



LAXMI CHARITABLE TRUST

## SHRI CHINAI COLLEGE OF COMMERCE & ECONOMICS

Dr. S. Radhakrishnan Marg, Andheri (East), Mumbai-400 069

Accredited by NAAC with B grade

### **Annual E-governance Report: 2023-2024**

Shri Chinai College of Commerce and Economics has implemented e-governance for sharing information and to manage human resource efficiently with transparency through participation and accountability. The Enterprise Resource Planning (ERP) of the college is categorized as two major areas like e-administration and e-services. E-administration uses ICT for information and data processing by head of the institution, IQAC and different committees formed to decentralize the administration.

1. Administration: College uses Biometric system that mark attendance of teaching and non-teaching staff. The monthly report is generated and monitored by Incharge Principal. College Website with subdomain to all departments and each of the faculty members.

2. Finance and Accounts: Finance department uses Free Tally software to generate bill as well as manage financial transaction as well as manage commercial transactions effectively and efficiently. The data you store in Tally can be accessed as needed and managed in an efficient way at any time.

3. College Website: IT department frequently update college website and furnish important information such as time-table, merit list, course wise information etc. All notifications are published in college website.

4. Student Admission and Enrolment: Admissions are done on the basis of MKCL portal by filling university form. Student approaches our college, fill up the offline form and merit list is prepared and admission is completed upon the guidelines from University of Mumbai. Data collected is confidential and treated as a part of admission process.

5. Student services: There is a dedicated computer and printer allotted for downloading and printing university papers. Question paper printing, preparation of notices, entering marks of projects, assignment, examination etc are all computerised and managed by examination section. OSM is used for university examination and separate arrangements were made in library.

Library services are fully computerised. We use SOUL software to maintain data.

6. Hardware and Software Infrastructure: College has desktop, printers all are equipped with latest software and hardware. Various tools such as MS Office, Windows, antivirus has been regularly updated by IT Department.



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## **Annual E-governance Report: 2021-2022**

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## **Annual E-governance Report: 2020-2021**

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1. Administration: College uses Biometric system that mark attendance of teaching and non-teaching staff. The monthly report is generated and monitored by Incharge Principal. College Website with subdomain to all departments and each of the faculty members. But because of lockdown no physical attendance was allowed in college.

2. Finance and Accounts: Finance department uses Free Tally software to generate bill as well as manage financial transaction as well as manage commercial transactions effectively and efficiently. The data you store in Tally can be accessed as needed and managed in an efficient way at any time.

3. College Website: IT department frequently update college website and furnish important information such as time-table, merit list, course wise information etc. All notifications are published in college website.

4. Student Admission and Enrolment: Because of lockdown admissions were arranged online basis.

5. Student services: With the nationwide lockdown announced in India, college went in online mode and conducted online lectures. Exams were conducted online via JVIRUS which is paid version Google which helped us to conduct examination seamlessly.

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## **Annual E-governance Report: 2019-2020**

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