



Mahavir Education Trust's

# SHAH & ANCHOR KUTCHHI ENGINEERING COLLEGE

Affiliated to University of Mumbai & Approved by DTE & AICTE  
# UG Programs accredited by NBA for 3 years w.e.f. 1st July, 2019

## E-governance policy

The increasing demand for transparency in administration and faster information transfer led to the establishment of E-governance in Shah and Anchor Kutchhi Engineering College.

### Objectives:

1. Implementation of E-governance in various processes of the institution
2. Promoting efficient administration, cost reduction and timely decision.
3. Facilitating effective communication among various stakeholders of the institution
4. Bringing in Transparency and Accountability in all aspects of the institution
5. Achieving paperless administration of the institution
6. Promoting autonomy, innovations and academic reforms in institution
7. Making the institution visible globally

### Policy:

1. The E-governance is implemented to provide simpler and efficient system of governance in almost all activities of the functioning in the institution.
2. In order to involve students and staff members in the innovations and academic reforms of the institutions, most of our systems are indigenously built in-house as per their requirements. The institution has also appointed a fulltime System Analyst who develops and maintains all the systems for e-governance.
3. The institute already has drafted e-governance policy framework to standardize the various educational processes of the institution.
4. E-governance the policy is divided into various areas of operation.
  - **Website:** The website committee is responsible for development, administration and maintenance of the website on a regular basis. The coordinator of the committee handles all the requests from concerned persons for information to be added or updated on the website and is also responsible for revamping of the website as and when required after taking the feedback from all stakeholders.
  - **Student Admission:** The Institution conducts admissions in online mode using the admission system developed in-house. The admission in-charge is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.
  - **Accounts:** For ease of maintaining accounts, the college has an accounting system. The accountant is responsible to provide details of additions or updates needed in the existing systems as per the latest government rules and regulations and convey it to system analyst. Training to the existing staff is also organized as and when required.



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- **Library:** Our library is fully automated. We need to identify and subscribe newer e-learning resources taking into account the recommendations of the faculty and students. The Library In-charge is responsible for conveying any system requirements to System Analyst and has to periodically organize appropriate training sessions for staff and the students to familiarize them with usage of e-learning resources.
- **Administration:** The use of ICT and e-Governance in administration processes provide cost reduction and timely decision. Staff members are provided with facilities such as online leave management, e-copy of salary certificates, internal communication between the employees etc. Student get services like transfer certificates, Bonafide certificates, etc. in online mode. The administrative head under the guidance of Principal is responsible for all the functionalities of this part of the system.
- **Examination:** All the examinations processes such as filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. are conducted in an online mode. Utmost secrecy and confidentiality need to be maintained while handling examinations. In-Charge of Examination section needs to supervise the entire process of examination under the guidance of the Principal of the college.
- **Placement:** Placement portal of the institution is developed in-house by the placement committee and facilitates the campus recruitment process in an online mode from student registration, uploading the documents, providing an offer letter and generating reports of placements, higher studies and entrepreneurship. Training and placement officer is responsible for the maintenance, training and updation of placement portal.
- **Department Information Management System (DIMS):** Every department maintains its own DIMS which includes Attendance Management System, Mentoring System, Project Management System, etc. The DIMS committee is responsible for the maintenance, upgradation, training and documentation of all the modules of the system.
- **Alumni:** In order to strengthen alumni interaction, a separate alumni portal is developed that offers facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. Dean alumni is appointed at the college level to take care of the entire activity.

Dr. Bhavesh Patel  
Principal



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