Sophia College for Women

Empowered Autonomous

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An Institution of
the Society for the Higher Education
of Women in India

E-Governance Policy

1.	Administrative Policy Number (APN): SCWAPN/13	**Functional Area:** Streamlining administrative processes through digital optimization for efficient governance.
2.	Brief Description of the Policy:	Purpose: Promoting e-governance facilities Audience: All stakeholders of the organization.
3.	Policy Applies to:	Academic and Administrative departments
4.	Effective from the Date:	26th November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	To improve operational efficiency, enhance the learning experience, and promote accountability and transparency in administrative processes.
10.	References for the policy	UGC/ University of Mumbai

EMPOWERING WOMEN TO EXCELLENCE

Introduction

Sophia College for Women recognizes the transformative potential of digital technologies in revolutionizing governance and administrative practices. With a commitment to embracing innovation and ensuring transparency, accessibility, and efficiency in its operations, the college has formulated a comprehensive e-Governance policy tailored to meet the evolving needs of its diverse stakeholders.

1. Enhancing Administrative Efficiency

2. Improving Accessibility

3. Promoting Transparency and Accountability

4. Enhancing Stakeholder Engagement

5. Empowering Decision-Making

Our e-Governance looks to proper use of digital technology to improve the efficiency, transparency, and accessibility of administrative processes and services within the institution and in making available our services to its stakeholders. Here are some aspects and benefits of implementing e-Governance in the institution:

1. **Online Admission Process:** College has its MIS ,that has the online admission portal, wherein the students complete their admission process.

2. **Electronic Attendance Tracking:** we as an institution would look forward to digitalizing the procedures of attendance via applications like CampusBy and TeachUs app.

3. **Online Fee Payment:** Offering online payment options for tuition fees, exam fees, and other charges reduces the hassle for students and ensures timely payments.

4. **Digital Library Management:** Digital libraries provide students and faculty with access to a vast collection of resources, including e-books, journals, and research papers. They enable easy search and retrieval of information.

5. **Online Results Declaration and grading:** Using MIS the institution may undertake its result processes and grading online.

6. **Communication Platforms:** Students, Teachers and administrative staffs are provided with institutional ids in their workspace. Communications via email, online forums, G-Suite and WhatsApp are to be encouraged to promote collaboration and transparency between all stakeholders of the institution.

7. **Enhanced Security and Data Privacy:** Implementing robust cybersecurity measures and data protection protocols ensures the security and privacy of sensitive information, such as student records and financial data.

IQAC coordinator

Coordinator
IQAC
Sophia College

Principal

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