

**Sipna Shikshan Prasarak Mandal, Amravati's**  
**ARTS, SCIENCE AND COMMERCE COLLEGE**  
**CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)**



## **CRITERION – VI**

### **6.2. Strategy Development and Deployment**

#### **6.2.2**

#### **Institution Implements E-Governance in Its Operations**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

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SIPNA SHIKSHAN PRASARAK MANDAL'S AMRAVATI

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NAAC Reaccredited 3rd Cycle with CGPA 2.77 at grade B++ (2018-2023)

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
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## DECLARATION

This is to declare that the information, photos, reports, true copies, numerical data, etc. furnished in this file as supporting documents is verified by IQAC and found correct.

  
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**SUPPORTING DOCUMENTS**

**Sipna Shikshan Prasarak Mandal, Amravati's**  
**ARTS, SCIENCE AND COMMERCE COLLEGE**  
**CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)**

**Metric No. 6.2.2**

**- I N D E X -**

**Annual E-Governance Report Approved by The Governing  
Council/ Board of Management/ Syndicate Policy Document On  
E-Governance**

<b>Sr. No</b>	<b>Name of Document</b>	<b>Page No.</b>
<b>1</b>	<b>Policy Document- E-GOVERENANCE</b>	<b>5-9</b>

Sipna Shikshan Prasarak Mandal, Amravati's  
**ARTS, SCIENCE AND COMMERCE COLLEGE**  
CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



**Policy Document**

**E-GOVERNANCE POLICY**

**Sriam Shikshan Prasarak Mandal, Amravati's  
Arts, Science and Commerce College  
Chikhaldara, Distt. Amravati**

**-POLICY DOCUMENT-**

**E-GOVERNANCE POLICY**

**INTRODUCTION**

The application of information communication technology for the purpose of governance is commonly known as e-governance. Through e-governance, information can be distributed to the public in a transparent manner.

Electronic governance or e-governance is adopted by countries across the world. In a fast-growing and demanding economy like India, e-governance has become essential. The rapid growth of digitalization has led to many governments across the globe to introduce and incorporate technology into governmental processes. Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the government to provide and facilitate government services, exchange of information, communication transactions and integration of various standalone systems and services.

e-Governance in India is a recently developed concept. The launch of National Satellite-Based Computer Network (NICENET) in 1987 and subsequent launch of the District Information System of the National Informatics Centre (DISNIC) programme to computerize all district offices in the country for which free hardware and software was offered to the State Governments provided the requisite impetus for e-governance.

**E-GOVERNANCE POLICY OF OUR INSTITUTION**

**SCOPE:**

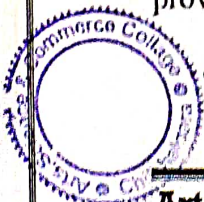
The scope of this E-GOVERNANCE policy extends to the following areas:

- Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

**OBJECTIVES:**

Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.

- To promote transparency and accountability in all the functions of the college.



## Policy Document

- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.

### MODUS OPERANDI

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

### The College decides to make the following policies and procedure:

#### Website:

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining working of the website on and a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.

#### Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.

#### Accounts:

The office continues to maintain its account on CAS Software (Computerized Accounting System). Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through CAS. Appropriate security measures should be taken for maintaining confidentiality of the transactions. The College also uses Public Financial Management System (PFMS) for the funds received from the Government. Payroll Management System which helps to automatically calculate the salary, generate salary slips, GPF slips, arrears, disburse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.



### ERP:

The College use Office Automation software to automate the office work like Admission process, Receipts, Students profile, Examinations, roll call list etc to maintain the student year-wise data. Scholarship Software for students Scholarship information and bills, etc.

### Library:

The College continues to maintain its academic excellence through maintaining full automated library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe new journals and books regularly. Recommendations are taken from the teachers and students while subscribing the e-resources, books, journals and reference books.

- Our college library is using KOHA open source software. The software is LINUX base; hence it protects data from viruses. As it is open source it saves 50 to 60 thousand rupees of annual maintenance.
- We continuously update the software version.
- We have developed our own library portal to provide access to e-resources specially related to curriculum. The E-library portal helps to increase the precision ratio in the users search.
- We continuously upgrade our ICT equipments with required softwares.
- We insist students to use N-list, DELNET and another educational website.
- We keep all the statistical data of library use through various software like KOHA.
- We also use and upgrade electronics equipments to provide library services, like, bulletin board, scanners, printers, Photo-copier, PC, DLP etc

### Administration:

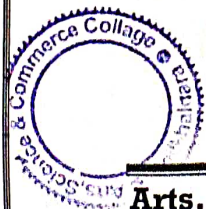
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- The college will look into opportunities to automate some of its functions related to administration.
- Administration Staff to be provided with adequate training and development to keep them abreast with the new technology.

### Examination:

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

### Stock:

College have a stock management software. Using this software, we manage stock inward and outward for consumption.





## **ICT TOOLS**

### **Hardware Infrastructure**

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- LCDs and other multimedia devices to be provided in the, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by, computer networking devices, scanners and interactive teaching board/smart board etc.

### **Software Infrastructure**

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.



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