DR. BALIRAM HIRAY
COLLEGE OF ARCHITECTURE
ISO 9001:2015 CERTIFIED

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
Tel. #91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : hirayarch@yahoo.co.in
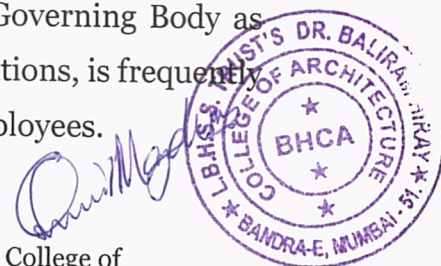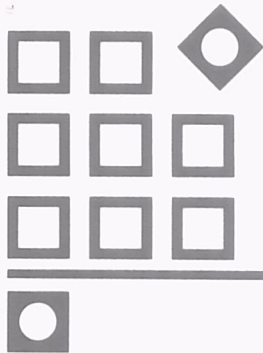
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	Policy Title: Implementation of e-governance in areas of operation	
1.	Administrative Policy Number (APN): ARC/APN/04	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative and managerial processes in the organization
4.	Effective from the Date:	1st June 2020
5.	Approved by:	Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	7th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

Implementation of e-governance in areas of operation

1. Administration

a) The Administration communicates with members of the Governing Body as well as all key administrative information, including notifications, is frequently published on the website for teaching and non-teaching employees.

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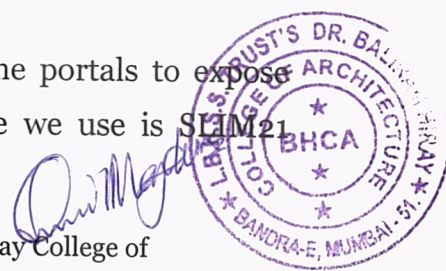
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b) Biometric attendance for all employees.

c) Fully automated, Wi-Fi office with 24-hour internet access.

d) To meet the IQAC goal, committee members began utilizing Google services like as-

- Google Sheets: For collecting data from several departments.
- Google Docs: For creating notifications and activity reports.
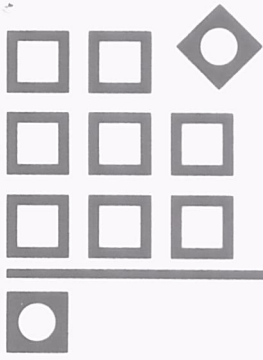- Google Forms: For creating feedback forms and collecting online input from students and parents.

2. Finance and Accounts

a) The accounts of the institution are maintained through different systems.

b) Financial matters are also dealt with UPI for transaction purposes.

3. Student Admission and Support

a) The admission portal is used to manage student admissions.

b) The college website serves as a reflection of the college's information. The website includes admission interfaces. The college has a full-time web developer and team members.

c) In a central library, we use different software and online portals to expose students to update their knowledge daily. The software we use is SLIM21

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(System for Library Information and Management), as well as E-library portals such as Bloomsbury.

4. Examination

a) Filling out examination forms, acquiring admission cards, uploading marks, and so on are all done online. Under the supervision of the institution's examination controller, the academic cell of the College Examination controls the whole examination procedure.

Prof. (Ar.) Sunil Magdum
Principal
Dr. Baliram Hiray College of Architecture

Managing Trustee
Dr. Baliram Hiray College of Architecture