the institution.
2. The management calls various vendors who provide various e- governance services.
3. The criteria for selection of the vendors/softwares include - user friendly interfaces, time saving and cost saving mechanisms which meet the requirements of the institution.
4. The vendors can demonstrate and explain the special features of their services.
5. Based on the inputs from various vendors and their terms of service provided, the management selects the vendor.

6. The management signs an agreement with the selected vendor and their services will be provided to the institution for the mentioned period unless terminated earlier.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the management reserves the right to implement e-governance even in the areas not enlisted herewith. As per the directives of the management Maharashtra Cosmopolitan Education Society, Tally, Vriddhi and OPAC are being used for e-governance.

1. **Administration:**
- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
- The college administration shall be equipped with a customized user-friendly Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment etc.
- All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.
- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.

2. **Finance & Accounts:**

The e- governance software should provide support for maintaining the accounts and finance of the institution. It should be able to provide e-copies of the staff salary certificates, support in tax deductions and also support the students' fee payment.

3. **Student Admission:**

The admission process has been shifted into online mode and the e- governance partner should provide a platform for the admission process.

4. **Library:**

The college shall automate and digitize its Library functions to not only support contactless procurement, but also provide e-resources for remote access of the content from other sources also.

5. **Examination:**

As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks,etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Examination coordinator needs to supervise the entire process of examination under the guidance of the Principal of the college.

6. Website & Social Media:

The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities. The website contains the details of programmes offered, facilities available, activities happening and information regarding the college. Important information & achievements will be posted in the Social Media.

Prof. Dr. Anita Frantz
Principal

PRINCIPAL
M. A. Rangoonwala Institute of
Hotel Management & Research
Azam Campus, Camp, Pune - 1