



# SWAYAM SIDDHI MITRA SANGH'S COLLEGE OF MANAGEMENT & RESEARCH

(Affiliated to University of Mumbai, Approved by AICTE & Recognised by Govt. of Maharashtra DTE Code :MB 3133 )

(An ISO 9001-2015 Certified Institute)

ESTD 1988  
तमसो मा ज्योतिर्गमय

Swayam Siddhi Educational Campus, Sonadevi Compound, Temghar, Bhiwandi - 421302  
Contact : 248257 / 249191 Website : [www.sscmrmba.in](http://www.sscmrmba.in)

## E-GOVERNANCE POLICY

### Objectives :

1. To inculcate user friendly practices
2. To ensure safety and security of the data
3. To implement predefined systems in each functioning
4. To promote paperless functioning of the College
5. To promote environment friendly operations
6. To ensure accuracy transparency in each and every transactions.
7. To ensure accountability and responsibility

### The Policy

The College shall adopt and initiate e-governance and automations in almost all the areas of its functioning.

### Features

- The Management and Director shall ensure and promote the paperless functioning in the administrative offices and affairs of the students.
- It shall try to speed up all the services which are expected to be provided to the students and parents.
- The teachers shall maximise use of IT in the process of teaching and learning.
- One window information system shall be promoted for all the stakeholders
- The e-governance system shall ensure centralise storage of data for easy access to students and staff
- To process shall be effective in cost reduction and cost control.
- The College library shall adopt computerisation of each process of the library and make available all the possible e- resources to students and teachers.

The system shall ensure controls at various level of the administration hierarchy and shall be transparent enough commensurate to the size of the Organisation.

- The Management and Director shall be responsible for the CCTV surveillance in and around college campus for the safety and security of





# SWAYAM SIDDHI MITRA SANGH'S COLLEGE OF MANAGEMENT & RESEARCH

(Affiliated to University of Mumbai, Approved by AICTE & Recognised by Govt. of Maharashtra DTE Code :MB 3133 )  
(An ISO 9001-2015 Certified Institute)

Swayam Siddhi Educational Campus, Sonadevi Compound, Temghar, Bhiwandi - 421302  
Contact : 248257 / 249191 Website : [www.sscmrmba.in](http://www.sscmrmba.in)

- the staff and students
- The system audit shall be conducted annually with the help of senior teachers in the College working in the department of Information Technology.

The abovementioned policy shall be reviewed periodically in view of recent enactments, requirements and suggestions received from various authorities and stakeholders from time to time.

  
Director

Director  
Swayam Siddhi College of  
Management & Research



  
IQAC Coordinator