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विना तु नृत्य शास्त्रेण चित्रसूत्रम् सुदुर्विदम्

nalanda dance research centre's nalanda nritya kala mahavidyalaya

Plot A - 7 / 1, N. S. Road No. 10, J. V. P. D. Scheme, Vile Parle (West), Mumbai - 400 049.

Chairman : Dr. Anil Kakodkar

Education Director : Dr. (Smt.) Kanak Rele

E-GOVERNANCE POLICY

This policy is applicable in the following areas:-

- Administration
- Finance and Accounts
- Students Admissions and Examinations
- College library
- ICT Infrastructure
- E-Waste Management

Objectives of E-governance Policy

- Implementation of E-governance provides a simplified and effortless functionality of the college.
- Promote transparency, clarity and accountability.
- To adapt to the green culture environment.
- To implement E-governance in various interactions and services of the college.
- To create a synthesis of ancient and concurrent trends by adapting ICT methods to traditional teaching and learning systems.



U.R. Rele

Principal

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Policy:

The college has implemented E-Governance in all areas like admissions, administration, teaching learning, library, accounts etc. This policy is aimed towards smooth functioning of the college.

The college decides to make the following policies and procedure:

Website:

The website display's vital information about the college. Its activities, important circulars and notices, courses offered, events, festivals and notifications etc. The website committee looks after the process of updating, upgrading, maintaining and functioning of the website on a regular basis.

Student admission:

The admission policy of the college is transparent. The college follows rules and regulations of admissions governed by the Government of Maharashtra and University of Mumbai, the admission of students are processed through MIS Ultimate Software and Maharashtra Knowledge Corporation Limited (MKCL).



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Examination:

The results of the students are announced by the Online Management System of the University of Mumbai.

Administration:

The administrative communication is always done through an online process specified by authority like the Central Government of India, State Government of Maharashtra, Director and Joint Director Offices as well as others.

Finance and Accounts:

- E-Seva vetan by state Government of Maharashtra – for salary only.
- Tally ERP-9 for accounts.
- Public Financial Management System (PFMS) - by Central Government
- To carry out all the accounting functions on the software called Tally.
- To upgrade on the latest software's.
- To maintain the confidentiality of the transactions of Funds and allowances for which appropriate security measures are taken.
- To utilize the digitalised mode of payments such as NEFT, RTGS, Bank Transfers etc.

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Library:

The college continues to enhance its E-Resource collection by adding more e-books, latest DVD's, digitalizing its archival material etc. The college has the library to renew the subscription of N-LIST Databases and has its students and teachers encouraged to be active members. Also the library will continue to have its in-house activities automated with UGC approval. The latest Library software SOUL 3.0. Urkund, Anti-Plagiarism software continued to be used for Thesis, Dissertations, Project checking etc. College continues to have a dedicated library webpage on the college website.

Other Points include are:

- The online Public Access Catalogue module which is used to search college library collection.
- The online notifications to students and teachers regarding newly added books, periodicals, journals, magazines etc.
- The timely updating of library web-page.
- Inclusions of more E-Resources website links.
- Soft-copies of question papers to be made available to students and the teachers.
- Soft-copies of dissertation and projects to be made.
- Digitalization of archival materials

Alumni:

- A separate page for the alumni on the website providing information on registration with the Alumni Association.
- For faster communication Alumni telegram group is also created.



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E-Waste Management:

- The college strives to dispose E-Waste in a responsible manner and educate staff and students to take appropriate measures towards green environment.
- To start positive measures towards Green Campus, through Green club'-**Vasundhara**' of the college.

Hardware Infrastructure:

- To provide adequate number of PC's to students and staff.
- To ensure computers and printers are made available as per the necessary requirements.
- To provide projectors and other multimedia devices in the auditorium, classrooms.
- The infrastructure accompanied by domain specific server, computer networking devices, scanners, white board etc.
- Full-fledged editing/recording studio (**Akshara-Dhwani**) to be made available for recording and editing purpose for in-house dance-drama productions as well as for their syllabus.
- To update the studio equipment's with latest software's like Nuendo, Mixpad, Final cut-pro (FCP) Filmora, Pinnacle, ad hoc pro (photoshop).



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Software Infrastructure:

- To upgrade Operating System of windows (OS) and MS OFFICE
- To renew the subscription of Tally software
- To update the student fee package software
- To upgrade the latest software as per the requirement of the students and faculty members.
- To create online platforms for knowledge for the faculty and students.
- The college will upload dance-drama productions, choreographic presentations on college YouTube channel.
- To conduct academic events, lecture series (**Webshaala**), seminars, workshops, counselling sessions, FDP's (Faculty Development Programmes), of faculty and students through online platforms.
- To update the What's app group, Facebook page for effective communication

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